

SUBMITTAL REQUIREMENTS

A permit is required to install a backup generator. Include with your permit application the following additional information:

- A plot plan showing the location of the generator on the property, including lot lines, setbacks and structures.
- Completed generator electrical information sheet (attached).
- Estimated cost of construction.
- Name of contractor, if applicable. Note: All contractors must be registered with the City. It is highly recommended that only contractors experienced in installing generators perform this work.

REVIEW PROCESS

Allow at least three weeks for processing of your application. In addition to Building Division review, the Engineering Division will review for any easements or impediments to drainage. The applicant will be notified when plan review is complete and the permit is ready for pick up.

SPECIFICATIONS

- No structures are permitted in easements. Do not change grade.
- Call 1-800-362-2764 (OUPS) before you dig.

FEES AND INSPECTIONS

- See fees listed on Residential Building Permit Fees page (website or handout).
- A minimum 24-hour notice is required to schedule inspections.
 - Call 24 hours in advance for inspection when completion of work is anticipated. On the day of the inspection, call the Building Department within one hour of final completion. The inspector will be notified and will be on site within approximately one hour.
- The electrician that installed the generator **needs to be on site for all inspections** to open the panel covers and to start the generator.
- Final inspections are performed when the project is completed.

GENERATOR ELECTRICAL INFORMATION

Please complete the following and return to the Building Division with the application.

CONSTRUCTION SITE ADDRESS: _____

1. Size of Generator? (KW/amps/volts) _____

2. Breaker size on Generator: _____

3. Will a transfer switch be utilized? ☐ YES ☐ NO

- If the transfer switch is being used as the main service panel, the original service conductors entering into the main panel may need to be replaced.
- Once the main transfer switch is installed the original main panel is now a sub panel and the neutral conductor needs to be insulated, a four-wire feeder is required.

4. How will the electrical be run from the main house panel?

Conduit? Size _____ Type _____

Direct burial? Size _____ Type _____

Other: _____

5. Number of conductors (wires) being run? _____

Size of conductors (wires) being run? _____

Type of conductors (wires) being run? _____

6. Distance from house to generator? _____

7. Size of gas line to generator? _____

8. Who will be installing the gas line to the generator? _____

9. Is the gas manifold being changed? ☐ YES ☐ NO

If yes, by whom? _____

General Notes:

- When using an automatic transfer switch as the main electrical panel, the transfer switch shall be rated "Suitable to be Used as Service Equipment."
- DO NOT install an additional grounding rod unless the installation is per the manufacturer's specs and in accordance with the National Electrical Code.
- Ensure the low voltage cable is in a separate raceway (conduit) per the manufacturer's specs and the National Electrical Code.
- Ensure the gas pipe size is sufficient to supply all gas fired appliances being utilized with the generator.
- Ensure the gas piping is not installed directly above the electrical panel.
- Maintain required working space around generator AND all disconnects.
- Maintain proper distance from all openings such as doors, windows and ventilation.

Residential Application for Plan Approval

BUILDING DIVISION



GENERAL INFORMATION

Construction site address

Permanent parcel number

Contractor

Contractor address

Contractor phone

Contractor email

Property owner

Property owner address

Property owner phone

Property owner email

NEW CONSTRUCTION

DWELLING TYPE: ☐ Single Family ☐ Two Family Energy Code Compliance Method: _____

SQUARE FOOTAGE: Fin. Basement: _____ 1st Fl: _____
2nd Fl: _____ Total: _____

GARAGE: ☐ Attached Garage ☐ Detached Garage ☐ Storage Building
Size: Width: _____ Depth: _____ Sq ft: _____

SUBDIVISION: Sublot #: _____ Subdivision Name: _____
Zoning Dist.: _____ Water Permit #: _____

ADDITIONS & ALTERATIONS

Year Dwelling Built: _____ Additional Sq Ft: _____

☐ Dwelling Addition ☐ Garage Addition ☐ Storage Building Addition
☐ Kitchen Remodel ☐ Basement Remodel ☐ Other: _____

GENERAL PERMITS

☐ Re-Siding ☐ Re-Roofing ☐ Fire Damage Repair ☐ 2nd Water Meter
☐ Demolition ☐ Above Ground Pool ☐ In Ground Pool ☐ Lawn Sprinkler
☐ Gazebo ☐ Other: _____
☐ Fence Style: _____ Height: _____ Length: _____
☐ Deck Size: _____ Sq Ft: _____

SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

SUBTRADE

CONTRACTOR NAME

Masonry _____
Carpentry _____
Plumbing _____
Electrical _____
HVAC _____
Drywall _____
Excavator _____
Pool Erector _____
Landscaper _____
Other _____

PERMIT FEES

To be calculated by Building Div.

PERMIT: _____

STATE 1%: _____

ADMIN: _____

TOTAL: _____

Residential Application for Plan Approval

BUILDING DIVISION



HVAC

Furnace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Furnace Capacity: _____ BTU's Furnace Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____ Ductwork Type: _____	A/C: <input type="checkbox"/> New <input type="checkbox"/> Replacement A/C Capacity: _____ Tons Condensing Unit Location: <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard	Fireplace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____
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Gas Meter Location: ☐ Front yard ☐ Rear yard ☐ Left side yard ☐ Right side yard

PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line

Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

Indicate fixture count below:

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: _____
 Building Water Service size: _____
 Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas
☐ Electric ☐ Other: _____
 Water Heater Capacity: _____ BTUs

ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rod s ☐ CEE/UFER ☐ Water line Service Amps: _____

Indicate load wattages & amperages for each item applicable below:

First 10,000VA at 100% remainder at 40%. Small appliance and laundry circuit loads 1500VA. Stationary appliance minimum 5000VA.

Description of Equipment	# of Units	Equipment Loads	Description of Equipment	# of Units	Equipment Loads
(Ex. Oven, Clothes Dryer, Furnace, AC etc...)	(Ex.1)	(Ex. 12000VA)			

Total Load Calculation: wattage divided by 240 =

Additional information may be required for final approval of electrical systems.

The following information must be clearly identified on the construction drawings: furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location.

Est. Cost of Construction: _____ Sidewalk Ordinance Received Date: _____

Property Owner's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

APPLICATION AUTHORIZATION

Building Division Approval

Date