



**Building Department**  
**CHECKLIST FOR GENERATOR PERMITS**

**Pre-Approvals Required for:**  
**Planning Department**

**GENERATOR PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Property address
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Note the fuel source
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies. If commercial also provide a full copy of permit package on 1 USB or flash drive:

- Manufacturer's specifications
- Property survey/plot plan showing the location of the generator
- Electrical diagram
- Load information:
  - Sized for optional standby system. NEC 702
  - Provide load calculation for feeder and service loads in conformance with the manufacturer's specifications and article NEC 220.
  - Provide a general list of the user selected loads that are intended to be used on worst case scenario.
  - Total load must be within the generator's capacity per NEC 702.4 and NEC 220
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- **\*If applying for the permit as a owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form

**NOTES:**

- A separate gas permit application is required.
- Proposed location of the tank must be included on the generator survey/plot plan.
- Generator must not be placed within easements.
- If property is located in a special flood hazard area (SFHA) then the generator shall be raised to at least 1.4' above the base flood elevation for the property and is subject to substantial

improvement review.

- If Commercial, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***

**Updated 8/20/21**