



Department Of Public Safety- Division Of Building Inspection
One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 F: (440) 953-4167

Application Information For The Installation Of Permanent Residential And Commercial Standby Generators

The permit application must be submitted as a packet to the Building Department and shall include the following information:

- a. Two (2) sets of plans required for residential and four (4) sets of plans required for commercial sites. Permits are required for Zoning, Building, Electrical and Gas Piping.

1. Site Plan

- a. Indicate the location of the generator
- b. Indicate the location of the windows and doors near the generator exhaust (generator spacing from the building shall meet the manufacturers specifications for all openings and operable doors including the neighbors' house)

2. Slab Drawing

- a. The size and depth of the slab and the type of reinforcement used
- b. Generator anchoring details

3. Electrical Riser Diagram

- a. These plans shall include the service, transfer switch(s), main disconnect(s), grounding, conduit sizes and wire sizes

4. Generator

- a. Provide information for the generator showing the KW rating, ampacity, voltage, phase, fuel source and dimensioning
- b. All loads connected to the generator shall be identified
- c. Provide load calculations for the generator. NEC Article 220 shall be used to calculate existing loads
- d. Generator shall be sized for the load served

5. Transfer Switch

- a. Manual Transfer Switch
 - i. Shall have adequate capacity and rating for the supply of all equipment intended to be operated at one time. The user of the optional standby system shall be permitted to select the load connected to the system
- b. Automatic Transfer Switch
 - i. Sized for the entire load on the electrical service or
 - ii. Pre-select the loads to be served with an optional standby panel(s) and transfer switch(s) or
 - iii. Provide automatic load shedding equipment to reduce the total load on the generator

6. Sign

- a. A sign shall be placed at the service-entrance equipment that indicates the type and location of on-site optional standby power sources