



Generator Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Application Requirements:

Plot plans/site plans **MUST be provided** showing the location of the proposed generator, existing structures, and the distances/dimensions from the property/lot lines. Including

- Indicate set back from house and to the nearest property line (must meet HOA approval where applicable)
- Location of house, garage, sheds, decks and other major structures
- Location of accessory structures on the property.
- Locations of swales, drain pipes/tiles, catch basins.
- Location of electric services, service entrance, panel board, transfer switch, and generator location
- Location of electric meter, gas meter, gas piping and other utilities
- A/C and disconnect locations
- Indicate all other accessory structures (A/C units, sheds, pool heaters, etc.)
- Define any vent intake or exhaust openings within 10 feet the generators proposed location
- Any other information that may be pertinent to generator location

Submit (1) copy of electrical load calculations with one-line diagram that includes:

- Size, type, insulation rating of conductors
- Size of raceways or wiring methods
- Rating of all OCP's
- Rating of all electrical equipment
- Method, location and sizing of all bonding and grounding conductors

Submit (1) copy of the fuel consumption calculations, including:

- Complete BTU consumption calculations
- Size of existing gas service
- Size, make and model number of existing meter set
- If existing service is undersized, confirmation from the gas purveyor that the service/meter will be upgraded to accommodate the new generator
- Piping method, size of piping and location of the same generator from meter/source

Plan Requirements:

- Indicate if generator will be providing whole house power (full load) or power to essential circuits only (partial load). Provide calculations showing whole house load, and or partial loads. Indicate if using manual transfer equipment or automatic transfer equipment. Must conform to current NEC requirements.
- Provide the manufacturer's approved testing reports showing approved allowable clearances between generator and dwelling, and any openings.
- Must follow RCO clearances for combustible materials.
- Generator to be installed on a slab or well drained area.
- Must be screened with fencing (at least 3' high) or shrubbery
- Commercial generators are subject to further review and approval.

Generator Application Continued

Gas Piping Requirements:

- If the gas line connection will be made inside the dwelling, then a diagram of the existing gas line sizes, gas line lengths and all appliances connected with the BTU ratings will be required. Note: Columbia Gas or Dominion may need to change out the gas meter to accommodate the larger load.
- Gas line run underground to be buried in sand and include a continuous tracer wire.
- CSST to be bonded
- All gas lines to be pressure tested

Inspections:

A 24-hour inspection notice is required prior to the time when inspection need to be performed. Please call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**

- Gas Piping – Prior to the burial or concealment of any gas or LPG piping.
- Underground Electrical – Prior to the burial of any underground electrical.
- Rough/Final Electrical – After the completion of all electrical work.
- Final Approval – After the approvals of the final electrical inspection, and after the completion of all work (interior and exterior). At this inspection the building department will witness the startup and operation of the generator.

Note_The contractor shall be on the job site for these inspections, and it is possible to schedule all of these inspections at one time.

§ 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code **within 12 months of the date of the issuance of the building permit.**

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Payment Methods:

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen. <https://pay.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.



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Office Use

Date Received: _____

Fee Amount: _____

Permit No.: _____

Project Value (material plus labor) \$ _____

Residential Commercial

Project Site

Property Address _____

Broadview Hts. OH, 44147

City/State/Zip _____

Auditor Parcel Number(s) (APN/PPN) _____

Zoning District _____ Sub Lot # _____

Part of an HOA Yes No (By not checking or checking no you are assuming full responsibility for any lack of approval)
If yes, then please provide a letter from the HOA agreeing with the proposed project.

Type of Project (check all that apply)

New / Replacement

Generator

Plumbing

Electrical

Pad

Screening / Fence _____

Other Project _____

Scope of Work:

A lot drawing of your property **MUST be provided** showing the scope of the work being done.

Contractor: (must have a state plumbing and electrical license)

Company Name: _____

Point of Contact Name _____

Address: _____

Cell/Phone _____

City/State/Zip _____

Email _____

Generator Application Continued

Property Owner (of subject site)

Name: _____	Cell/Phone _____
Address: _____	Email _____
City/State/Zip _____	Name of Business or Tenant (if applicable) _____

Additional Contractors/Subs:

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights.

Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____
Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____
Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____

If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" that can be found online.

- A. **The permit holder is responsible for scheduling all inspections.**
- B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
- C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
- D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
- E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
- F. For purpose of reviewing, approving or disapproving this application and or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
- G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.
- H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Applicant's Printed Name _____ Date _____

Applicant's Signature Name _____

NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.