



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT

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Phone: (707) 445-7245

General Checklist | Generator & Transfer Switch

Use this form as a general checklist for your generator and/or transfer switch. All submittals shall comply with Current California Electrical Code and NFPA 37. Please use the checklist below by marking all applicable items and by providing the supporting documentation for a complete permit submittal.

Portable generators require permitting of transfer switch only; supply the following.

- Please provide the name, model number, and the manufacture installation and specification sheets and supporting documentation/UL listings for transfer switch.
- Please provide the listed power inlet box for the generator plug and the manufacture installation and specification sheets and supporting documentation/UL listings.
- Please provide a one-line diagram for generator / transfer switch and electrical service including, conductor sizes, types (THHN, THWN, etc.), conductor material (copper/aluminum), conduit size, material (non-metallic, EMT, wet location conduit and fittings), trench details per CBC, CEC (min. 18" depth), overcurrent device ratings, grounding and bonding requirements for separately derived systems, alternate power sourced labeling, etc.

Permanent/Fixed generators require what is above and the following:

- Please provide the proposed size in KW for the fixed generator.
- Please specify for the fixed generator if fuel tank is factory on unit.
- Please specify type/size of fuel source: If fuel is supplied to fixed generator from a fuel storage tank, please provide all supporting documentation, details, and attachment to concrete foundation, fuel supply piping, specifications, etc.
- Please provide the name, model number, size and the manufacture installation and specification sheets and supporting documentation/listings for fixed generator.
- Please specify for fixed generator minimum 3-1/2" concrete slab with attachment details per manufacture specifications.
- Please show on site plan the location of the fixed generator, fuel storage tank, (LP tank must be setback minimum 10' from any source of ignition, NFPA 58 Table 6.4.4.3), include setback distance to property lines, buildings (minimum 5-feet), openings into building (minimum 10-feet) (or per manufactures specs), driveway, parking areas, to electrical service and gas service meters and equipment, (any new source of ignition must be min. 3' from PG&E Gas Meter) ensuring compliance with manufacture specifications and installation instruction requirements as well as parcel zoning setbacks. Note: If generator is for emergency medical needs, please provide Medical Hardship Letter to reduce property line setback requirements.
- Please specify whether system is an automatic transfer switch or a manual transfer switch.

For all transfer switch permits verify the following.

- Verify submittal includes all product manufacture specification / documentation sheets for all installed equipment.
- All installed equipment must be listed by a Nationally Recognized Testing Laboratory.
- Note: All commercial systems and equipment to be submitted and designed by California Licensed design build Commercial Electrical Contractor or Electrical Engineer.
- The manufacture specifications and installation instructions shall be onsite for all inspections.

Required inspections when applicable.

- Setbacks
- Slab rebar for generator pad or LP tank pad
- LP fuel tank installation
- Electrical and plumbing trench
- Gas line pressure test
- Rough out electrical, conduit, conductors, panels, grounding
- Permanent/Fixed generator installation
- Transfer switch installation
- Smoke and CO alarm certification
- Final