



GENERATOR & TRANSFER SWITCH SUBMITTAL CHECKLIST

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#)
- Your plan set should be condensed into one PDF file. Supplemental documents can be uploaded individually.
- Initiate a submittal application in the Online Permit Center by scrolling to the bottom and selecting “Apply for a Permit” and login or register for a new account.
 - Application Type – Building
 - Select “Sub Type” from drop down menu
 - Enter “Work Description”
 - Find the project address by entering the address number and street name only. If within city limits, the address details should autofill.
 - Enter “Property Owner Email”
 - Complete remainder of permit application
- Under “Related Documents” submit plan set and construction documents:

PLAN SET

- Complete PDF file for building plans (electronic signatures accepted), including:
 - Title page
 - Site plan
 - Civil drawings/Grading plans, as applicable
 - Construction notes and schedules
 - Foundation plan & footing details for pad
 - Fuel gas drawings to include gas piping sizing and location and details of trenching
 - If a new propane tank is proposed, please provide location of tank along with the size of the tank
 - Electrical plan – single line diagram

SUPPLEMENTAL DOCUMENTS

- Generator installation manuals, generator, and transfer switch specification sheets
- Completed [Agent Authorization Form](#), if applicable

Once your submittal has been deemed complete and processed you will receive a request for payment via email of your plan review fees. Please note, your submittal will not be distributed to applicable County departments.

Generator and Transfer Switch Submittal Checklist in Detail

ATTENTION! Internal combustion engines of more than 50 brake horsepower (BPH) require a **separate permit from Bay Area Air Quality Management (BAAQM)**. Where a separate permit is required, the City of Calistoga will not approve building permit applications without a valid BAAQM permit number.

<https://www.baaqmd.gov/permits/apply-for-a-permit/engine-permits>

Submittal documents must meet the requirements of the 2022 California codes (CEC, CRC, CBC, CFC).

1. Title Page:

- Project scope and description.
- Project name, address, and phone number.
- Designers name, address, and phone number.
- Sheet index indicating & legend of symbols.
- Current Code Cycle shown (2022 CBC/CRC).

2. Site Plan requirements:

- Labeled building footprints with locations of equipment on or within the building.
- Property line setback from equipment.
- Location of all wells, septic tanks, leach fields, and/or sewer lines.
- Location of propane tank along with setbacks to all structures.
- Exhaust from equipment must be a min. of 5' to operable windows, building, vents etc.
- Maximum decibel level from unit to property lines per Planning/Zoning.
- Location of all proposed and existing electrical equipment (including PG&E service entrance)
- Location of Remote Emergency Shutdown (CEC Article 445.18)

3. Electrical Plan:

- Wiring diagram of the proposed generator system including), generator w/kW, transfer switch w/loads selected into a sub-panel or self-contained unit, sub-panel amperage, main panel amperage, grounding & bonding, conduit sizes, wire sizes and run lengths.
- Transfer switch connection not on load side of building's exterior electrical disconnect

4. Manufacturer specs and installation guides marked to specify:

- Securing/ mounting method. Clearances. Unit dimensions. Grounding and Bonding of equipment.
- Housekeeping pad (dimensions – Length x Width (min 6" around perimeter of unit) x Thickness
- Generator Kw. value _____

Fire Safety Requirements will be verified during field inspection:

- Conduit/circuit labeling: Reflective, weather resistant and suitable for the environment. All letters capitalized with a minimum height of 3/8" white on red background.
- Content: Contain the words "WARNING: BACKUP POWER SOURCE."
- Main Service disconnect and sub-panel: Labeling to be placed adjacent to main service disconnect in a location clearly visible from the location where the disconnect is operated.
- Interior locations must meet minimum Fire and Building guidelines.