



# GENERATOR PERMIT APPLICATION CHECKLIST

## City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: [Building-Dept@coab.us](mailto:Building-Dept@coab.us) Website: <http://coab.us>

*\* [Click here](#) for Permit Submittal Instructions*

### REQUIRED PERMIT APPLICATIONS

- ☐ [Electrical Permit Application](#)
- ☐ [Mechanical Permit Application](#) (to include Gas)

### MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ Job value must be listed on permit application
- ☐ One (1) digital Survey or Site Plan showing the location of equipment and setback dimensions to all property lines

### PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division
- ☐ Planning and Zoning
- ☐ Fire (only Commercial)

### OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- ☐ [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- ☐ [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)
- ☐ See page 2 for Stand-By Generator Checklist

### WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing [Building-Dept@coab.us](mailto:Building-Dept@coab.us)
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive  
Due to changes in codes, regulations, and ordinances, other requirements may apply.**



# STAND-BY GENERATOR CHECKLIST

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☐ **Site Plan:** Indicate generator and fuel tank locations. Indicate location of all operable windows and operable doors near generator exhaust. (Generator spacing from the building shall meet manufacturer's specifications from all openings and operable doors, including those in the neighbor's house.) The location of the generator shall conform to local zoning requirements and shall be mounted above the base flood level.

☐ **Slab Drawing:** Provide applicable structural plans. These plans shall indicate, as a minimum:

- A. The size and depth of the slab and type of reinforcement used.
- B. Provide generator anchoring details.

☐ **Electrical Riser Diagram:** Provide electrical riser diagram. These plans shall indicate the service, panel(s), transfer switch(s), main disconnect(s), generator installation, overcurrent protection, grounding, conduit sizes and wire sizes.

☐ **Generator:**

- A. Provide information for the generator showing 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. Where the generator is connected to the load through a cord-and-plug (Exposed metal parts shall be noncurrent carrying.), the receptacle shall be sized for the corresponding overcurrent protection at the generator or other overcurrent protection device in front of the receptacle.
- D. Generator shall be sized for the load served. NEC Article 220 shall be used to calculate the existing load.
- E. Provide dba sound ratings if required per local ordinance.

☐ **Transfer Switch:** Required for all generators shall be rated for the connected load

☐ **Manual Transfer Switch: (Options)**

- A. Sized for the intended load on the electrical service or
- B. Sized for optional standby panel(s) which may be built into the panel(s) and transfer switch(s).

☐ **Automatic Transfer Switch: (Options)**

- A. Size to transfer the entire load on the electrical service or
- B. Pre-select the loads to be served with an optional standby panel(s) and transfer switch(s) or
- C. Provide Automatic load shedding equipment with load calculation to reduce total load imposed on generator.

☐ **Sign:**

- A. A permanent sign shall be placed at the electrical service entrance equipment that indicates the location of on-site optional standby power sources. A permanent sign shall be placed at the transfer switch location indicating the sequence of operation to start the generator and transfer the electrical loads.