

## Generator Permit Submittal Guide

If you are not applying as an Owner Builder, you will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

**In ePlan, select the APPLICATION DOCUMENTS FOLDER and upload the following required forms as individual properly named pdf files:**

- Permit Application
- Property Appraiser's printout with legal description
- Permit Authorization form- for all applicants
- Owner Builder Statement (if applying as an owner, you must visit us in the office with valid government-issued identification.)
- Recorded Notice of Commencement if job value is greater than \$5,000– prior to first inspection; may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov) if not uploaded at submittal.

**In ePlan, select the DOCUMENTS FOLDER and upload the following possible additional forms as individual properly named pdf files:**

- Gas Plan Worksheet – if applying for the gas portion on this application request.

**In ePlan, select the DRAWINGS FOLDER and upload the following plans as individual properly named PDF files:**

- Site plan indicating the location of the generator and the size of the pad.
- Generator specifications, and manufacturer installation instructions, including fuel type, KW rating, voltage, maximum output (amperage), and overcurrent protection.
- One-line electrical diagram including generator and transfer switch.
- Type of transfer switch used (automatic, manual, Kirk-Key, etc.) and manufacturer's installation instructions.
- Load calculations for all loads transferred by automatic transfer switch.
- A separate fuel tank permit will be required if:
  - Single LP tank of 125 gallons or greater
  - Multiple LP tanks with an aggregate capacity of 125 gallons or greater
  - Stationary above-ground tanks with a capacity greater than 550 gallons and underground storage tanks with a capacity of 110 gallons will require a permit and be regulated by FDEP.
  - The storage, handling, and use of flammable and combustible liquids shall be permitted by Fire regardless of size. This includes but is not limited to gasoline, kerosene, diesel, etc.

**Note:** All contractors and sub-contractors that are listed on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance, and general liability are required for each listed contractor and sub-contractor prior to issuance.

*This is only a guide and may not be all-inclusive for your project*