# TOWN OF LOS GATOS

# NEW GENERATOR SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a building permit, **please submit the items listed below <u>and include this completed checklist in your submittal</u>**. Incomplete submittals will not be accepted. **A plan check fee will be required at submittal**.

Four (4) complete stapled (down the left side) sets of drawings, 24"x36" minimum size - 30"x42" maximum size shall include:

1. **General**
   - ☐ *Blueprint For A Clean Bay* sheet must be the second page of the two wet stamped sets (available at the Building Counter for a fee of $3.00, at San Jose Blue Print or at www.losgatosca.gov/building).
   - ☐ Wet signature on all documents by design professional(s) (i.e. person drawing plans).
   - ☐ Name, title, registration number, address, and telephone number of applicable design professional(s).
   - ☐ Cover sheet information. List the 2016 California Building, Electrical, Plumbing, and Fire Codes, and 2016 California Energy Code, construction type, occupancy class, sheet index, and concise scope of work.

2. **Architectural**
   - ☐ Plot Plan. Location of the existing building, location of generator and all other structures on the lot. Show north arrow, all front, side and rear setback distances, all trenching setbacks from property line, creeks or streams, topography and other significant features on property and distances between buildings and easements.
   - ☐ The color and height of the generator; color should be compatible with existing surroundings.
   - ☐ Provide information showing how the generator will be screened (landscaping, fencing, etc.)

3. **Electrical, and Plumbing**
   - ☐ **Electrical**. Manufacturer's installation instructions. The size and amperage, circuits to be energized, subpanels, and line diagram.
   - ☐ **Plumbing**. Show the proposed generator on the plans.

4. **Other documentation that may be necessary, but not required for submittal**
   - ☐ HOA Letter. If you are located in a homeowner's association, a letter from the HOA specifying the work that is approved for any exterior change is required.

**Please note:** Permits can only be issued to a Homeowner or a Licensed Contractor.

***I have read the above information and have submitted all the required information.***

**Signature:** _____ **Date:** _____

N:DEV/Forms/Building/GeneratorSubmittalRequire Rev 12/23/16