



*City of Ukiah*

COMMUNITY DEVELOPMENT  
DEPARTMENT

300 SEMINARY AVENUE  
UKIAH, CA 95482

# GENERATOR SUBMITTAL CHECKLIST

**All generators must be inspected to verify code compliance, method of installation, and site placement. Please provide the following documents with your submittal:**

Building Permit Application - Form must be filled out completely.

Site Plan (3 copies) - Indicating location of generator, transfer switch, raceway(s), fuel/gas piping, and distance to property line.

Generator manufacturer's installation instructions/specifications (2 copies).

Transfer switch manufacturer's installation instructions/specifications (2 copies).

Letter of Approval from Mendocino County Air Quality Management District (AQMD), required for all generators 50 HP or greater, or for commercial installations. (see attachment from AQMD)

3 Copies of electrical, plumbing, and building plans, which must include the following:

- The brand, model, KW-output of generator to be installed (this information can be obtained from the generator's installation manual).
- The brand, model, and specifications of the transfer switch to be utilized (this can be obtained from the switch manufacturer)
- Location of generator, transfer switch, raceways, and fuel gas piping to/from the unit, surface or material generator will be mounted or placed on.
- Size of conductors and size/material of raceway(s) used.
- Grounding and bonding requirements for separately derived systems.
- Generators are not allowed to be placed in any required yard setback, or easement of any property.
- Placement in a hazardous location is also not allowed, maintain required clearances to openings (see attached guidelines)
- Size dimensions of the generator (length, width, height).
- If generator is placed inside a structure, it is required to be listed for interior installations- specify exhaust system and ventilation requirements.
- Generators shall be equipped with a disconnect for service of equipment.
- Type of fuel supply for generator.
- Size and type of fuel gas supply piping used.



City of Ukiah

COMMUNITY DEVELOPMENT DEPARTMENT

300 SEMINARY AVENUE UKIAH, CA 95482

BUILDING DIVISION

Email: planning@cityofukiah.com
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Phone: 707-467-5786
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Inspections: 707-463-6739

BUILDING PERMIT APPLICATION

Form containing fields for Value of Work, Assessor Parcel Number, Use of Building, Building Address, Description of Work, Building Owner Name, Building Owner Email, Building Owner Phone #, Building Owner Mailing Address, Customer ID, Designer Name, Designer Email, Designer Phone #, Designer Mailing Address, Contractor Name, Contractor Email, Contractor Phone #, Contractor Mailing Address, Licensed Contractor's Declaration, License Class, License Number, Date, Contractor Signature, Owner-Builder Declaration, and a final exemption reason field.

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not be constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

<b>Signature of Property Owner or Authorized Agent:</b>	<b>Date:</b>
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**WORKERS' COMPENSATION DECLARATION WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES:** I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy No.: \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier:	Policy Number:	Expiration Date:
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Name of Agent:	Phone #:	Verified By (City Staff):
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**CERTIFICATE OF EXEMPTION FROM WORKMAN'S COMPENSATION INSURANCE**  
 I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

<b>Signature of applicant:</b>	<b>Date:</b>
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**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

**Lender's Name:**

**Lender's Address:**

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

<b>Signature of Property Owner or Authorized Agent:</b>	<b>Date:</b>
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**Permit Expiration:** This permit expires by limitation if work authorized is not commenced within 180 days or is abandoned for 180 days or more. An inspection is required to verify this, otherwise the Permit will expire. Permits may be extended for 180 days by written request prior to expiration.

# PLOT PLAN REQUIREMENTS



Your application must include a Plot (or “Site”) Plan, printed on no greater than 11 x 17” paper. The information shown on the plot plan should be legible, comprehensive, drawn to scale, and must include any of the following items that may apply:

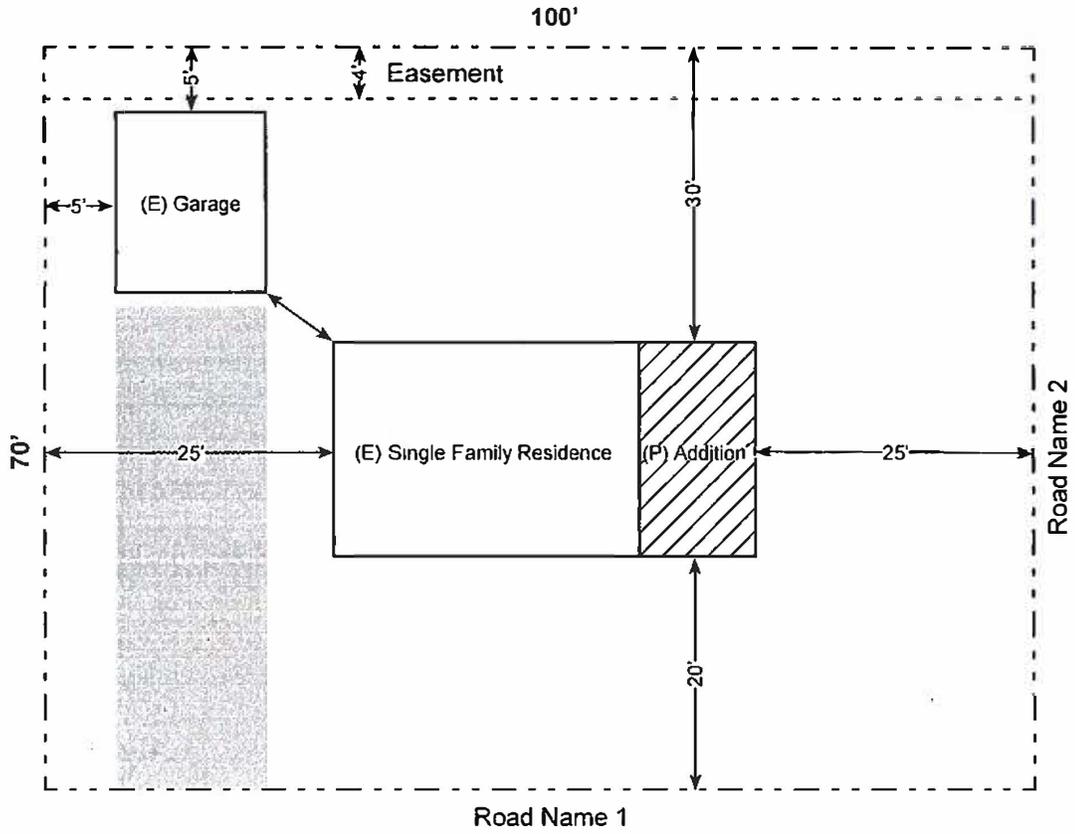
1. Property Owner’s Name, Site Address, and Assessor’s Parcel Number(s).
2. Legal Parcel Configuration clearly shown with all property boundaries, dimensions and acreage.
3. Adjacent streets and any access easements.
4. North Arrow and scale.
5. Proposed structure(s) or addition(s), including distance from property lines and other structures.  
Example: *(P) Single Family Residence*
6. Any existing structures clearly labeled with use, and distance from property lines noted.  
Example: *(E) Single Family Residence*
7. Driveways, Parking, and Loading areas. Parking space dimensions and setbacks from property lines must be shown.
8. Fences, retaining walls.
9. Existing and proposed septic systems/leach fields and wells, including distances from structures.
10. Easements and Utility lines (power, sewer, water, access etc...)
11. Finished and existing ground slope.
12. Drainage information.
13. Lakes, ponds or streams to be identified with names if appropriate. Setbacks from watercourse to proposed project.
14. Location of Floodplain/Floodway.
15. Location of any Signs and distances to property lines for commercial/industrial uses.

Plot Plans, which may not be acceptable:

- Portions of larger scaled plot plans
- Copies of plot plans used for previously approved permits, which may include redactions, previous approval signatures, and illegible notations.

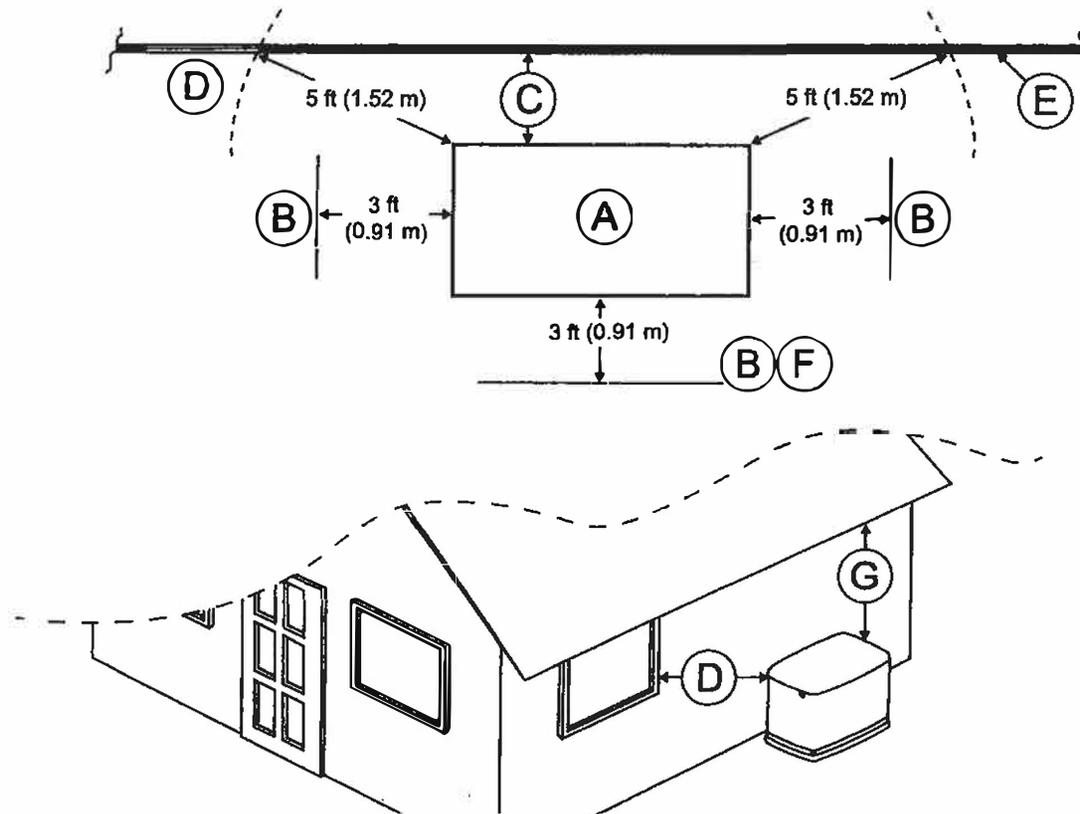
***Failure to include any of the required information may result in the rejection of your application, the delay of processing your building permit application, or invalidate your approved building permit.***

# SAMPLE PLOT PLAN



Applicant's Name  
123 Road, Ukiah  
APN: 000-000-00-00



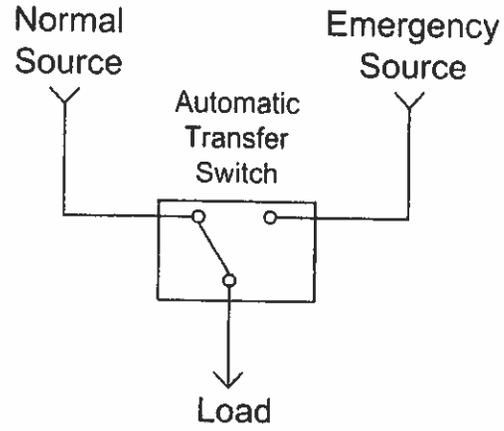


**Figure 3-1. Installation Clearances**

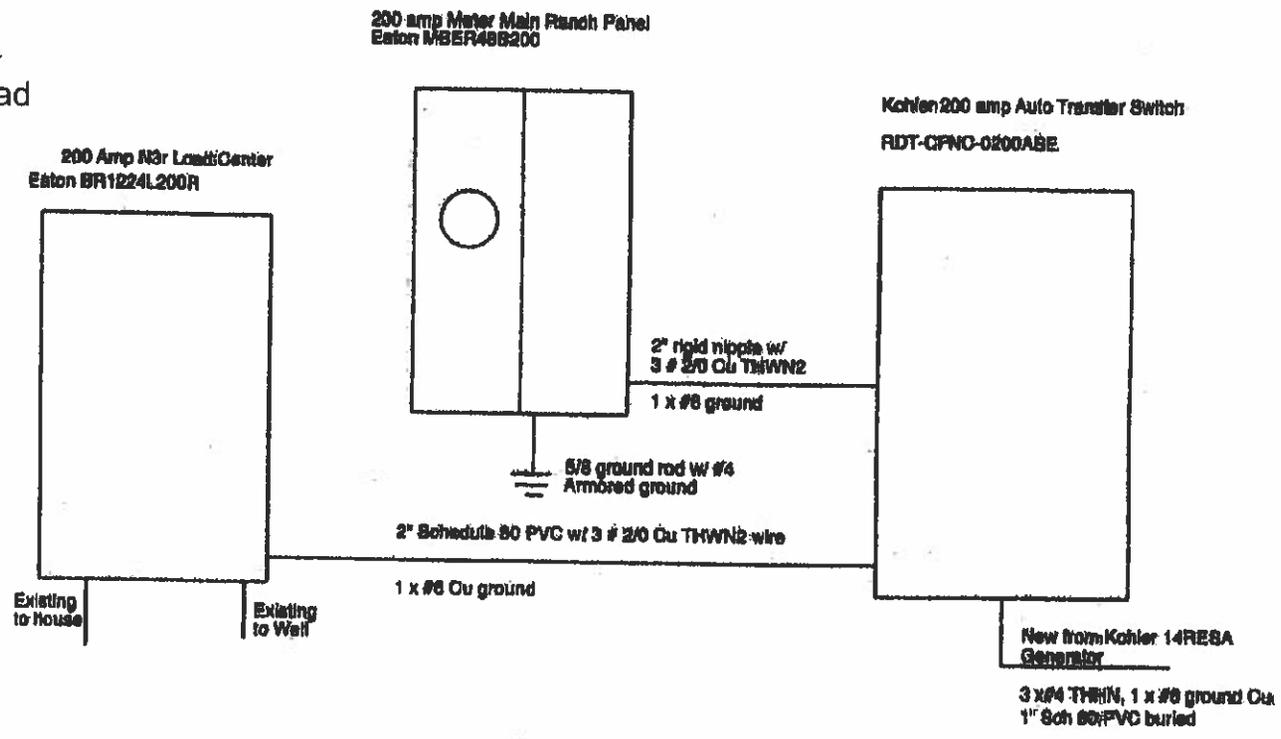
ID	Description	Comments
A	Top of generator	—
B	Front and end clearance	Minimum clear distances cannot include shrubs, bushes, or trees.
C	Rear clearance	18 in (45.7 cm) minimum clearance per NFPA testing, labeling, and listing, unless state or local codes dictate otherwise.
D	Windows and openings	No operable windows, doors, or openings in the wall are permitted within 5 ft (1.52 m) from any point of the generator.
E	Existing wall	One-hour fire rated walls allow closer placement of the generator set. Confirm before installation.
F	Removable fence	Removable fence panels for servicing cannot be placed less than 3 ft (0.91 m) in front of the generator.
G	Overhead clearance	5 ft (1.52 m) minimum distance from any structure, overhang, or projections from the wall. DO NOT install under wooden decks or structures unless this distance is maintained.

## Automatic transfer switch – ATS

An automatic transfer switch is defined as “self-acting equipment for transferring one or more load conductor connections from one power source to another”. The automatic transfer switch is the most common means of transferring critical loads to the emergency / standby power supply.



## SAMPLE: ONE-LINE DRAWING



PBS Generator Checklist 9

PBS Generator Checklist 7

BARBARA A. MOED, PG  
Air Pollution Control Officer

DONNA M. ROBERTS NASH  
Air Quality Program Manager



306 East Gobbi Street  
Ukiah, California 95482  
(707) 463-4354 Fax: 463-5707  
mcaqmd@mendocinocounty.org  
www.mendoair.org

## Mendocino County Air Quality Management District

### Mendocino County Air Quality Management District Advisory Regarding Installation of Emergency Backup Generators

Information regarding new installations emergency backup generators in the event of Public Safety Power Shutoff (PSPS):

#### Air Quality Permits are required for:

- ✓ Diesel Powered Units 50 Hp or greater, or multiple less than 50 Hp engines totaling 90 Hp or greater when combined;
- ✓ Gasoline, Natural Gas or Propane Powered Units – 250 Hp or greater.
- ✓ Engines registered in the state PERP Program will require a permit from the District prior to being installed at a stationary location.

Applications are available on the District's Website at [www.mendoair.org](http://www.mendoair.org) or to request an application call the District office at 707/463-4354 or email to [MCAQMD@mendocinocounty.org](mailto:MCAQMD@mendocinocounty.org).

#### Application Information Required:

- A completed Application Cover Sheet ; and
- A completed Application; including;
  - A detailed description of proposed equipment
  - Attach Engine Tier Certification or CARB Executive Order (Diesel powered engines 50 Hp or greater must meet Particulate Matter (PM) Emissions Standards of 0.20 g/bhp-hr.)
  - Proposed use; (Emergency Backup Power, Voluntary Off-Grid Power, etc.)
  - Facility and Process Diagrams, and
  - Specific location of the equipment on the site.
- Fees are not due at the time of application.

The District will make every effort to process the application within 30 days or less provided all requested information has been submitted. If you have questions please call our office for assistance.