



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

GENERATOR

PERMIT SUBMITTAL REQUIREMENTS **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application) (Index number can be found on the tax bill)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license)
- [APPLICATION FOR PLUMBING PERMIT](#) (Required if installing a natural gas line)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors, excluding electrician, must be licensed in the Village of Arlington Heights prior to release of permit)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - CONTRACTOR'S PROPOSAL
 - GENERATOR, TRANSFER SWITCH AND CONTROLS SPECIFICATIONS
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - PROVIDE DETAILED INFORMATION ON TOTAL GENERATOR INSTALLATION WITH DIAGRAM INDICATING TYPE AND SIZE OF CONDUIT, SIZE OF CONDUCTORS, WIRE COUNT AND LOCATIONS OF GENERATOR ELECTRIC METER, TRANSFER SWITCH, SERVICE PANEL AND SUB-PANEL (IF PRESENT). BE ADVISED THAT VILLAGE AMENDMENT TO THE ELECTRICAL CODE PROHIBITS ELECTRICAL SERVICE DISCONNECTS ON THE EXTERIOR OF BUILDINGS- THIS INCLUDES DISCONNECTS IN METER HOUSINGS OR SERVICE DISCONNECTS IN EXTERIOR TRANSFER SWITCHES RATED AND USED AS SERVICE DISCONNECTING MEANS
 - PROVIDE INFORMATION ON WIRING AND CONNECTIONS BETWEEN GENERATOR, TRANSFER SWITCH AND OTHER PARTS OF THE ELECTRICAL SUPPLY SYSTEM. INCLUDE HOW ELECTRICAL SERVICE IS TO BE MODIFIED AT METER, NEW OR EXISTING SERVICE PANEL, NEW TRANSFER SWITCH, NEW OR EXISTING SUB PANELS AND OTHER ELEMENTS. INDICATE MODIFICATIONS AND CONNECTIONS TO THE SERVICE GROUNDING/BONDING SYSTEM AT EXISTING AND NEW DEVICES

- THE FLEXIBLE CONDUIT IS LIMITED BY VILLAGE AMENDMENT TO A MAXIMUM OF SIX FEET IN LENGTH AND CANNOT BE USED THROUGH A WALL
- PROPER WORKING SPACE IS REQUIRED IN FRONT OF TRANSFER SWITCH, SERVICE PANEL OR SUB-PANEL AND THESE CANNOT BE ABOVE OR BEHIND SUMP PUMPS, SINKS, WASHER/DRYERS, COUNTERS AND ETC
- PROVIDE GAS SHUT OFF AT UNIT
- SCHEMATIC WIRING DIAGRAMS
- MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING:
 - GENERATOR MUST BE SETBACK 10% OF THE LOT WIDTH FROM THE SIDE PROPERTY LINE
 - GENERATOR MUST BE SETBACK 5' FROM THE STRUCTURE AND 5' FROM ANY OPENING OF THE STRUCTURE
- IDENTIFY GENERATOR FUEL SOURCE AND PROVIDE COPY OF SCHEMATIC PIPING DIAGRAMS (If natural gas)
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR REVIEW AND APPROVAL

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ An additional permit fee will be due at time of pick up.
- ★ Allow 10 working days for review time.

PERMIT REVISION INFORMATION

- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the electrician on the project is changed, a new permit application is required with a copy of the new electrician's license. A letter from the general contractor documenting the change to the new electrician is also required.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.