

GENERATOR SUBMITTAL CHECK OFF LIST
(MUST BE SUBMITTED IN PERSON OR BY MAIL)

- RESIDENTIAL OR COMMERCIAL BUILDING APPLICATION**
- FLOOD PLAIN APPLICATION (application found in Public Works Dept. webpage)**
- SITE PLAN SHOWING ALL EASEMENTS, LOCATION AND CLEARANCES FOR THE GENERATOR
(MUST BE 5 FEET OFF PROPERTY LINE. IF LESS THAN 5 FEET, SUBMIT DRAWING
SHOWING ELEVATED GENERATOR TO ALLOW DRAINAGE FROM BACK TO FRONT OF
GENERATOR) THIS MEASUREMENT IS FROM GENERATOR TO PROPERTY LINE**
- SHOW LOCATION OF ELECTRICAL SERVICE AND GAS METER ON SITE PLAN**
- ELECTRICAL LOAD ANALYSIS, (MUST BE SIGNED AND DATED BY MASTER ELECTRICIAN)**
- ONE LINE DIAGRAM THAT INCLUDES ALL CONDUCTOR SIZES**
- GENERATOR SIZE AND SPEC SHEETS**
- GENERATOR PAD DETAILS**
- PROVIDE CENTERPOINT APPROVAL LETTER FOR TRANSFER SWITCH**
- GAS RISER DIAGRAM, MUST SHOW ALL VALVES AND REGULATORS ON DETAIL DRAWING
(MUST BE SIGNED AND DATED BY MASTER PLUMBER)**
- ELECTRICAL PERMIT APPLICATION**
- TEMPORARY CUT IN ELECTRICAL APPLICATION**
- PLUMBING PERMIT APPLICATION**
- NOTARIZED DEED DECLARATION FORM**
- BUILDING CONTRACTOR REGISTRATION FORM ALONG W/ COPIES OF BUSINESS OWNERS
DRIVERS LICENSE, CERTIFICATE OF LIABILITY INSURANCE WITH "CITY OF PASADENA, 1149
ELLSWORTH DR., PASADENA TX 77506" LISTED AS THE CERTIFICATE HOLDER AND CREDIT
CARD AUTHORIZATION FORM FOR \$75.00 REGISTRATION FEE**
- ELECTRICAL CONTRACTOR REGISTRATION FORM ALONG WITH COPIES OF DRIVERS LICENSE,
STATE LICENSE, CERTIFICATE OF LIABILITY WITH "CITY OF PASADENA, 1149 ELLSWORTH
DR., PASADENA, TX 77506" LISTED AS THE CERTIFICATE HOLDER**
- 2 SETS OF BOUND PLANS (NO LOOSE PAPERS)**

