



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Email: permit@mountprospect.org

Residential Generator Installation Supplement

All generators must be reviewed to verify code compliance, method of installation, and placement. This takes 10 business days.

This checklist provides the applicant with the information necessary for a complete submittal. Omission of any items listed constitutes an incomplete submittal and may result in delayed approval. Additional requirements may be necessary dependent on field or specialized conditions.

An **improperly** installed generator may become a fire hazard and can cause electrical shock or death. Adhere to all manufacturer's installation guidelines.

PERMIT SUBMITTAL REQUIREMENTS- ONLINE OR IN PERSON:

- ONLINE** go to www.mountprospect.org/permits upload the documents listed below.
- APPLYING IN PERSON** bring our Building Permit Application completed & signed by contractor and homeowner plus:
 - A copy of the plat of survey for the property. Generator location marked.
 - A copy of the estimate signed by property owner and contractor.
 - One 1 legible set of a printed or typed scope of work which **must** include the following:
 - The brand, model, and capacity of generator to be installed – This information can be obtained from the generator's installation manual. Include copies of the installation instructions and specifications from the manufacturer.
 - The brand, model, and specifications of the transfer switch to be utilized – This can be obtained from the switch manufacturer. Include copies of the installation instructions and specifications from the manufacturer.
 - Location of generator, transfer switch, raceways, and fuel gas piping to/from the unit– Generators are not allowed to be placed in the side yard(s) or easement of any property. Placement in a hazardous location is also forbidden. Surface or material generator will be mounted or placed on.
 - Size dimensions of the generator. (length, width, height)
 - Type of fuel supply.
 - Size of conductors and size/material of raceway(s) used.
 - Size and type of fuel gas supply piping used.
 - Output of generator.
 - Test cycle schedule. (weekly, monthly, time of day)
 - Location of electrical disconnect for service of equipment.
 - Location of fuel gas shut off valve.