

CONSIDERING A HOME GENERATOR?



Here are the steps to apply for a permit to install a permanent standby home generator:

1 Complete the Residential Building Permit Application



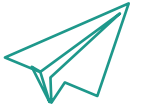
a. Visit www.sugarlandtx.gov/PermitApps.

- i. Download the "Building Permit – Residential" form under "Forms and Applications"
- ii. Complete the application as appropriate for your request (make sure to check "GENERATOR" for the type of permit)

b. Gather additional items for application submittal:

- i. A printed copy of the completed application
- ii. An approval letter from the HOA (if applicable)
- iii. A USB flash-drive that contains the following:
 - 1. Electronic version of the completed application
 - 2. Site Plan showing location of generator, elec. meter, elec. panel, transfer switch, and gas meter.
 - 3. Generator specifications
 - 4. Foundation specifications
 - 5. Electrical plans from a Texas registered design professional (containing electrical load analysis of house, electrical one-line diagram with pipe size & material, wire size & material type)
 - 6. Plumbing plans from a Texas registered design professional (containing plumbing one-line diagram showing gas meter, length of pipe between gas meter and generator, pipe size & material, total BTUs for house and generator and inlet pressure)
- iv. Method of payment for the plan review fee of \$165.00. The residential fee schedule is on page three of the application. (this is an upfront fee paid to review the permit and is not representative of the final cost of the approved building permit)

2 Submit your Completed Application



a. Options for application submittal

- i. **Walk-in to Permit Office:**
Located in Sugar Land City Hall
- ii. **Mail:** City of Sugar Land Permit Office
(2700 Town Center Blvd. North, Sugar Land, TX 77479).

b. Include the method of payment

- i. Completed credit card authorization form
- ii. Personal check
- iii. Exact monies/Cash
(only when delivering application in-person)

c. Homeowners may submit an application themselves if the property is their homestead by including a homeowner affidavit with their submittal.

- i. The affidavit form is part of the residential permit application (page 8). The affidavit will need to be notarized; you may use a notary of your choice or notarize the form with our City Secretary's department. If you decide to notarize the form with our City Secretary's department, please notify our department in order to coordinate appointments necessary.

3 Allow for Application Processing

- a. Please allow for a review time of 7 – 10 business days.
- b. If additional information or clarification is needed, the applicant will be contacted via email requesting the needed information and instructions on how to resubmit. Please allow for a review time of 5 business days for any resubmittals.

- c. Once all comments are addressed and the application is approved, the submittal will be routed to the permit office. A Permit Technician will contact the applicant for any additional requirements to be met in order to release the permit. (i.e. registration/insurance status and building permit fees to be paid).

Electrical and plumbing applications from either a Texas licensed trade professional or homeowner (with a homeowner affidavit) of the homestead associated with the generator installation may be submitted once the applicant for the building permit has completed the submittal process and received their building permit.

