



TOWN OF LOS GATOS

NEW GENERATOR SUBMITTAL REQUIREMENTS

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal:

<https://permits.losgatosca.gov/CitizenAccess/Default.aspx>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application <https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e. Specifications, etc.) which should be separate uploads.

Minimum Submittal Requirements

1. General

- Blueprint For A Clean Bay* sheet must be the second page of the wet stamped sets (available at <https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=>).
- Wet/Digital signature on all documents by design professional(s) (i.e. person drawing plans).
- Name, title, registration number, address, and telephone number of applicable design professional(s).
- Cover sheet information. List the 2019 California Building, Electrical, Plumbing, and Fire Codes, and 2019 California Energy Code, construction type, occupancy class, sheet index, and concise scope of work.

2. Architectural

- Plot Plan. Location of the existing building, location of generator and all other structures on the lot. Show north arrow, all front, side and rear setback distances, all trenching setbacks from property line, creeks or streams, topography and other significant features on property and distances between buildings and easements.
- The color and height of the generator; color should be compatible with existing surroundings.
- Provide information showing how the generator will be screened (landscaping, fencing, etc.)

3. Electrical, and Plumbing

- Electrical.** Manufacturer's installation instructions. The size and amperage, circuits to be energized, subpanels, and line diagram.
- Plumbing.** Show the proposed generator on the plans. Generator must be located at the minimum location recommended per the manufacturer's specification.

4. Other documentation that may be necessary, but not required for submittal

- HOA Letter. If you are located in a homeowner's association, a letter from the HOA specifying the work that is approved for any exterior change is required.