



Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, Florida 33462
Website: <http://www.manalapan.org> • Phone: 561-585-9477 • Fax: 561-585-9498

GENERATOR PERMIT CHECKLIST FORM (FBC 8th Edition 2023. NEC 2020)

Minimum Generator Submittal and installation Considerations for Permitting of Optional Stand-By Generators Per 2020 NEC 702 For 1&2 Family Dwellings.

Permit for Portable Generators is not required if no transfer switch is used. A portable generator requires a listed cord and plug connection to building.

The Town of Manalapan Building utilizes a new all-digital platform called My Government Online (MGO). You must first create an account to submit permits and schedule inspections which can be done by visiting: MGOconnect.org

- Completed Permit Application
- Cost estimate on contractor letterhead. The cost estimate must include a description of the work and a breakdown of costs.
- Architectural Commission (ARCOM) letter.
- A separate permit is required for Gas (natural or LP), or for any other fuel tank if required.
- For Commercial Generators plans must be approved by PBC Fire Department prior to submittal for Electric Permit.
- Notice of Commencement, if applicable
- Owner/Builder Affidavit, if applicable.

Drawings/Plans

- Property survey showing the proposed location of the generator. Proposed generator to be minimum of 5 feet from an opening window, door or other opening to the structure, (NFPA 37), excluding the garage. Show distance from building required by manufacture. (Many air-cooled generators may not be installed closer than 2 ft from a wall to provide cooling.
- Generator slab/foundation plan must indicate the foundation/slab size, depth and reinforcement steel if required. Specify anchor details to meet Florida Building Code Requirements. Slab installation may not interfere with normal drainage or divert drainage to neighboring property. Foundation/slab required by the manufacture to be more than 4" thick or contain footer should be designed to the manufacturers requirements or designed by licensed professional.
- Generator and Transfer switch.



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- Riser Diagram: Provide an electrical riser drawing, complete with service panel(s), transfer switch main disconnect(s) existing load calculation per 2020 NEC Art. 220.83 and generator installation. Show all conduit sizes.
- Complete manufacturer's specifications on generator with KW rating (available ampacity of generator) and type of fuel.
- Transfer Switch: Required for all generators per NEC 702.5. Provide a copy of the manufacturer's specifications. If transfer switch is used as service equipment, make sure that the manufacturer's specifications provided so indicates.
- Sized for optional standby system per 2020 NEC, Article 702.
- Load calculation. Feeder and service loads to be connected to the generator shall be calculated in conformance with the generator manufacturer's specifications and Articles 220 (standard or optional calculations), 702.4 of the National Electrical Code.
- General list of the user-selected loads that are "intended to be used at one time." This requires clear communication with the customer, and is also per manufacturer's instructions and 2020 NEC, Article 702. It is understood that the customer may turn things on and off. The list should be a "worst case" scenario and should be as accurate as possible. Add up the loads, showing that the sum is within the generator's capability.
- A sign or placard shall be placed at the service-entrance equipment that indicates the location and type of generator. Per 2020 NEC 702.7. This will be verified at the time of final inspection.

GENERAL INFORMATION

- **Code Sec. 151.003 Definitions - ACCESSORY EQUIPMENT.** Any piece of equipment, the height of which does not exceed five (5) feet above the height of the slab of the structure to which it is accessory (as defined in Section 151.003), that is constructed, installed or maintained on any lot or lot of record for the purpose or purposes of providing air conditioning, emergency electrical power or swimming pool/spa pumping, filtration or heating.
- **Setbacks All Zoning Districts (except R3-B, C3, PUD):**
- Accessory equipment (as defined in Section 151.003) shall be setback from the side lot lines not less than five (5) feet and shall be completely screened from public view and from the view of neighboring properties
- **Nosie Regulations:**
- Sound Zones -
https://library.municode.com/fl/manalapan/codes/code_of_ordinances?nodeId=TITIXGERE_CH95NOR_E_S95.07SOZO
- Measurement of Sound -
https://library.municode.com/fl/manalapan/codes/code_of_ordinances?nodeId=TITIXGERE_CH95NOR_E_S95.08MESO

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$5,000 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$15,000). PLEASE ADDRESS ALL ITEMS.

⁹
Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address (If other than owner): _____

City: _____ **State:** _____ **Zip:** _____

Same as Owner

¹⁰
Bonding Company: _____

Bonding Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹¹
Architect/Engineer's Name: _____

Architect/Engineer's Name Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹²
Mortgage Lender's Name: _____

Mortgage Lender's Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$5,000 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$15,000), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

OFFICE USE ONLY BELOW THIS LINE

¹³
CODE EDITION/NOTES: _____

¹⁴
USE (CHECK ONE):

1 & 2 FAMILY TOWNHOUSE CONDOMINIUM

MULTI-FAMILY COMMERCIAL INDUSTRIAL

AGRICULTURAL - BLDG CODE EXEMPT OTHER: _____

USE CHANGE: _____



TOWN OF MANALAPAN

600 South Ocean Boulevard, Manalapan, FL 33462
(561) 585-9477

CONSTRUCTION SITE MAINTENANCE

(refer to Construction Site Standards Sec. 152.110 of Town of Manalapan Code)

Construction Site Address; _____

Permit Number; _____

- No vehicles may be parked on the swale (public right-of-way)
- Any permission granted for off-site parking within the Town of Manalapan shall be provided in writing by the property owner and a copy received by Town Officials prior to parking off-site
- Contractor shall install a minimum six foot (6'-0") high temporary, fabric-lined chain link fence for the project per Town code Sec. 152.110. Please note: this fence may be required to be on all sides of the property
- Dumpsters must be covered and emptied when full and placed inside the fenced site
- Port-a-potties must be placed inside the fenced site and cannot be visible from the street
- No dirt piles shall be greater than six feet (6'-0") in height above the crown of the road
- All construction sites must be watered down daily or with more frequency as required OR covered in order to prevent dust and debris from escaping to adjacent properties
- Whenever possible/feasible, the Contractor shall notify adjacent property owners 24 hours in advance of any activity which is anticipated to create unusually loud noise, prolonged disturbance, or unusual occurrence (i.e... Demolition)
- Contractor shall contact Town Utilities at 561-586-3699 prior to starting work. Any damage including tampering, to water meter boxes, water meter box lids, and Town owned water lines shall be the responsibility of the Contractor.
- Meters should be visibly marked and kept clear of vehicles, building materials or dirt piles in order to facilitate meter readings and/or emergency shut offs

Contractor Signature; _____ Date _____



PALM BEACH COUNTY FIRE RESCUE
PLANS REVIEW APPLICATION



No. _____

FP# _____

Permit# _____

To be Completed by the Applicant

The Undersigned Hereby Applies for Plans to be Reviewed for Compliance with the Current Edition of the Florida Fire Prevention Code and PBCFR Local Amendments to this Code.

Project Name: _____

Project Address: _____

City/Town: _____

- | | | |
|--------------------|------------------------|-------------------------|
| _____ Alteration | _____ Fire Sprinkler | _____ Interior |
| _____ Civil | _____ Fire Suppression | _____ LP Gas |
| _____ Commercial | _____ Fuel Tanks/Lines | _____ Multiple Dwelling |
| _____ Construction | _____ Hood System | _____ Revise |
| _____ Fire Alarm | _____ HVAC | _____ Other _____ |

Name of Owner or Engineer Address of Owner or Engineer

Name of Contractor Address of Contractor

Applicant / Contact Name (Print) Application Date

Contact Number Fax Number \$ _____
Valuation of Proposed Project

For Office Use Only - Palm Beach County Fire Rescue

Fire Review Fee \$	Voucher	Check#	MSTU	Fire Dept. Official
		Date Recv'd		

Make Checks Payable to "BCCPBC" or "Board of County Commissioner's Palm Beach County"

Instrument Prepared By:

Name: _____

Address: _____

PERMIT NUMBER: _____

STATE OF: _____

NOTICE OF COMMENCEMENT

TAX FOLIO NO.: _____

COUNTY OF: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description of the property & street address, if available) **Legal Description:** _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

a. Name and address: _____

b. Interest in property: _____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

4. a. **CONTRACTOR:** Name & Address _____

b. Phone number: _____

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Name and address: _____

b. Phone number: _____ c. Amount of bond: \$ _____

6. a. **LENDER:** Name and address: _____

b. Phone number: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a. Name and address: _____

b. Phone numbers of designated persons: _____

8. a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date will be 1 year after the date of recording unless a different date is specified): _____, 20____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me by means of _____ physical presence or sworn to (or affirmed) by _____ online notarization,
this _____ day of _____, 20____ by _____
(name of person)

as _____ for _____
(type of authority, e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

Notary

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification Type of Identification Produced _____



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- A) Load calculation. Feeder and service loads to be connected to the generator shall be calculated in conformance with the generator manufacturer's

EXAMPLE

