



Inspection Department  
110 N Huntington  
Sulphur, LA 70663  
337-527-2050  
permits@sulphur.org



## Generator Permit Application

Date of application: \_\_\_\_\_

☐ Residential

☐ Commercial

### OWNER

Name: \_\_\_\_\_ Address of Job: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor's Information

**COPY OF GENERATOR MANUAL MUST BE EMAILED TO PERMITS@SULPHUR.ORG**

**Contractor installing generator:** Name \_\_\_\_\_ Phone \_\_\_\_\_

**Electrical Contractor:** Name \_\_\_\_\_ Phone \_\_\_\_\_

☐ Manuel Switch ☐ Automatic switch New Panel ☐ yes ☐ No Number of circuits \_\_\_\_\_

Size of generator kw \_\_\_\_\_ amps \_\_\_\_\_

Load of existing service \_\_\_\_\_ Load required by generator \_\_\_\_\_

**NOTIFY THE CITY OF SULPHUR INSPECTION OFFICE AT LEAST 24 HOURS PRIOR TO INSTALL AND ELECTRIC WITHOUT POWER**

**Gas Fitter Contractor:** Name \_\_\_\_\_ Phone \_\_\_\_\_

Size of line that will be installed \_\_\_\_\_ length of line \_\_\_\_\_

Cost of Job \_\_\_\_\_

Permit fee \$50.00

**ENTERGY MUST BE NOTIFIED TO HAVE SERVICE DISCONNECTED BEFORE TRANSFER SWITCH INSTALLATION. A FINAL ELECTRICAL INSPECTION IS REQUIRED TO HAVE SERVICE RECONNECTED. GIVE CITY OF SULPHUR INSPECTION OFFICE AT LEAST 24 HOURS PRIOR TO INSTALL AND ELECTRIC WITHOUT POWER.**

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Inspector

### TERMINATION OF PERMIT BY OWNER

In the event of termination or cancellation of a permit by an owner, the owner must notify the city in writing of said termination and notify the City of the name of the substitute or replacement contractor, if any. The permit shall be amended effective on the date of notice of the substitute or replacement contractor form from the owner. The owner shall pay the sum of \$50.00 for the substitution and/or replacement of a contractor.

OFFICE USE ONLY	Entered by	Date	Permit #



City of Sulphur  
PO Box 1309-70664  
Phone: 337-527-2050  
[permits@sulphur.org](mailto:permits@sulphur.org)



## **STEPS FOR GETTING A GENERATOR PERMITTED AND INSPECTED**

Below are the steps the Permit Office will maintain issuing Generator, Electrical and Gas permits. These three permits will need to be processed and paid for before any inspections are done.

1. Generator contractor/homeowner will complete the Generator permit and send to [permits@sulphur.org](mailto:permits@sulphur.org) and let the permit office know if the location is marked off for generator placement.
2. Electrical contractor will complete the Electrical permit and send to [permits@sulphur.org](mailto:permits@sulphur.org)
3. Gas Fitter contractor will complete the Gas permit and send to [permits@sulphur.org](mailto:permits@sulphur.org)
4. Once the Permit Office **receives all three permits and payments** have been made the Inspectors will check the location of the generator.
5. Generator contractor will receive an email approving or disapproving the location.
6. Once approved the Electrical contractor and Gas Fitter contractor can call in their inspections, with the Permit office.

The Permit office needs all manufacture instruction requirements on each generator installed in the City of Sulphur. The requirements can be emailed to [permits@sulphur.org](mailto:permits@sulphur.org).

These steps are in effect December 30, 2021.





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## Generator Permit Package

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**\*\*PERMITS FOR LOCATIONS INSIDE THE CITY LIMITS ONLY\*\***

Outside City Limits – contact Calcasieu Parish Police Jury (Parish Permit Office) at 337-721-3600.

PLEASE FILL OUT THE GENERATOR PERMIT APPLICATION AND RETURN IT TO THE INSPECTIONS DEPARTMENT WITH ALL APPLICABLE FEES AND DOCUMENTS.

Engines, and their weatherproof housings if provided, that are installed outdoors shall be located at least (5 ft) from openings in walls and must be elevated to meet the Flood Zone.

The concrete slab shall exceed the length and width of the generator by a minimum of six (6) inches on all sides and the slab shall be level and located at grade. Retain the generator to the slab with masonry bolts.

Provide a Site Plan consisting of the following – property line, location of generator, location of structures on property, location of openings of structure (windows, doors, vents, etc.), location of electrical and gas service, size and length of gas line to be installed. **(Placement of the generator should be marked for the site visit by the inspector prior to issuing of permit.)**

Diesel engines installed in hazardous locations shall also have provisions for shutting down the engine by shutting off both the fuel supply and the combustion air supply.

An "Electrical Permit Application" must be completed – manual or automatic switch, number of new circuits (if required), an electrical contractor must pull permit.

A "Gas Permit Application" must be completed by a Gas Fitter contractor – total gas load of building & generator BTU-input information, a gas valve is required at the generator.

**IN ADDITION COMMERCIAL MUST COMPLY WITH THE FOLLOWING ALSO**

A diagram shall be posted conspicuously near the engine, indicating the location of the fuel shutoff valve(s). Diagrams shall not be required for installations with clearly identified fuel shutoff valves.

Emergency operating procedures shall be located where they are readily accessible to personnel operating or maintaining the engine.

State Fire Marshal approval is required for diesel fueled generators.

**ALL INSTALLATIONS**

**PERMANENT MARKING IS REQUIRED TO BE PLACED ON THE METER BASE STATING "GENERATOR INSTALLED" IN BOLD 2" RED LETTERS WITH A WHITE BACKGROUND.**