

City of St. Charles Generator



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>
permits@stcharlesil.gov

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406**

A building permit is required prior to installing a back-up or roof top generator.

Check List for Submittal of Application:

- ☐ Is your property located in the Historic Preservation District? If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
 - ☐ One (1) Copy Building Permit Application – Completely Filled Out.
 - ☐ One (1) Copy Electric Service Application – Completely Filled Out.
 - ☐ Four (4) Copies of a Plat of Survey-indicate the location of the proposed generator with the electric panel and gas lines indicated on the Plat.
 - ☐ Two (2) Sets of manufacturer specifications on the generator.
 - ☐ Submittal/Permit fee of **\$250.00** to be submitted at the time of the submittal of the application. Payment may be made by Cash, Check or Credit Card. Credit cards may only be accepted in our office. Applications will not be accepted for review without payment.
 - ☐ Homeowner's Association Approval Letter, where applicable.
 - ☐ **See the attached form for contractor requirements.**
- **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2020 National Electric Code
- 2021 International Residential Code
- 2021 International Fuel Gas Code
- 2021 International Energy Conservation Code

Zoning Requirements:

- Generators are allowed in interior and rear yards only.
- Generators must be located a minimum five feet from all lot lines.
- Generators are not allowed in easements of any type.

Call (630) 377-4406 to schedule Building Inspections at least 24-48 hours before the inspection is needed. Inspections will be scheduled based on availability.

Call J.U.L.I.E. (811) or (800) 892-0123 Before you Dig- prior to any digging to locate any underground utilities.

City of St. Charles
Municipal Electric Office
1405 S 7th Avenue – St. Charles IL 60174
630/377-4407



Electric Service Application – New Service/Upgrade/Other

(Each individual service will require a complete and separate application)

Name: _____ Phone: _____
Original Signature: _____ Fax: _____
Contact Name: _____ Phone: _____
Email Address: _____
Application Date: _____ Requested Service Date: _____

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	<input type="checkbox"/> estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Solar-Wind-Generator	<input type="checkbox"/> Other	Proposed Generator kW _____

Service Panel:

Present Rating (amps) _____ Proposed Rating (amps) _____ Proposed Connected kW _____
Present Peak kW (Demand) _____ Estimated Peak kW (Demand) _____ Proposed Interconnected kW AC _____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: _____
Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____
Legal Description (attach sheet if necessary): _____
Record Titleholder of property: _____
If property is held in trust, identify beneficial owner (s): _____
Address: _____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: _____
Street Address: _____
City/State/Zip _____ Phone: _____
Authorized representative or agent: _____
Title: _____ Phone: _____

Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By: _____ Date Application Received: _____
 Date Payment Received: _____ Method of Payment: _____
 Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____ **Date:** _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
Total Amount of Charges:		_____	_____

Electric Project No.: _____



*Two East Main Street
St. Charles, IL 60174
630.377.4400*

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
 - \$1,000,000.00 for property damage resulting from any one incident.
 - \$2,000,000.00 general aggregate.
 - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

CITY OF ST CHARLES
Application for Generator Building Permit
Department: Building & Code Enforcement Division
Phone: (630) 377-4406 Fax (630) 443-4638



Date: _____

Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

Check List for Submittal of Application:

- ☐ Is your property located in the Historic Preservation District? Yes/No If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- ☐ Building Permit Application – Completely Filled Out.
- ☐ Electric Service Application – Completely Filled Out.
- ☐ If permit is for replacement of rooftop generator, permit is issued over the counter.
- ☐ Four (4) Copies of Plat of Survey show location of the Generator, with electric panel and gas lines indicated on the plat.
- ☐ Four (4) Copies of the specifications on the generator.
- ☐ **See the attached form for contractor requirements.**
- ☐ Electric service application – if the generator will be located outside of the building.
- ☐ **Filing fee of \$250.00 PAYABLE BY CASH, CHECK TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN OUR OFFICE ONLY).**
 - **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____

SIGNATURE: _____

REPORT OF THE BUILDING OFFICIAL

Accepted: _____ Rejected: _____ Date: _____

Signed: _____