Generator Permit Checklist

*Start to Finish Permit Guide for **Generator Jobs** at [1]**Commercial** & [2]**Residential Properties***
*Terms have explanations available in the **Permit Glossary** Companion Document*

Requirement	Expectation		Check
Permit Status: APPLICATION SUBMITTED			
Permits can be Filed, Tracked & Managed via the Permit Portal "OneStop" (onestopapp.nola.gov)			
Permits Filed for by Licensed Contractors	*Electrician files **"EGEN"***	For **all generator installs** and electric repairs	
	*Plumber files **"FGAS"***	**As needed for** generators using **natural gas**	
Create a Permit Description	Provide a summary of work to be performed. See "Permit" in the **Permit Glossary** for an example or template of a permit description		
Upload the Following Documents to the Permit(s) via Onestop			
Plans and/or Specifications	Submit installation or repair details and/or drawings including load values		
Itemized Costs/Job Value	Listed cost(s) to perform the work including labor and materials		
Site Plan [*FGAS permit only*]	Provide a map of the lot showing important features including the property boundaries and *where* the generator *is* or shall *be* located		
File a Historic Preservation Permit for Work Performed at/to Historic Sites			
Historic Preservation Agency & Permit Type	**VCC** Permit	Work to historic properties in the French Quarter	
	HDLC Permit	Work to historic properties outside of French Quarter	
Permit Status: APPLICATION REVIEWED			
Resolve Application Comments [As Needed]	Applicant resolves any comments sent by permit reviewers requesting changes to the application documents and/or additional documents		
Permit Status: PERMIT APPROVED			
Documents Approved	The supplied documents were approved; permit fees should be paid now		
Make a Payment	Pay permit fees can be paid online via the permit portal OneStop; permit statuses automatically update from *approved* to ***issued* after payment**		
Permit Status: PERMIT ISSUED			
Post Permit at Work Site	A digital copy of the permit is available under the permit documents via OneStop; Obtain a copy of the permit and post it visibly at the job site		
START WORK	Approved work can begin per **issued** permit posted at the job site		
REQUIRED INSPECTIONS [As **Applicable**]			
*Inspections **MUST** be requested by permit holders or the licensed contractor who performed the permitted work*			
Underground Gas	Underground inspections may be required for any trenching performed to run *gas and/or electrical connections* below ground to the generator		
Underground Electrical			
Final Gas	Once the permitted work is complete, a final inspection will be needed (per issued permit) to finalize the work		
Final Electrical *[Required]*			
***Inspections are finalized** once their status says "Passed"	**Inspection statuses** may be tracked via OneStop	**Inspections may be requested by** emailing **<inspections@nola.gov>** or calling **(504) 658-7200**	**Third party inspection reports are accepted** from eligible parties; those results are processed in the order received & may be **subject to verification***		
CLOSING ACTIONS			
Pass All Inspections	Applicable inspections must have a "*passed*" status shown on OneStop		
Permit Status: PERMIT CLOSED			
Certificate of Completion Issued to **EGEN** Permit	The permit is **closed** once the Certificate of Completion has been awarded to it. A digital copy will be accessible on OneStop under the permit's documents for record keeping		
Certificate of Completion Issued to **FGAS** Permit			
GAS METER INCREASE			
Gas Meter Increased [*FGAS permit only*]	The gas meter is *increased* once **both** the FGAS & EGEN permits have received Certificates of Completion		

[1]***Commercial** Buildings: Include **Mixed Use** & **Multi-Family** (Three or More Apartments) Properties*
[2]***Residential** Buildings: Limited to **Single-** & **Two-** Family Homes; Anything Else is **Commercial** (or Accessory) Use*
This Document Should be Used with an Understanding that Additional Items May Be Required as Needed