

GENERATOR PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership; in case of new ownership, will require a copy of the deed.
- ☐ 3. Generator Specifications.
- ☐ 4. Site Plan, showing the location of the proposed generator and proposed gas tank. Must show measurements. (gas tank permit to be submitted by others).
- ☐ 5. If Generator is located within a Homeowner's Association (HOA), approval is required in writing.
- ☐ 6. Contractor Registration Application is required. The contractor is required to submit the following:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 7. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 8. Please allow 2-3 days for processing the permit.
- ☐ 9. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 10. Site plans and generator specifications are required to be on-site for inspection.
- ☐ 11. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**