



## **Generator Permitting & Installation Requirements**

### **Procedure Overview**

1. Submit Improvement Location Permit (ILP) Application & Fee to Zoning Administrator.
2. Zoning Administrator to Review Application for Proper Setbacks, Fencing, etc.
3. Receive ILP from Zoning Administrator.
4. Submit Generator Permit Application and Application Fee to Clerk-Treasurer.
5. Utility Superintendent to Review Generator Permit Application. Review Includes:
  - a. Electric Service Rerouting
  - b. Transfer Switch Requirements
  - c. Meter Base / Disconnect Requirements (Direct Electrical Utility Connection Only)
  - d. Grinder Control Panel Impacts & Upgrades (As Applicable)
  - e. Grinder Accessibility Impacts
  - f. Any Other Impacts to Grinder / Sewer System at Discretion of Town
6. Receive Approval on Generator Permit Application from Town.
7. Pay Disconnection Fee, Applicable Inspection and Reconnection Fee(s), and Sign Generator Permit Application Agreement.
8. Obtain Transfer Switch, Upgraded Control Panel from Town for Fee (As Applicable)
9. Town-Approved Contractor to Install Generator, Transfer Switch, Electrical Rerouting, Etc.
10. Obtain Town Approval on Final Installation.



## **Generator Installation Requirements**

### *A. General Requirements*

- 1) All work must be performed by Contractor registered with Steuben County and approved by the Town of Clear Lake.
- 2) Town inspection and approval of final generator installation required prior to use of generator. Use of generator without Town approval shall be considered violation and subject to fine.

### *B. Single-Home Grinder Installations*

- 1) The electrical service for any single-home grinder installation must be transferred from direct electric utility service to the secondary residential service.

### *C. Shared Grinder Installations*

- 1) Two options are permissible for the electrical service to a shared grinder:
  - a. Electrical service may remain direct from the utility.
    - i. A blank meter base and electrical disconnect per electric utility standards is required to be installed on the electrical service.
  - b. Electrical service may be transferred from direct electric utility service to residential service for both properties with automatic alternation between each service.
    - i. A written agreement between both property owners shall be recorded and provided to the Town.

### *D. Residential Electrical Service Requirements*

- 1) The direct electric utility service to the grinder must be disconnected at the pole in accordance with electric utility requirements. Disconnections at the grinder panel are not permitted.
- 2) An exterior electrical disconnect shall be provided at or adjacent to the grinder panel. This disconnect shall provide ease of accessibility for the Town in the judgement of the Superintendent.
- 3) Residential service shall be 240V and provide 30A breaker in residence and 25A breaker at grinder.

Town of Clear Lake 111 Gecowets Drive, Fremont, IN 46737  
Office: (260) 495-9158 [www.townofclearlake.org](http://www.townofclearlake.org)



## **Town Contacts & Approved Contractors**

### **Contact Information**

Town of Clear Lake  
111 Gecowets Drive  
Fremont, IN 46737  
(260) 495-9158

Zoning Administrator: Kenneth Hughes

Street & Utility Superintendent: Bob Hull

Clerk-Treasurer: Kay Kummer

### **Approved Contractors**

T.S. Electric and Son  
175 Lane 587 AA Lake James  
Fremont, IN 46737

Owner: Tom Simpson  
Phone: (260) 668-2672  
Email: TSElectric\_Son@aol.com

Clear Lake Electric  
349 Pokagon Trail  
Angola, IN 46703

Owner: Adam Bressler  
Phone: (260) 665-8020

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**Generator Permit**

**Permit #** \_\_\_\_\_

**Applicant Information:**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address (Lake) \_\_\_\_\_ Address (Permanent) \_\_\_\_\_

Phone (Preferred) \_\_\_\_\_ Phone (Other) \_\_\_\_\_

**Project Information**

Project Address \_\_\_\_\_ Property Owner \_\_\_\_\_

Town-Approved, Indiana Licensed Electrician \_\_\_\_\_

Contact Info \_\_\_\_\_

Project Description \_\_\_\_\_

Type of Grinder:       Single-Home                       Shared

Proposed Electrical:       Residential Service                       Direct from Electric Utility

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

- Provide a to-scale site plan illustrating the proposed improvements as submitted with the Improvement Location Permit application.
- For Shared Grinder Installations Only: Provide recorded agreement between property owners.

**Applicant Signature**

I certify that I am authorized to act on behalf of the property owner and to the accuracy of all information provided with this application including the site plan, survey, and dimensions of the proposed improvements. I understand that the Town of Clear Lake reserves the right to revoke this permit upon finding that the work performed is not consistent with the information provided in this application. Additionally, I grant the Town of Clear Lake and its agents the authority to enter the property during the application stage and construction to determine compliance.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only**

Prerequisites:  Approved ILP  Permit Fee Received  
 Agreement Between Property Owners (Shared Direct Electrical Connection)

Status:  Approved  Denied

**Comments**

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The Town of Clear Lake hereby grants a permit to the above noted property owner to connect a generator to the Town of Clear Lake’s Wastewater System pursuant to the Town’s specifications, in accordance with the Town’s above-noted comments, and subject to final inspection and approval by the Town of Clear Lake. The property owner shall pay Disconnection Fee and applicable Reconnection Fee(s) as identified in the **Wastewater Fee Schedule**.

Town Signature \_\_\_\_\_ Date \_\_\_\_\_

**Receipt**

The Town of Clear Lake acknowledges the payment of generator permit fee, disconnection fee, and reconnection fee(s).

Town Signature \_\_\_\_\_ Date \_\_\_\_\_

**Agreement**

For and in consideration of the issuance of a Generator Permit, the undersigned hereby releases the Town of Clear Lake, and its agents and employees, from any liability as a result of the Generator Permit issued on this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The undersigned agrees to be fully responsible for any damage to the Town of Clear Lake’s Wastewater System caused by the hookup or utilization of the permitted generator. The undersigned agrees to indemnify and hold the Town harmless (including attorney fees) from any damage caused to third parties by the hookup or utilization of the generator to the Town of Clear Lake’s Wastewater System.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Work Inspected and Approved**

Town Signature \_\_\_\_\_ Date \_\_\_\_\_