

**FREEPORT FIRE & EMS DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

EMERGENCY / STANDBY GENERATORS INSTALLATION AND OPERATION

These guidelines are to be followed when a building or facility within the City of Freeport proposes to install an emergency or standby generator within the City of Freeport City Limits.

INSTALLATION REQUIREMENTS

1. The fuel supply shall be dedicated to the generator and not used for any other purpose.
2. Aboveground or underground storage tanks that provide the fuel supply for a generator shall meet the respective installation guidelines and a separate permit will be issued.
3. The prime mover shall meet the requirements of NFPA 110.
4. A control panel shall be provided at an accessible location and provide provisions for full control of the generator and indicate any alarms or fault conditions.
5. Transfer switches shall be monitored.
6. Generators located within a building shall be in a 2 hour fire rated room. No other equipment is permitted within this room.
7. Emergency lighting shall be provided when a generator is located within a building.
8. Outside installations and skid mounted generators shall be secured to the foundation.
9. Ventilation for installations inside buildings shall be supplied from outside.
10. Generators shall be provided with a cooling system.
11. Fuel tanks and fuel supply piping shall be installed and maintained in accordance with NFPA 30, NFPA 37, NFPA 54 and/or NFPA 58, as applicable to the installation.
12. A minimum 3 ft. clearance shall be maintained on all sides of the fuel supply and piping.
13. Condensate drain valve shall be provided on the exhaust piping or the exhaust shall be self-draining.
14. A 2-hour full building load test shall be required.
15. A minimum of one (1) fire extinguisher shall be provided at the generator location.
16. Installations shall be kept free and clear of all combustible materials.
17. NO SMOKING signs and approved NFPA 704 hazard identification signs shall be posted at the installation as necessary depending upon the specific installation.
18. The Fire Marshal's Office may approve alternate methods and material as needed.
19. The Fire Department may approve alternate methods and material as needed.

OPERATIONAL REQUIREMENTS

20. Emergency generators shall be inspected and maintained in accordance with Section 8.4 of NFPA 110. A written record and schedule of shall be maintained on-site.

To expedite the plan review and inspection processes, please refer to the information listed below.

PERMITTING REQUIREMENTS

21. Indicate the generator type as either Level 1 or Level 2.
22. Indicate the energy source for the generator (LPG, Natural Gas, Diesel, Electric, etc.). On-site fuel sources, such as diesel, will require a separate submittal and permit.
23. Provide a written description of the intent of the installation.
24. Site plan drawing of the site location and conditions, to include;
 - a. All buildings and structures.

EMERGENCY/STANDBY GENERATORS INSTALLATION AND OPERATION

- b. Fire lanes and fire hydrants.
 - c. Location of the generator with regards to building façade and exits.
 - d. Location of the lot line and distance from the lot line.
25. Building construction drawings if located within the building, to include;
- a. Construction of the room.
 - b. Intake and exhaust air locations of the generator.
 - c. Electrical and fuel supply piping.
26. Provide a scaled drawing of the exact type of generator to be installed and indicate all listings and approvals.
27. Manufacturer's data sheets for the generator, transfer switches, controllers and any other equipment associated with the generator installation.
28. Electrical on-line drawings and panel board schedules.
29. Indicate any batteries and battery chargers on the generator for the purposes of charge and/or starting.
30. A full equipment listing.
31. Drawings shall be submitted for review and approval, PRIOR to installation.
32. Drawings shall be generated by the installing company specific to the installation. Drawings shall show plan view and other pertinent information.
33. Submittal package must identify and include all the above requirements to be accepted for review.
34. No generators or ancillary equipment shall be installed on the site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2015 International Fire Code.

GENERAL SUBMITTAL REQUIREMENTS

- 35. Each submittal shall have a completed Freeport Fire & EMS Department Plan Review Permit Application.
- 36. Plans approved by the Office of the Fire Marshal give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
- 37. All fire department inspection forms and permits shall be kept on the job site until final inspection.
- 38. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Office of the Fire Marshal.

All access control criteria for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2015 International Fire Code, as adopted and amended by City of Freeport.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Freeport, or determinations and positions of the Fire Chief or Fire Marshal.