



## *Thinking of Installing a Permanent Home Generator?*

Dear Resident and/or Contractor:

It is the responsibility of the City of Gretna to ensure not only your safety, but your neighbor's as well. We hope you find the following guidelines helpful when pursuing your wish to have a permanently installed generator within the City of Gretna. If you have any questions, please call the Building & Permits Office, at (504) 363-1563 and any member of our staff will be happy to assist you.

### **Checklist:**

- A permit application must be completed online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or you may come to the Building & Permits Office, 740 2<sup>nd</sup> Street, Gretna City Hall, Room 101, to use the customer KIOSK.
- A plot plan of the property showing the placement of the generator with measurements from the property line and any structures will need to be uploaded with the online permit application. (No survey is required).

Please note:

- ❖ Distance from property line and any opening of other structures must be 5-feet or more.
- ❖ The exhaust from the generator cannot be within 5-feet of an opening, doors and windows.
- Some applications may require approval from civic associations.  
**Garden Park** – Stacie Kern 858-7876  
**Timberlane Assoc** - Brady Garrity –bgarrity@garrityaccardo.com
- The **Fire Board** and/or **Fire Department** review is required with **approval**.  
If you reside in **70056** Gretna Call 1-504-349-5551  
If you reside in **70053** Gretna Call 1-504-263-2122
- Once you have completed all the above items, please upload them with your online permit application, or bring them to the Building & Permits Office, Gretna City Hall Room 101.
- A site inspection will be required to approve the proposed location of the generator. Once cleared with our inspector, then permit will be issued.
- The manufacturer's installation instructions will need to be made available for review.
- A generator must be anchored and placed on a stable foundation.
- A Gretna licensed electrician must file on the generator, and a Gretna licensed plumber must file on the gas meter. Both must be filed online [www.mygovernmentonline.org](http://www.mygovernmentonline.org) using the Permit Project number.
- Licensed tradesmen **must** schedule their final inspections online only. If you have any questions, please call the Building & Permits Office at (504) 363-1563.

Thank you for your time in reviewing this checklist, and we look forward to working with you in the future

Sincerely,

Danika E. Gorrondona, CBO  
Director of Inspections  
City of Gretna

revised 11/3/20