

## Standby Generator Inspection Fee

**Attention Department of Finance:** Please process as Defined Special Collections (DSC). Please capture the Inspection Address in the Address Field\*

**067- Standby Generator Inspection Fee**

**Attention Applicant:** Complete the fields below and follow the instructions.

Inspection Address: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Check one box for the generator type:**

- This is a New Generator. The Permit Number for the New Generator is: \_\_\_\_\_.
- This is an Existing Generator.
- This is a failed Existing Generator reinspection non-office hour only (overtime fees will apply)

**Check one box for the inspection fee that applies:**

- \$50 for generator Test during office hours (8:30 am to 4:30 pm)
- \$350 for Generator Test during non-office hours (over time)
- \$700 for Generator Test on Sunday (over time)

1. In accordance with the provisions of Section 14E-7-701.3 (A) thru (F) of the Municipal Code of Chicago, we are requesting your cooperation in making the necessary arrangements for your required generator test.
2. Call (312) 743-3622 between the hours of 8:00 am and 4:30 pm to speak with a person in the Electrical bureau. Indicate the date and time that you would like the inspector to witness the test and confirm availability. Verify the inspection fee amount.
3. Payment of the Standby Generator Inspection fee must be made at the Revenue Window in City Hall Room 900 prior to the inspection.
4. **Submit two copies of this completed form to the cashier** in the Revenue Window in City Hall Room Cashier Window in City Hall-Room 107A or 400 W Superior-1<sup>st</sup> Floor the Revenue Window accepts cash, credit cards and checks (excluding temporary checks). Make check out to the **City of Chicago, Department of Finance**.
5. The Revenue Window will validate both copies of this form with a stamp. The Revenue Window will keep one of the validated copies.
6. The applicant shall keep one validated copy of this form and the payment receipt for their record.
7. The applicant must email a copy of their validated form and the payment receipt to Stephen Gipson Electrical Inspector for the Department of Buildings ([Stephen.Gipson@cityofchicago.org](mailto:Stephen.Gipson@cityofchicago.org)) prior to the inspection being scheduled. This will serve as proof of payment.
8. No refund will be provided for overpayment or cancelation of the inspection. Contact [Stephen.Gipson@cityofchicago.org](mailto:Stephen.Gipson@cityofchicago.org) with payment questions.