

EXPEDITED BUILDING PERMIT FOR INSTALLING A TEMPORARY GENERATOR



FOR SINGLE STORY WOOD OR LIGHT STEEL FRAME CONSTRUCTION SKILLED NURSING FACILITIES & INTERMEDIATE CARE FACILITIES

(OSHPD 2 Buildings)

A Companion Document to the OSHPD FREER Manual

September 01, 2021 Hardcopy Version

## EXPEDITED BUILDING PERMIT GUIDE FOR INSTALLING A TEMPORARY GENERATOR

The Expedited Building Permit Guides are companion documents to the Office of Statewide Health Planning and Development (OSHPD) Field Review, Exempt, and Expedited Review (FREER) Manual and are intended as general reference guides and/or checklists to facilitate <u>repair, maintenance, minor renovation/remodeling, or installation of certain equipment</u> projects.

The Expedited Building Permit Guides are intended only for single-story Skilled Nursing Facilities (SNFs) and Intermediate-Care Facilities that are of wood frame construction or light steel frame construction and excluded from the definition of "Hospital Building" in the California Administrative Code (CAC) Article 2, Section 7-111.

This Expedited Building Permit Guide is made available for use at the discretion of the facility owner. OSHPD (Office) does not mandate the use of the Expedited Building Permit Guide for any condition. Use of project-specific design and construction documents prepared by a California licensed design professional in lieu of using the Expedited Building Permit Guide is always acceptable, and in some cases, may be required.

This Expedited Building Permit Guide gives no consideration to suitability for use in a specific application, compatibility with other building systems, appropriate use of materials or design, appearances, etc. The facility owner and/or his/her representative shall review all such qualities, features, and/or properties to ensure compliance with the California Building Standards Code and all applicable local codes and ordinances, appropriate integration with other building systems, and proper design for the project specific conditions and installation, etc. This shall include pre-assessment for existing damage that may need to be repaired and/or corrected.

While not mandatory, OSHPD recommends the facility have a California licensed architect or engineer, or a California licensed contractor assist in the review of the code compliance checklist herein below. In this manner, the facility will have a better understanding of the scope of work that may be required for a code compliant project prior to beginning the work.

#### The following regulations of the California Building Standards Code apply:

Before commencing construction or alteration of any health facility, the governing board or authority thereof shall submit an application for plan review to the Office, and shall obtain the written approval thereof by the Office describing the scope of work included and any special conditions under which approval is given (CAC, Section 7-113 (a)).

Construction or alteration of any health facility, governed under these regulations, performed without the benefit of review, permitting, and/or observation by the Office when review, permitting and/or observation is required, and without the exemption by the Office provided for in Section 7-127, shall be subject to

examination by the Office to assess relevant code compliance. Failure to obtain the necessary reviews and approvals prior to commencing construction will result in examination fees, in addition to application fees (CAC, Section 7-128).

## **TEMPORARY GENERATOR INSTALLATION**

**The installation of a temporary generator requires a Building Permit** but may be exempt from the plan review process in accordance with Health and Safety Code (H&SC), Section 129875. Simple installation of a temporary generator in qualifying SNFs and ICFs may be exempt from plan review, if the following criteria are met:

• A point of connection has been previously installed to either supply the full building or to back up the permanent emergency generator.

This Expedited Building Permit Guide presents criteria in a checklist format for general assessment of the specific project conditions. Installation of a temporary generator without a permit is subject to an investigation fee, submittal of a project to the Office for plan review, demolition and/or rework of defective non-code complying work, etc. in accordance with the California Administrative Code, Title 24, Part 1, Section 7-128 *"Work Performed without a Permit"*.

The facility owner or his/her authorized agent should review this checklist with the **OSHPD Compliance Officer** to determine program eligibility, to assess the specific project conditions and determination of possible approaches to the application, review, permitting, and construction process prior to proceeding with work. Possible approaches include, but are not limited to:

**More than Minor Work** – Not covered under this Expedited Building Permit Guide is the installation of a temporary generator where modification, repair, or remedial work is necessary to bring a system that did not comply with the code at the time it was installed into compliance with current code and/or to ensure a safe condition. The facility must involve a licensed design professional (architect and/or electrical engineer dependent upon the scope and nature of the remedial work). If this work is of sufficiently limited scope, field review by the Compliance Officer can be used under this Expedited Building Permit Guide, however more involved work will require submittal as a standard project and reviewed by the Office by the Regional Architectural & Engineering Unit.

**Determination of Eligibility** – Determination of eligibility and appropriate permitting process is the responsibility of the OSHPD Regional Compliance Officer. Facilities are encouraged to work with their Compliance Officer prior to assuming eligibility or an approach to permitting.

**Inspections** – The approved Inspector of Record (IOR) must inspect the work prior to use. Interim inspection will be required when walls, ceilings or other construction materials will cover the finished work. Any deficiencies, identified through inspection, shall be corrected before use of the system is permitted. A "Certificate of Compliance" issued by the OSHPD Compliance Officer is required prior to use of the connection. Responsible parties shall file Verified Compliance Reports (CAC, Section 7-151) in accordance with the requirements of the Testing, Inspection and Observation (TIO) Program (CAC, Section 7-149).

#### Manufacturer's Written Installation, Operating, and Maintenance Instructions -

The installation shall comply with the manufacturer's written installation instructions. The installer (facility's maintenance staff/contractor) shall leave or submit to the Compliance Officer the manufacturer's installation, operating, and maintenance instructions in a location on the premises where they will be readily available for reference and guidance for the Inspector of Record (IOR), OSHPD staff, service personnel, and the owner or operator.

Electrical systems shall be installed in a manner that is in accordance with the California Electrical Code (CEC), applicable standards, and the manufacturer's installation instructions. (CEC 110.3)

## **New Project/Building Permit Application Requirements**

- **Step 1.** Verify that the project is eligible for this program. Consultation with the OSHPD Compliance Officer is recommended.
- Step 2. Use the eServices Portal online application process or download and print the Expedited Building Permit Guide and complete the Installing a Temporary Generator Code Compliance Checklist beginning on Page 6 of this Guide and complete the Application for New Project/Building Permit available at the OSHPD web site or eServices Portal. These documents may be filled-in manually or electronically.
- **Step 3.** Prepare a plan/sketch showing the location(s) of where the temporary generator will be installed (a reduced copy of the building floor or site plan may be used for this purpose).
- **Step 4.** If not using the online application, print one (1) complete set of the entire package (the Expedited Building Permit Guide with completed Checklist and Applications), sign and date (where required), and mail or deliver to:

#### For construction in Northern California, submit to:

Office of Statewide Health Planning and Development Facilities Development Division 2020 West El Camino Avenue, Suite 800 Sacramento, CA 95833 (916) 440-8300 phone (916) 274-0102 fax

#### For construction in Southern California, submit to:

Office of Statewide Health Planning and Development Facilities Development Division 355 South Grand Avenue, Suite 1900 Los Angeles, CA 90071 (213) 897-0166 phone (213) 217-8511 fax

Upon issuance of the building permit for the project by OSHPD, you may submit a construction start letter and begin installation of the equipment.

The following questions based on your answer may have requirements. These requirements will be communicated to you by the OSHPD Regional Compliance Officer.

#### INSTALLING A TEMPORARY GENERATOR CODE COMPLIANCE CHECKLIST

NOTE: The Compliance Officer will field verify compliance with this checklist and additional work may be required to bring the installation into code compliance if found to be deficient.

		Cor	nplian	се
		Yes	No	NA
	PROJECT DESCRIPTION			1
1.	Is this project for a single-story skilled nursing or intermediate care facility building of wood-frame or light steel frame construction?			
2.	Is this project for the installation of a temporary generator?			
GEI	NERAL REQUIREMENTS			
3.	Is there an existing generator inlet connection for the temporary generator that was installed under an OSHPD permit?			
4.	<ul> <li>Are the requirements for the temporary generator posted at the point of connection to the building? The parameters include:</li> <li>1. System voltage and configuration</li> <li>2. Connection capacity</li> <li>3. Minimum generator set rating (kW)</li> <li>4. Phase rotation (3 phase connections only)</li> </ul>			
5.	Does the temporary generator have sufficient fuel for 6 hours of operation at the posted generator set rating (CAN 2-108)?			
6.	<ul> <li>A location for the temporary generator was determined at the time the building connection was installed. Does it continue to meet the following criteria? <ul> <li>Is outdoors at grade level (NFPA 37, CBC 442)</li> <li>Not less than 5 feet from openings in walls and not less than 5 feet from structures having combustible walls (NFPA 37 4.1.4.1)</li> <li>Has an exhaust location that is at least 25 feet from any outside air intakes (CMC 407.2.1)</li> <li>Has ready access by a fuel truck for refueling</li> <li>Is accessible for maintenance, repair and firefighting (NFPA 27 4.1.1.1)</li> <li>Is protected from damage, theft and tampering</li> <li>Is out of the path of building egress, vehicle traffic and fire department access lanes</li> <li>Has two dedicated circuits available to supply the battery charger and jacket water heater</li> </ul> </li> </ul>			

		Compliance		
		Yes	No	NA
7.	Will the work be performed by an electrical contractor licensed in the State of California?			
	<b>Note:</b> Workers' Compensation Insurance is required for all work.			
8.	Following approval by OSPHD, perform the work as specified in the attached documents.			

## **Final Generator Installation Test Procedure**

# Full Building Connection Option 1 (Single Breaker Docking Station)

1.	OSHPD Compliance Officer has been notified of the planned test.	
2.	Install the temporary generator as specified in the "Installation of Temporary Generator" instructions.	
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)	
4.	Verify the circuit breaker at the generator docking station is in the "OPEN" position.	
5.	At the generator control panel, start the generator.	
6.	Close the generator output breaker located at the temporary generator.	
7.	Verify that the voltage of the service and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the service and temporary generator match.	
8.	Open the service disconnect switch and remove the interlock key.	
9.	Close the circuit breaker on the generator docking station using the interlock key.	
10.	Verify the generator takes the building load and there are no generator malfunctions.	
11.	Operate the building on the backup generator for 30 minutes. Verify there are no issues.	
12.	Record the following at start, 15 minutes and 30 minutes:	
	Run Time Voltage Frequency Ampere Oil pressure Water temperature	
13.	Open the circuit breaker on the generator docking station and remove the interlock key.	
14.	Close the service disconnect switch using the interlock key.	
15.	Verify normal power is restored to the building.	

16.	Allow the generator to run for 5 minutes for cooldown.	
17.	Shut down the temporary generator.	

# **Final Generator Installation Test Procedure**

# Full Building Connection Option 2 (Dual Breaker MTS)

1.	OSHPD Compliance Officer has been notified of the planned test.	
2.	Install the temporary generator as specified in the "Installation of Temporary Generator" instructions.	
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)	
4.	Open the GENERATOR circuit breaker on the Manual Transfer Switch (MTS)	
5.	Verify the UTILITY circuit breaker on the MTS is closed	
6	Start the generator set by using the generator control panel.	
7.	Close the disconnect switch / circuit breaker at the temporary generator	
8.	At the MTS, verify that the voltage of the normal source and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the normal source and temporary generator match.	
9.	Open the UTILITY circuit breaker on the MTS.	
10.	Close the GENERATOR circuit breaker on the MTS	
11.	Verify generator takes the building load and there are no generator malfunctions	
12.	Operate the building on the temporary generator for 30 minutes. Verify there are no issues.	
13.	Record the following at start, 15 minutes and 30 minutes:	
	Run Time Voltage Frequency Amperes Oil pressure Water temperature	
14.	Open the GENERATOR circuit breaker on the MTS	
15.	Close the UTILITY circuit breaker on the MTS.	
16.	Verify normal power is restored to the building.	

17.	Allow the generator to run for 5 minutes for cooldown	
18.	Shut down the temporary generator.	

# **Final Generator Installation Test Procedure**

# **Emergency Generator Backup**

1.	OSHPD Compliance Officer has been notified of the planned test.			
2.	Install the temporary generator as specified in the "Installation of Temporary Generator" instructions.			
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)			
4.	Open the TEMPORARY circuit breaker on the Manual Transfer Switch (MTS)			
5.	Open the PERMANENT circuit breaker on the MTS.			
6	Start the temporary generator set by using the generator control panel.			
7.	Close the disconnect switch / circuit breaker at the temporary generator			
8.	At the ATS, verify that the voltage of the normal source and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the normal source and temporary generator match.			
9.	Open the disconnect switch / circuit breaker at the temporary generator.			
10.	Stop the temporary generator at the temporary generator control panel. Place temporary generator in AUTO position.			
11.	Let engine cool for 30 minutes.			
12.	Close the TEMPORARY circuit breaker on the MTS.			
13.	Open the breaker that supplies the normal feeder of the ATS. The temporary generator should start.			
14.	Record the following parameters from the time normal power is removed:			
	Time delay – loss of power to cranking start Time delay - Cranking time			
	Time delay - Loss of power to generator is at operating speed Time delay - Loss of power to ATS transfer (must be < 10 seconds) Time delay - Loss of power until generator is stable			
15.	Operate the building on the temporary generator for 30 minutes. Verify there are no issues.			

16.	Record the following at start, 15 minutes and 30 minutes:	
10.	Record the following at start, 15 minutes and 50 minutes.	
	Run Time	
	Voltage	
	Frequency	
	Ampere	
	Oil pressure	
	Water temperature	
17.	Close the breaker that supplies the normal feeder of the ATS.	
18.	Verify the ATS retransfers to normal power. Record time for time to retransfer.	
	(must be > 5 minutes).	
19.	Verify normal power is restored to the emergency loads in the building	
	Voling Horman power to restored to the entergency loade in the ballaing	
20.	Verify that the temporary generator shuts down after cooldown. Record	
	cooldown time (time from retransfer to shutdown).	
21.	Leave generator in automatic mode and secure the control box.	
<b>∠</b> I.	Leave generator in automatic mode and secure the control box.	

# **Temporary Generator DE-Installation Test Procedure**

# **Emergency Generator Backup**

1.	Open the TEMPORARY circuit breaker on the Manual Transfer Switch (MTS)				
2.	Close the PERMANENT circuit breaker on the MTS.				
3.	Close the disconnect switch / circuit breaker at the permanent generator.				
4.	Disconnect all temporary cables between the temporary generator and MTS.				
5.	Place permanent generator in AUTO position.				
6.	Open the breaker that supplies the normal feeder of the ATS. The permanent generator should start.				
7.	Record the following parameters from the time normal power is removed:				
	Time delay – loss of power to cranking start Time delay – Cranking time				
	Time delay – Loss of power to generator is at operating speed Time delay – Loss of power to ATS transfer (must be < 10 seconds) Time delay – Loss of power until generator is stable				
8.	Operate the building on the permanent generator for 30 minutes. Verify there are no issues.				
9.	Record the following at start, 15 minutes and 30 minutes:				
	Run Time Voltage Frequency Ampere Oil pressure Water temperature				
8.	Close the breaker that supplies the normal feeder of the ATS.				
9.	Verify the ATS retransfers to normal power. Record time for time to retransfer. (must be > 5 minutes).				
10.	Verify normal power is restored to the emergency loads in the building				
11.	Verify that the temporary generator shuts down after cooldown. Record cooldown time (time from retransfer to shutdown).				
12.	Leave permanent generator in automatic mode and secure the MTS control panel.				

# Installation of Temporary Generator

		Compliance		nce
		Yes	No	NA
1.	The temporary generator tires are blocked.			
2.	The temporary generator is protected from physical damage and tampering by fencing and/or k-rails.			
3.	If the generator will be in place for more than 30 days, it is anchored and braced in accordance with the detail S-2.			
4.	The generator output breaker is in the "OPEN" position.			
5.	The cables to be installed are of a type identified in CEC Table 400-4 for hard or extra-hard usage. CEC 590.4(B) One commonly used type is 4/0 CAMLOCK TYPE W Cables. <b>Note</b> : Diesel locomotive (DLO) cable is commonly proposed for use as temporary conductors. Note that DLO is not a CEC recognized designation. Only cables meeting the above requirements are acceptable			
6.	The cables are installed such that they are protected, supported, not installed directly on the floor or ground, and are not in physical contact with each other. (CEC 590.4(H), (J)).			
7.	The temporary generator's battery charger and jacket/battery heater are connected to the outlets previously identified.			
8.	Where the generator is needed to start upon loss of the utility, the ATS start contacts are connected to the temporary generator. (This is needed only when backing up the permanent generator)			
9.	Where the generator is backing up the permanent emergency generator, the remote annunciator is installed in the building. (NFPA 110 5.6.6)			
10.	Where the generator is backing up the permanent emergency generator and the generator is a separately derived system, the two ground rods are connected to the ground bus of the temporary generator.			
11.	The work will be performed by an electrical contractor licensed in the State of California.			

www.oshpd.ca.gov/fdd

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## Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

This program is prepared and submitted for an OSHPD 2 projects. OSHPD 2 projects are limited to construction and remodel projects for, skilled nursing facilities and/or intermediate-care facilities of Type V, wood or light steel-frame construction.

SECTIC	N A	PROJECT INFORMATION				
Facility #:	Fac	acility Name:		Project #:	Sub #:	
Street Address:						
City:		County:				
Record Name	(Scope of Project):	Temporary Generator Installation				
Abbreviations:						
CAC: California Ad	dministrative Code	AAMA: American Architectural Manufacturers Association				
CBC: California Building Code		NFPA: National Fire Protection Association				
CEC: California Electrical Code		FM: FM Approval Standards			aian, D02 7 2	
CMC: California Mechanical Code		DPOR: Design Professional of Record			rsion: R03.7.2	

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#### Testing, Inspection and Observation Program

SE				NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identifi evaluated by the DPOR and approved by OSHPD prior to proceeding with the related work.			
Facility	Facility #: Facility Name:		Project #:			Sub #:	
	DURING CONSTRUCTION DOCUMENT			DURING CONSTR	UCTION		
Index #	REQUIRED (Select)	TESTS		RESPONSIBLE APPROVED AGENCY AND/OR INDIVIDUAL	COMPLIANCE VERIFICATION BY IOR (Initial/Date)	OSHPD/FDD USE (Initial/Date)	
ECTRIC	CTRICAL TESTS						
© ₩ ₩ ₩					CO:		

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### Testing, Inspection and Observation Program

SECTION	١F		C	ONS	STRI	JCT	ION	I VE	RIF	ICA	TIO	N
Facility #:	ty Name:					Project #:			Sub #:			
	VERIFIED CONSTRUCTION IN	SPECTIC	N AND	OBSERV	ATION F	REPORT	ING					
REFERENCE NUMBER	PROJECT MILESTONE OR INTERVAL	VERIFIED COMPLIANCE REPORT REQUIRED AS INDICATED (Form OSH-FD-123) (See "PERSONAL KNOWLEDGE" as defined in California Administrative Code, Section 7-151)							FOR OSHPD USE ONLY			
		GEOR	AOR	SEOR	MEOR	EEOR	CONT	IOR	SP INSP	TEST LAB		OSHPD FDD
	Substantial Compliance (Remodel, Renovations, Maintenance projects, Equipment Replacement)											
	Certificate of Occupancy (New Buildings, Additions, Changes in Occupancy)											
	Construction Final						х	х				
ABBREVIATIONS:	GEOR - Geotechnical Engineer of Record	AOR - Architect of Record				SEOR - Structural Engineer of Record						
	MEOR - Mechanical Engineer of Record	EEOR - Electrical Engineer of Record				CONT O/B - Contractor or Owner/Builder						
	SP. INSP - Special Inspector	IOR - Inspector of Record				Test Lab – Engr. For the approved agency						

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### Testing, Inspection and Observation Program

SECTION H	PLAN R	EVIE	EVIEW APPROVAL						
Facility #:	Facility Name:		Project #:	Sub #:					
	er has been delegated responsibility for a portion of tions visit: https://oshpd.ca.gov/construction-finan			g, Inspection					
Submitted By									
I have reviewed the approved as "required" on this form.	d construction documents for this project and	l all tests	s and special inspections required by Code a	are marked					
Architect/Engineer of Record (Print I	Name)	Arc	hitect/Engineer of Record (Signature)	Date					
Structural Engineer of Record (Print	Name)	Stru	uctural Engineer of Record (Signature)	Date					
	FOR OSHPD	USE							
OSHPD Plan Approval:									
Signature	Date		APPROVED APPROVED DENI WITH COMMENTS	ED					
<b>Comments</b> (If AC or D is checke	ed the following comments shall be resolved by the des	signer prior	r to proceeding with the related construction):						

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### Testing, Inspection and Observation Program

SECTION I	CTION I BUILDING PERMIT APPROVAL								
Facility #:	Facility Name:		Proj	Sub #:					
NOTE: For te	esting, Inspection and Observation	Program I	nstructions visit:	www.oshpd.ca.go	ov				
and remodel projects for none Samples of Test and Inspection	ed and submitted for an OSHPD 1R, 2 an conforming hospital buildings removed facilities of single-story, Type V, woo n Reports are: <i>(NOT required for test pe</i>	I from acute od or light s erformed by	e-care, skilled nursi teel-frame construct v laboratories appro	ng facilities and/or ction. ved through OPAA	· intermediate-care				
Testing agency qualification for approval or approval of testing agencies shall be through OSHPDs OPAA program. OPAA PROGRAM (Provide copy of OPAA program approval for OPAA approved laboratories and testing agencies).									
The qualifications, certificati evaluated and accepted by the un Section 4.1.4 as applicable. Appro	e copy of OFAA plogram approval for OFA ions, experience and independence of the ndersigned in accordance with CAC Secti roved agencies and individuals named for ted responsibility for the design and admin	e approved a on 7-141, 7- structural te	gencies and individu 144 & 7-149; CBC 1 sts and special inspe	als named on this fo 703A.1.1 & 1704A.2 actions have been e	2.1; and ISO 17025 valuated and accepted				
<ul> <li>Samples of Test and Inspection reports to be provided following determination of the responsible firm(s) or individuals. Samples shall be submitted to and approved by the Office prior to proceeding with the work that requires test or special inspections.</li> <li>Samples attached.</li> <li>Not applicable. Project has no required test or special inspections.</li> </ul>									
					-				
All test and special inspection reports shall be submitted to the IOR, hospital owner, architect in responsible charge, and the structural engineer by the testing agency per CAC 7-149(a) within seven (7) calendar days of the test or special inspection. Verified compliance reports shall be signed by the individual who performed the special inspection(s) as outlined in CAC 7-151 (c). All reports shall clearly state whether the tests or special inspections were performed in accordance with the OSHPD stamped approved documents and whether the results indicate compliance with those documents per CAC 7-149 (a). All IORs performing special inspections shall hold the appropriate certification and equipment and shall obtain approval from OSHPD prior to perform such work.									
		_							
Architect/Engineer of Record (Print Nan	chitect/Engineer of Record (Print Name) Professional License # Architect/Engineer of Record (Signature) Date								
	FOR OSH	IPD USE							
OSHPD TI&O Program Approval:									
			APPROVED	APPROVED	DENIED				
Signature	Date			WITH COMMENTS					
<b>Comments</b> (If Approved with comme construction):	ents or Denied is checked the following comme	ents shall be i	resolved by the designe	r prior to proceeding w	vith the related				

