



1 & 2 Family Generator and PV Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building permit. Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Permits can be applied for by using the following methods below:

In Person:

This is the best method to discuss the specifics of your project with a planner and inspector. If all the required information is submitted, the permit can be issued more quickly.

How to Apply

***Ground mounted PV installations will require zoning approval. Roof mounted installations are exempt

Step 1: Obtain site plan approval from Planning Services. They are located in RM 204 on the 2nd floor of City Hall. A scaled site plan will need to be submitted for their review. If you have questions about your project contact their office at (920) 236-5059 or see zoning requirements on page 2. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval you may apply for your permit at the Inspection Services Division RM 205 on the second floor of City Hall.

Information needed for solar (PV) installations:

- Type of service (overhead or underground)
- Size of service
- A site plan showing the location of the array, disconnects, service equipment
- For roof-mounted—documentation that the roof system is adequate for the additional load
- A detailed line diagram of the PV installation
- Product specs/cut sheets
- Examples of all code required labels that will be used on the installation

Information needed for generators:

- Type of service (overhead or underground)
- Size of service
- Size of generator (kVA)
- Equipment specifications, automatic or manual transfer switch.
- Verify (HVAC contractor/designer) adequate gas supply
- All transfer schemes shall be submitted to the local WPS job representative for acceptance before installation.

Payment

The City of Oshkosh accepts cash, check or credit/debit cards for payment (a service fee applies when using cards). If you have questions on permit fees please see page 2.

Inspection Requests

After the permit is obtained inspections can be requested by calling the Inspection Request Line at (920) 236-5128. This is an automated line, and you will need the permit number or address and inspection type you are requesting.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511

Online:

When applying for a permit online please follow this link: [Evolve Public \(oshkoshwi.gov\)](https://evolvepublic.oshkoshwi.gov)

How to Apply

- Step 1: Click on “*New Account*” or “*Login*” located on the upper black bar and enter your contact information. If you have an existing account with our department you may need to contact our office at (920) 236-5050 to set up a password.
- Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*Electrical*” for the category and “*Addition/Remodel Wiring*” for the type, click Next.
- Step 3: Enter the address of the project, click next. If the address does not show up enter it in the lower box, click next.
- Step 4: Enter the description of your project and the cost. It also needs to include the fair market value (labor and material costs). Only the highlighted fields need to be filled in, click next.
- Step 5: If you are applying as the owner, you may also if you choose, add any contractors you may have hired for your project. This is not required. Only contractors that have obtained permits in the past with the City of Oshkosh may be added, as they will have an existing account.
- Step 6: Upload the site plan and documents for review and information. See page 1 for *information needed, and things to consider*.
- Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.
- Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.
- Please check your junk/spam folder if you do not receive contact from the City.**
- * Please note that no construction can commence until after the permit is approved and obtained.
 - * When the permit is ready to be issued you’ll be able to make payments.
 - * Inspections will be able to be scheduled after the permit has been obtained.

Permit Fees:

See the following link to view permit fees: [INSPECTION SERVICES DIVISION FEE SCHEDULE \(oshkoshwi.gov\)](https://www.oshkoshwi.gov/inspection-services-division-fee-schedule)

See the following fee schedules to determine the permit fees:

- Inspection Services fee schedule for **electrical fees**. Questions please contact (920) 236-5050.

Please make checks payable to “City of Oshkosh”.

Electrical requirements:

- Any person may perform electrical work in their own single family residence if it is owned and occupied or to be occupied as their home.
- The homeowner applying for the Electrical Permit must be capable of and shall perform the installation themselves with no other help, except from an immediate family member.