PERMIT REQUIREMENTS FOR SWIMMING POOLS/HOT TUBS

- Copy of property survey within ten years showing all structures and property lines. Surveys reduced in size are not accepted.
- Swimming pool or hot tub to be drawn to scale on the property survey.
- Completed development permit application, signed by property owner (need original signature).
- Fee submitted with application: See Fee Schedule.
- Copy of pool literature showing style of pool, accessories and required fencing.
- New York State workman's compensation certificate (C105.2 form or compatible) if pool and/or deck is being built by a contractor. The ACORD25 form is not acceptable. If by homeowner an exemption affidavit is to be completed.
- Pool and/or deck must be placed in the rear yard behind the house. Pool and/or deck must be no closer than five feet to rearyard property lines. This includes walkways and decks around pools. Sideyard setbacks vary on the zoning district your property is located in. Department staff can assist you on your zoning district sideyard setback.
- Proper fencing to be placed around pool or property, a separate fence permit showing the fence plan must be submitted with the pool application. Must comply with the New York State Residential Building Code Chapter 41 and Appendix "G". Pools over 24" deep require fencing. A pool alarm shall be installed per the Residential Code of New York State. Hot tubs and spas with approved covers are exempt from fencing requirements.
- All underground electrical wiring to be inspected before backfilling. Any electrical wiring and/or equipment to be installed must be inspected by an approved electrical inspection agency:
  - Atlantic-Inland Inc 315-532-0110
  - Commonwealth Electrical Inspection Service Inc. 315-427-4864 & 315-440-4070
  - The Inspector, LLC 315-240-1573
- Final inspection must be called in by applicant. Affidavit of certificate of compliance must be completed by applicant.
- Temporary safety barrier must be installed at the start of the pool construction and a permanent safety barrier within 90 days of the issuance of the permit.
- Development permit must be visible from the street and is valid for 90 days.