



Pool/ Hot Tub Permit Additional Information

Installation of any swimming pool or hot tub having a water depth greater than 24 inches and/or a capacity greater than 200 cubic feet, whether wholly or partially above or below finished grade level, shall require a building permit as well as NYS architect stamped plans. Permit applications shall be made to the Building Department and shall be accompanied by the following

- **Completed Application** signed by the property owner and contractor.
- **Survey** of existing property that accurately details the location of the proposed pool or hot tub.
- **Construction Plans:**
 - Above ground- copy of manufacturer's brochure that details make and model of pool and installation specifications.
 - In-ground- two sets of NYS architect stamped construction plans and a copy of manufacturer's installation specifications.
 - Hot tub- two sets of construction plans and a copy of manufacturer's installation specifications.
- **Electrical Permit** must be in place prior to issuance of building permit
- **Fee:**
 - In-ground \$100 electrical fee
 - Above ground \$85 electrical fee
 - Above and In-Ground \$75 for the first \$1000 construction cost \$8 per additional \$1000
- **Proof of Valid Insurance** including disability and workers compensation
- **NOTICE:** if the pool requires a separate fence, provide fence specifications and inform the Building Department whether the fence and pool will be installed simultaneously.
- **Inspections**
 - Site visit- occurring after location of pool has been marked out and prior to digging
 - Conduit
 - Mesh Bond
 - Perimeter Bond
 - Final Electric
 - Final Building