

Pool / Spa Building Permit Application

1. This application must be filled out in ink, typed or clearly printed and submitted to the Codes Office for review and approval.
2. Please contact the Code Enforcement Office to assure you have the proper setbacks for the zone in which your property is located.
3. Please allow up to 10 business days for review and approval of all applications.
4. A building (pool) permit is required for all pool and spa installations with the exception of pools that are not capable of containing 24 inches or more of water.
5. New York State law requires that all contractors maintain Workers Compensation and Disability Insurance for their workers. No permit will be issued unless a current valid Workers Compensation and Disability Insurance certificate is attached to this application. If the contractor believes they are not required to have the described insurance then the contractor must complete form C-105.21.
6. Pools shall be surrounded by a barrier. The top of the barrier must be at least 48 inches above grade measured on the side away from the pool. The maximum clearance between grade and the bottom of the fence shall be 2 inches and openings in the barrier shall not allow the passage of a 4-inch diameter sphere. The maximum mesh size for chain link fences shall be a 2 ¼-inch square.

Exceptions:

- Above ground pools where the pool structure is the barrier and is in compliance with the minimum height requirements for barriers.
 - Spas or hot tubs with a safety cover which complies with ASTM F 1346.
7. All gates shall be self-closing and shall open away from the pool. Gates shall be self-latching with the latch handle on the interior (pool) side of the enclosure at least 40 inches above grade. Gate shall be locked by key, combination or other child proof lock.
 8. Where a wall of a dwelling serves as part of the barrier one of the following must be met:
 - The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346
 - Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or screen, if present, are opened.
 9. Pools shall be equipped with a pool alarm complying with ASTM F 2208 (Standard Specification for Pool Alarms).

Exceptions:

- A hot tub or spa equipped with a safety cover which complies with ASTM F 1346.
 - A swimming pool with an automatic power safety cover which complies with ASTM F 1346.
10. Work conducted pursuant to a building (pool) permit must be visually inspected by a Code Enforcement Officer and must conform to the documents submitted, New York State Uniform Fire Prevention and Building Code and all applicable rules and regulations.
 11. It is the owner's responsibility to contact the Code Enforcement Office at 315-829-2434 at least 24 hours before any requested inspection. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION UNTIL INSPECTIONS HAVE BEEN COMPLETED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the required inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
 12. A third-party electrical inspection is required prior to the issuance of a Certificate of Occupancy.
 13. **NO POOL SHALL BE OCCUPIED OR USED, IN WHOLE, OR IN PART, FOR ANY PURPOSE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CODE ENFORCEMENT OFFICE.**
 14. The owner hereby agrees to allow the code enforcement officer to inspect the sufficiency of the work being done pursuant to this permit, provided however, that such inspections are limited to the work being conducted pursuant to this permit and any other non-work related violations which are readily discernable from such inspections.
 15. The information above is a brief summary of the code requirements for the installation of a swimming pool or spa. Full compliance with the New York State Fire Prevention and Building Code as well as all other federal, state or local laws is required prior to a Certificate of Occupancy being issued.
 16. The fee for a pool permit is \$50.00.
 17. If a deck is being erected in addition to the pool/spa, a separate building permit will be required for the deck.

Building Permit Application

(Swimming Pool, Spa, Hot Tub)

Town of Vernon

Permit #

Tax Map Number: _____ Date: _____

Address of Job Site: _____

Town of Vernon _____ Village of Vernon _____ Village of Oneida Castle _____

Existing Use:

Proposed Use:

Owners Name _____

Address: _____

Phone Number: _____ E-mail: _____

Type of Construction or Improvements:

- | | |
|--|--|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> In Ground Pool |
| <input type="checkbox"/> Spa | <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Deck (Requires separate permit) | <input type="checkbox"/> Barrier (fencing) |

Location on Property (Set Backs):

Front: _____ Right Side: _____ Left Side: _____ Rear: _____

Distance from Primary Structure: _____ Distance from Accessory Structure: _____

Dimensions of Pool: _____ Height of Pool Wall: _____

Contractor Name: _____

Address: _____

Phone #: _____ E-mail: _____

Plot Diagram

Important: Please show existing buildings as well as the location of the proposed work. Show the location of any well(s), septic tank and leach field. Show the street name and all setbacks, front setback measured from the center of the road, both sides and the rear. Also include the location of the barrier if applicable.

Front of Property

Street Name

I hereby attest I am the lawful owner or agent of the property described within and affirm under penalty of perjury that all statements made by me on this application are true.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Official Use

Approved By: _____ Date: _____

Fee: _____ Permit #: _____