



VILLAGE OF BALDWINSVILLE

Codes Enforcement Office



16 West Genesee Street
BALDWINSVILLE, NY 13027
Phone # (315) 635-2481 ~ Fax # (315) 635-9231

HOT TUB/SPA PERMIT CHECKLIST

- ▶ **Application Sheet** for permit must be filled out. Please give a detailed description of the project in the space provided.
- ▶ A copy of your **current property survey** must be attached to the application, with the survey showing the location of the Hot Tub/Spa (can be hand drawn).
must meet setback requirements for zoning district.
- ▶ Include **plans and specifications** showing the type of hot tub/spa, safety cover, or other enclosure type with height and gate (a brochure from the pool company is acceptable).
note: Drainage cannot affect neighboring properties.
- ▶ **Hot Tub/Spa Alarms:** Per 2017 New York State Uniform Code Supplement, Hot Tub/Spa alarms are required unless equipped with compliant safety cover.
- ▶ **Fences:** All Hot Tubs/Spas requiring a fence must have a permanent fence within 90 days of the date of commencement of installation. *Unless equipped with a compliant safety cover.*
- ▶ You will need to obtain an **Electrical Permit** from any *one* of the following agencies
 - Central New York Electrical Inspection Services, LLC Larry Kinne @ 315-633-0027
 - Commonwealth Electrical Insp. Svc., Inc. Brian Fenner @ 315-440-4070
 - Commonwealth Electrical Insp. Svc., Inc. Gene Spencer @ 315-427-4864
 - The Inspector, LLC. Tim Willsey @ 1-800-487-0535
 - Middle Department Inspection Agency, Inc. Aaron Bellows @ 315-452-5304 or 1-518-273-0861
 - New York Atlantic-Inland, Inc. Richard Kersey @ 315-532-0110 or 1-607-753-7118*(Note: The electrical inspections are needed for the Hot Tub/Spa to be used. There is a fee for this).*
- ▶ The owner, or contractor, is responsible for contacting *Dig Safe New York* at **811** at least 2 working days before any type of excavating is started.
- ▶ If the **homeowner** is doing the project, a workers' compensation exemption affidavit form must be filled out and notarized (both can be done at the Village Clerk's Office). If a **contractor** is doing the work, they must submit *current Insurance certificates* (Workers' Comp & Liability).
- ▶ The **Homeowner Pool Certification** sheet must be signed.
- ▶ **Building Permit Cost:**
 - \$75.00 up to 1st \$1000.00 of project cost
 - + \$ 8.00 per \$1000.00 over.

Final Inspection requirements

*Please call (315) 635-2481 when all the following stage(s)
of construction are completed:*

When the electrical sticker has been issued, the Hot Tub/Spa is in with the fence,
all locking gates, alarm(s) or safety cover are installed.

*(The Hot Tub/Spa may not be used until a final inspection has been completed
and a Certificate of Compliance has been issued.)*

Please retain this sheet for your reference