VILLAGE OF BALDWINSVILLE  
Codes Enforcement Office  
16 West Genesee Street  
BALDWINSVILLE, NY 13027  
Phone # (315) 635-2481 ~ Fax # (315) 635-9231

POOL 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 swimming pool (can be hand drawn onto the survey copy).

*Pools must meet setback requirements for zoning district.*

► Include **plans and specifications** showing the type of pool, enclosure type, height and gate (a brochure from the pool company is acceptable). *Note: Drainage cannot affect neighbor(s).*

► **Pool Alarms**: Per 2017 New York State Uniform Code Supplement, pool alarms are required for all new pools.

► **Fences**: All pools requiring a fence must have a permanent fence within 90 days of the date of commencement of installation or construction of the swimming pool.

*All in-ground pools require temporary fencing during construction.*

► 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 Pool 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 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** (Workman’s 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.

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**Final Inspection requirements**

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

When the electrical certificate has been issued, the pool is in with the fence/barrier and all self-closing latching gates and alarm(s) are installed.

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

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*Please retain this sheet for your reference*