



VILLAGE OF BALDWINVILLE

Codes Enforcement Office



16 West Genesee Street

BALDWINVILLE, 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.

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.)

Please retain this sheet for your reference