



City of Saratoga Springs

BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866

PHONE 518-587-3550 EXT 2511

FAX 518-580-9480

APPLICATION FOR SWIMMING POOL PERMIT

- APPLICATION MUST BE FILLED OUT COMPLETELY.** All information and signatures are required.
- The pool permit fee of **\$135.00 (residential) or \$200.00 (commercial)**; (check made payable to *Commissioner of Finance*) must accompany application.
- A Final inspection will be required once pool is completed in order for a Certificate of Occupancy to be issued.**

Location Information

JOB SITE ADDRESS _____

TAX MAP ID# _____

ZONING DISTRICT _____

COST OF WORK \$ _____

ARCHITECTURAL REVIEW DISTRICT YES NO

D.R.C. DECISION DATE _____
(PLEASE ATTACH COPY OF DECISION)

HISTORIC REVIEW DISTRICT YES NO

H.O.A. APPROVAL DATE (IF ANY) _____
(PLEASE ATTACH COPY OF APPROVAL)

IS JOB SITE IN A FLOOD PLAIN? YES NO

OWNER INFORMATION

OWNER'S NAME _____

PHONE _____

ADDRESS _____

EMAIL _____

OWNER'S SIGNATURE _____ DATE _____

APPLICANT INFORMATION

APPLICANT _____

PHONE _____

ADDRESS _____

EMAIL _____

APPLICANT'S SIGNATURE _____ DATE _____

CONTRACTOR INFORMATION

CID# _____

POOL CONTRACTOR _____

PHONE _____

ADDRESS _____

EMAIL _____

CONTRACTOR'S SIGNATURE _____ DATE _____

POOL INFORMATION

ABOVE GROUND ___ IN GROUND ___ DIMENSIONS _____ COST \$ _____

FENCE TYPE _____ FENCE HEIGHT _____

HEIGHT OF POOL WALL (IF AN ABOVE GROUND POOL) _____

CODE COMPLIANCE INFORMATION

RESIDENTIAL CODE OF NEW YORK STATE – APPENDIX G

BUILDING CODE OF NEW YORK STATE – SECTION 3109

FOR STAFF USE ONLY:

FILE # _____

DATE/TIME APPLIED _____

RECEIVED BY _____

APPLICATION # _____

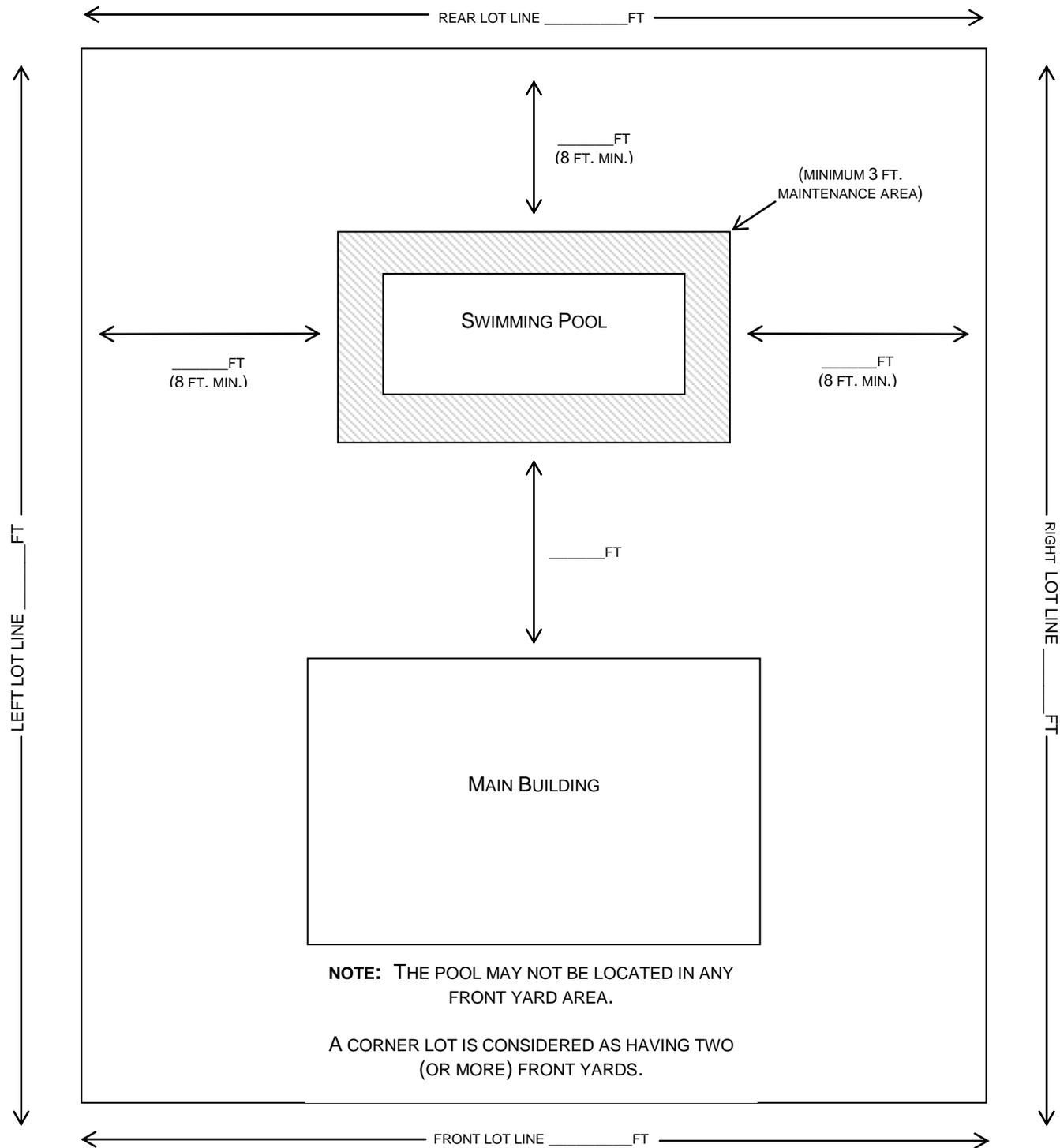
PERMIT # _____

DATE ISSUED _____

JOB SITE ADDRESS _____

Locate pool, fencing and gates, main building (including additions) and any accessory buildings. Give all yard dimensions. All elements of the septic system, if there is one on the property, must be accurately located on the plot plan.

NOTE: No pool wall or related structure shall be located within eight (8) feet of an adjoining lot line. An open and unobstructed maintenance area of at least three (3) feet in width shall be maintained along the walls of the pool, inside of any barrier around the pool.



SWIMMING POOL PERMIT APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE PROVIDED:

1. Liability insurance coverage:
 - (a) *For general contractors acting in the capacity of a general contractor:* a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the City of Saratoga Springs as an Additional Insured and Certificate Holder;
 - (b) *For homeowners acting as general contractor, see Homeowner Insurance Requirements (attached).*
 - (c) *All Applicants* must provide proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance or a waiver of same as determined by the NYS Workers Compensation Board.
2. The attached plot plan must be filled out completely. Include a survey (if available), showing pool location as well as location of fencing, location of main building (including and additions), any accessory structures, etc. and all yard dimensions.
3. An approved electrical inspection agency must inspect and provide a certificate of compliance for all electrical work.
 1. Residential Code of New York State – appendix G, or the Building Code of New York State – section 3109 must be strictly adhered to, as well as all applicable local or state regulations.
 - (a) Fencing, gate, and other specifications and dimensioned drawings to address barrier requirements of the code shall accompany this application.
 - (b) Information on any ladder or steps accessing an above ground pool shall accompany this application.
 - (c) If a wall of a dwelling serves as part of the barrier, specify the compliance alternative as set forth in section AG105.2.9.

THE INDIVIDUAL FILING THIS APPLICATION, TO THE FULLEST EXTENT PROVIDED BY LAW, SHALL INDEMNIFY AND SAVE HARMLESS THE CITY OF SARATOGA SPRINGS, ITS AGENTS AND EMPLOYEES (HEREINAFTER REFERRED TO AS "CITY"), FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSE (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES), ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK COVERED BY THIS BUILDING PERMIT APPLICATION, SUSTAINED BY ANY PERSON OR PERSONS, PROVIDED THAT ANY SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE, OR DEATH, OR TO INJURY TO OR DESTRUCTION OF PROPERTY CAUSED BY THE TORTIOUS ACT OR NEGLIGENT ACT OR OMISSION OF APPLICANT, ITS CONTRACTOR OR ITS EMPLOYEES OR ANYONE FOR WHOM THE CONTRACTOR IS LEGALLY LIABLE OR SUBCONTRACTORS. _____ (INITIAL)



City of Saratoga Springs

FILE # _____

BUILDING DEPARTMENT
 CITY HALL - 474 BROADWAY
 SARATOGA SPRINGS, NY 12866
 PHONE 518-587-3550 - FAX 518-580-9480

QUESTIONNAIRE REGARDING BARRIER REQUIREMENTS AND ENERGY CONSERVING REQUIREMENTS OF THE CODES OF NEW YORK STATE FOR RESIDENTIAL SWIMMING POOLS, SPAS AND HOT TUBS

AS PART OF THE APPLICATION FOR SWIMMING POOL PERMIT, A COPY OF APPENDIX "G", RESIDENTIAL CODE OF NEW YORK STATE, AS WELL AS SECTION 504.3 OF THE ENERGY CONSERVATION CONSTRUCTION CODE OF NEW YORK STATE ARE ATTACHED.

SECTION AG105.2 OF THE RESIDENTIAL CODE OF NEW YORK STATE REQUIRES THAT AN OUTSIDE SWIMMING POOL SHALL BE PROVIDED WITH A BARRIER CONSTRUCTED IN COMPLIANCE WITH STATE REGULATIONS, AND SECTION 504.3 OF THE ENERGY CONSERVATION CONSTRUCTION CODE OF NEW YORK STATE REQUIRES THAT CERTAIN ENERGY CONSERVING MEASURES BE TAKEN IN THE INSTALLATION OF AN OUTDOOR SWIMMING POOL.

PLEASE CHECK **YES** OR **NO** TO ALL APPLICABLE QUESTIONS, AND **N/A** TO ANY THAT DO NOT APPLY TO YOUR INSTALLATION.

THIS APPLICATION RELATES TO INSTALLATION OF THE FOLLOWING (CHECK ONLY ONE):

IN-GROUND POOL ABOVE-GROUND POOL ON-GROUND POOL HOT TUB SPA

AT THE FOLLOWING ADDRESS: _____

QUESTIONS RELATING TO BARRIER REQUIREMENTS OF APPENDIX "G"

	YES	NO	N/A
1. Will the top of the barrier be at least 48 inches above grade? Will the bottom of the barrier be no more than 2 inches above grade (measured on the side of the barrier facing away from the swimming pool)?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Will openings in the barrier allow passage of a 4-inch diameter sphere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a solid barrier, such as masonry or stone wall, will there be any indentations or protrusions except for normal construction tolerances and tooled masonry joints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If the barrier is composed of horizontal and vertical members: a. Is the distance between the tops of the horizontal members less than 45 inches? • If yes, are the horizontal members located on the swimming pool side of the fence? • If yes, is the spacing between vertical members greater than 1.75 inches? • If there are decorative cutouts within the vertical members, does spacing within the cutouts exceed 1.75 inches in width?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. If the barrier is composed of horizontal and vertical members: a. Is the distance between the tops of the horizontal members 45 inches or more? • If yes, is the spacing between vertical members greater than 4 inches? • If there are decorative cutouts within the vertical members, does spacing within the cutouts exceed 1.75 inches in width?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. If a chain link fence, does the mesh size exceed a 2.25-inch square? a) If yes, are slats provided which reduce the openings to not more than 1.75 inches?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. If the barrier is composed of diagonal members, such as a lattice fence, is the maximum opening formed by the diagonal members more than 1.75 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS RELATING TO BARRIER REQUIREMENTS (CONTINUED)

	YES	NO	N/A
8. Will access gates be securely locked with a key, combination or other child-proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Do pedestrian access gates open outward, away from the pool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Will all access gates be self-closing and have self-latching devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Will the release mechanism of the self-latching device be located less than 54 inches from the bottom of the gate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If yes, will the release mechanism be located on the pool side of the gate and at least 3 inches below the top of the gate? And...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will the gate and barrier have any opening greater than 0.5 inches within 18 inches of the release mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the wall of the dwelling serve as part of the barrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes, will the pool be equipped with a powered safety cover, in compliance with ASTM F1346? Or...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Will all doors with direct access to the pool through that wall be equipped with an alarm, which produces an audible warning when the door and its screen, if present, are opened? <i>(See code for additional specifications for this alarm if you answered yes to this question!)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is an above-ground pool structure used as a barrier? Is the barrier mounted on top of the pool structure? The maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes to either, are the ladder or steps capable of being secured, locked, or removed to prevent access? Or...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are the ladder or steps surrounded by a barrier, which meets the requirements of section AG105.2, items 1-9?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) With the ladder or steps secured, locked, or removed, does any opening created allow passage of a 4-inch diameter sphere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are suction outlets and fittings protected against user entrapment in accordance with Section AG 106 of the Residential Code of NYS (Section 3109.5 of the Building Code)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Will there be swimming pool alarms provided, as required by Section 1228.2 (attached)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will there be a temporary swimming pool enclosure, as required by Section 1228.4 (attached)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I HAVE READ THESE CODE REQUIREMENTS INSOFAR AS THEY MAY APPLY TO MY APPLICATION FOR A SWIMMING POOL PERMIT AND QUESTIONS HAVE BEEN ANSWERED TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE.

OWNER'S SIGNATURE

DATE SIGNED



**CITY OF SARATOGA SPRINGS
BUILDING DEPARTMENT
City Hall - 474 Broadway
Saratoga Springs, NY 12866**

Phone 518-587-3550 ext 2511

Fax 518-580-9480

**Stephen Shaw
Building & Zoning Inspector**

**City of Saratoga Springs' Building Permit Process
HOMEOWNER INSURANCE REQUIREMENTS**

A **Homeowner** is defined as an individual who is the owner of the home to be renovated or constructed who plans on living in that home and is performing **ALL** of the work themselves. That means that no contractor or individual will be paid any sum of money to perform any work on the project submitted as a "Homeowner Project" for the Building Permit Application being processed.

If you are a homeowner applying for a City of Saratoga Springs' Building Permit and are **performing construction of a personal home project by yourself**, you will need to obtain the following documents when applying for your building permit for the projects specified:

- **Minor Remodels, Sheds, and Ground Floor Decks:** You are required to provide a Certificate of Insurance evidencing proof your Homeowners Insurance acknowledges your project and provides evidence of liability coverage in the amount of Three Hundred Thousand Dollars (\$300,000).
- **New Construction, Major Home Renovations Upper Story Decks, and/or Pools:** You will be subject to the same insurance requirements as a professional, commercially insured contractor. You are required to provide a Certificate of Insurance for Commercial General Liability Insurance in the amount of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate. The insurance provided must be from an insurance carrier licensed & admitted to do business in the State of New York and name the City as an Additional Insured for the building permit process.

The Laws of New York 1998 Chapter 439 require that each building permit applicant provide proof the applicant is in compliance with Section 57 of the NYS Workers Compensation Law by providing proof they are (1) insured (C-105.2 or U-26.3) or are exempt (CE-200). The CE-200 is a Certificate of Attestation of Exemption from the NYS Workers' Compensation Board for Workers Compensation and Disability Coverage. Form CE-200 must be filled out electronically on the NYS Workers Compensation Board's website, www.wcb.state.ny.us, under the heading "Forms". Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the City from which he/she is getting the permit.

Your insurance agent should be consulted prior to your making any application for a City Building Permit. While it may appear to be convenient to obtain a building permit for a contractor or to identify yourself as your own contractor, it is important for you to protect yourself against financial loss and to comply with the NYS Building and Workers Compensation Laws. Your insurance agent will assist you in doing that. Financial penalties are severe if the NYS laws are not followed.

It is important to remember that you must provide all required documents as outlined in this package, BEFORE the City of Saratoga Springs will formally review your building permit application.

If you have any questions regarding these insurance requirements, please contact Marilyn Rivers, Risk & Safety Officer at (518) 587-3550 x2612.