

# VILLAGE OF VICTORY

23 Pine Street Victory Mills, NY 12884

Phone/Fax: (518) 695 - 3808

## SWIMMING POOL PERMIT APPLICATION

(Becomes Permit When Approved)

PERMIT NO. \_\_\_\_\_

1. APPLICANT: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_
2. PROJECT LOCATION: \_\_\_\_\_
3. PROJECT TYPE: ABOVE -GROUND POOL \_\_\_\_\_ IN-GROUND POOL \_\_\_\_\_ SPA \_\_\_\_\_  
HOT TUB \_\_\_\_\_ FOR RESIDENTIAL USE \_\_\_\_\_ COMMERCIAL USE \_\_\_\_\_ OTHER \_\_\_\_\_  
HEATING SYSTEM INSTALLATON \_\_\_\_\_ TYPE \_\_\_\_\_ LIGHTING \_\_\_\_\_  
SIZE \_\_\_\_\_ GALLONS \_\_\_\_\_ FENCE TO BE PROVIDED \_\_\_\_\_
4. DESCRIPTION OF FENCE: \_\_\_\_\_
5. DECK: \_\_\_\_\_ MUST SUBMITT DETAILED SET OF PLANS \_\_\_\_\_
6. MANUFACTURER/COMPANY/INSTALLER: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_
7. ELECTRICAL CONTRACTOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_
8. ELECTRICAL INSPECTION AGENCY \_\_\_\_\_
9. ELECTRICAL INSPECTOR: \_\_\_\_\_ PHONE NO. \_\_\_\_\_
10. WATER SUPPLY COMPANY: \_\_\_\_\_ PHONE NO. \_\_\_\_\_
11. PLUMBER: \_\_\_\_\_ PHONE NO. \_\_\_\_\_
12. LOT SIZE: \_\_\_\_\_ LOT AREA: \_\_\_\_\_ Sq. Ft.  
SETBACKS: SIDE YARD \_\_\_\_\_ & \_\_\_\_\_ FRONT YARD \_\_\_\_\_ REAR YARD \_\_\_\_\_  
WATER SUPPLY: WELL \_\_\_\_\_ PUBLIC WATER SUPPLY \_\_\_\_\_  
SEWAGE DISPOSAL: SEPTIC SYSTEM \_\_\_\_\_ PUBLIC DISPOSAL SYSTEM \_\_\_\_\_

A. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The applicant shall notify the Building Inspector of any changes in the information contained in the application during the period for which the permit is in effect.

- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary certificate of occupancy), whichever comes first. The permit may, upon written request, be reviewed for successive one-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made; (2) the relevant information in the application is up-to-date; and (3) the renewal fee is paid.
- D. The application must be accompanied by a complete set of plans showing proposed construction and a complete set of specifications for this proposal. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law required that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing under ten thousand dollars.
- E. Work covered by this application shall not commence prior to permit issuance.
- F. Occupancy of a building or premises to which this application applies shall not occur prior to the issuance of a Certificate of Occupancy by the Building Inspector.
- G. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
- H. Building Inspector shall be notified as to the approximate schedule of inspections (see Page 1 of this permit) required by the Code.
- I. All electrical work needs an inspection by and a certificate of compliance from the New York Board of Fire Underwriters. Copies of all certificated to be submitted to the Building Inspector by the owner, prior to the issuance of a Certificate of Occupancy.
- J. All water and sewer connections shall comply with Village requirements. Copies of these regulations are available at the Village Office. As-built water and sewer connection plans must be submitted to the Village prior to the issuance of a Certificate of Occupancy.
- K. Special restrictions and requirements apply to projects located within a flood plain area. Additional information may be required.
- L. If trusses are utilized in the project roofing system, a design certificate must be submitted prior to the issuance of the building permit.
- M. All construction is required to comply with the New York State Energy Conservation Construction Code. Additional information may be required to demonstrate compliance.
- N. New York State law requires that contractor's employees are provided with Workers' Compensation and disability benefits. The applicant, by submission of this application, is

certifying that the requirements will be met and that, upon request, documentation of the same will be provided.

- O. This application is designed for single-family or two-family residential occupancies. When submitted for other occupancies, contact the Village Clerk for additional application requirements.

Application must be filled in completely and submitted to the Village Clerk at the Village Office. Following a complete submittal, application review can be expected to take from one to two weeks. If applicant has any question on the process, he should contact the Village Clerk at 695-3808.

**OWNERS CERTIFICATION:**

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOWN THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH, WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOSE NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT GRANTED DATE \_\_\_\_\_ SIGN BY \_\_\_\_\_ BLDG. INSP.

DENIAL \_\_\_\_\_ REASON \_\_\_\_\_

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# VILLAGE OF VICTORY

## Permit Checklist Residential Swimming Pools, Hot Tubs & Spas NYS IRC, NEC, Local Requirements

1. *Permit Application:* All pools twenty-four (24") inches or more in depth require a permit. **Submit completed application along with brochure and specifications from manufacturer or drawing showing type of pool, size, electrical devices (filter, heaters, etc.). A copy of plat survey must also be submitted showing pool's exact location on lot and location of all devices and have the exact dimensions given for distances.** Any electrical and/or plumbing work not done by the homeowner, shall be done by licensed electrician and/or plumber and a copy of said license(s) shall be submitted with the application.

\* Note: In-ground installations require detailed plans showing concrete work, electrical diagram, etc.

2. *Placement on lot:* See attached drawing. All pools shall be placed in the rear yard or an area approved by the building inspector. Owner or contractor shall contact UFPO (call before you dig) for all utility locations.
3. *Code Requirements:* All Pools, Hot Tubs, Spas, accessory buildings, decks and materials shall conform to the National Electrical Code (NEC), The New York State Residential, Mechanical, Plumbing, Energy, Fire and Property Maintenance Code. All Local Laws and Rules of the Schuylerville-Victory Board of Water Management. Siphon Breakers are required at all hose connections.
4. *Fence Code Requirements:* Shall meet the NYS residential code when required.
5. *Deck Requirements:* Shall meet the NYS residential code. Additional permit and fees required when not part of the original application. Detailed construction plans required for all decks.
6. *Pool Drainage:* The drainage of any pool may not be discharged onto adjoining property or into the sanitary sewer system. It may be directed to a street or gutter etc. that would empty into a storm sewer system. The Building Inspector or DPW Supervisor may suspend or terminate the discharge of pool water at any time, due to conditions that may be a hazard or a nuisance to the public.
7. *Nuisance:* All pumps filters etc. shall be place a minimum Ten (10') from property line. All noise that may be offensive shall be shielded or contained behind a protective barrier. All pools shall be maintained in such a way as not to

create a nuisance, hazard, eyesore, or be a detriment to public health, safety or welfare.

8. *Electric Service Clearances:* Pools shall not be placed under existing service-drop conductors, nor shall such wiring be installed in the area extending ten (10') feet from the pool walls. Underground wiring shall not be permitted under the pool or under the area extending five (5') feet from the pool walls.
9. *Gas Piping:* Shall be installed in accordance with the National Fuel Gas Code 3.1.2. Approved underground piping systems shall be installed with at least eighteen (18") inches of cover and/or shielded from damage at reduce depths. (5.5.4) Any gas utilization equipment shall have an accessible approved shutoff valve installed within (6') feet of the equipment it serves. Unions or flanged connections shall be downstream from this valve to permit removal of controls, flexible connectors, and quick-disconnect devices.
10. *Inspections:* **All electrical inspections shall be completed and approved by an independent Electrical Inspector. All electrical work shall not be concealed prior to the inspection. The pool shall not be filled prior to the inspection. All fence requirements (if required) shall be completed prior to the installation of the pool. The building inspector shall issue a certificate of occupancy when all requirements are completed and proof of an approved electrical inspection has been submitted to the building inspector.**

**Failure to comply with inspection requirements and/or occupying the pool prior to the issuance of a certificate of occupancy shall result in severe fines or penalties. (\$1000.00 fine per day).**

**Permit Checklist**  
**Residential Swimming Pools, Hot Tubs & Spas**

**-A Permit is Required Before any Work Begins-**

**You must submit *all* of the following items in order for your permit to be processed.**

**Permit Application**

Must be completely filled out. Provide Two (2) copies.

**Copy of Plat of Survey**

Must show the location of pool and setbacks to house and property lines. Use survey maps or county tax lot map

**Pool Specifications**

Manufacturer's brochure showing type of pool and size.

**Electrical Devices**

Brochure showing specifications for all electrical devices and locations.( filters, pumps, heaters, switches, receptacles and wiring.)

**License/Insurance Certificates**

All contractors, water haulers etc. shall have liability and Workman compensation insurance when required. Proof of Insurance shall be provided when requested. All Electrical Inspectors shall be certified by an independent agency.

**\*\* NOTE: In-ground installations may require additional plans.**

**YOUR PERMIT CANNOT BE PROCESSED WITHOUT  
ALL OF THE ABOVE ITEMS.**