

# BUILDING PERMIT APPLICATION INSTRUCTIONS AND GUIDE TO SWIMMING POOLS

Town of Carroll, Chautauqua County, New York 14738

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## PERMIT REQUIREMENTS

A Building Permit is required for all above and in-ground swimming pools, spas, hot tubs and fixed in place wading pools that exceed 24" in depth. ***This includes temporary or portable units that are put up and taken down each year.*** To obtain a permit for a new or replacement pool, the following information is required to be submitted for review:

- Completed Building Permit application.
- Plot plan.
- Manufacturers specifications and drawings for the pool.
- The State of New York requires the Town to have on file, a current certificate of insurance for general liability and workers' compensation (if required) for the contractors, before we can issue the permit.

## PLOT PLAN

When an application for a permit is made, it must be accompanied by a plot plan which shows:

- Outline of the property.
- Location of all buildings or structures.
- Where the proposed pool will be constructed, including distances from the pool to the building and to the front, rear, and side lot lines, and the size of the pool. Include location of decks and fences
- Location of any overhead wires on the property.

## ELECTRICAL INSPECTION

An electrical inspection is required for your pool once it has been installed and the wiring work is complete. This must be done before the wiring is covered. These inspections are made by contacting the following inspection agency:

- Southern Tier Electrical Inspections  
P.O. Box 429, Sherman, NY 14781  
(716) 761-6518  
Call Time: 7:30-8:30 AM only – Monday through Friday

It is the responsibility of the owner or applicant to arrange for this inspection. Other inspection agencies may be used but must be approved by this office. Final electrical inspection certificates are required before a Certificate of Compliance can be issued

## FINAL INSPECTION

Once the pool has been installed and the electrical inspection has been completed, you are ready to schedule your final inspection. Call the Code Enforcement Officer at (716) 569-5365 to make an appointment. It is not necessary to be at home, as long as the Code Enforcement Officer has access to the area and the electrical sticker is left by the pool. Upon successful completion of this inspection, a Certificate of Compliance will be mailed to you. If you do not receive this, please contact the Code Enforcement Officer. **Please note:** The pool is not to be used until all inspections have been successfully completed.

## APPLICATION INSTRUCTIONS

- Complete all applicable information on the Application for Building Permit.
- Return the completed application and associated forms to the Carroll Town Clerk's office or mail to the Town of Carroll Code Enforcement Officer, P.O. Box 497, Frewsburg, NY 14738
- Once the application has been received by the Code Enforcement Officer, it will be reviewed within 5 business days. If approved, the Code Enforcement Officer will issue your building permit and you will be notified immediately. You may pick up your building permit placard at the Town Clerk's office. At that time you may pay the appropriate building permit fee of \$20.00 for in ground pools or \$50.00 for above ground pools. Make checks payable to the Town of Carroll. If the application is not approved, you will be notified in writing as to why it was not approved.
- *Some zoning districts within the Town also require a Special Use Permit before a swimming pool may be installed. This process may take up to 4-6 weeks, so make sure you plan accordingly.*
- Once you have received your approved building permit and approved plans, you may begin construction. The following steps must be followed throughout the construction process:
  - The building permit placard **MUST** be displayed in a conspicuous location visible from the street until construction is complete and a Certificate of Compliance is issued.
  - 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. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
  - No swimming pool shall be used in whole or in part until a Certificate of Compliance shall have been granted by the Code Enforcement Officer.

## GENERAL INFORMATION AND POOL SAFETY TIPS

- **Setback requirements:** Pools shall be installed in accordance with the area requirements of the appropriate district. Pools may not be located in easements without first obtaining a release from the easement holder.
- **Overhead electric wires:** The National Electrical Code required that all pools must be located at least 10 feet from overhead electrical wires.
- **Distance from well or septic system:** A pool must be located at least 20 feet from any active well or septic tank, leach lines, etc.
- **Water supply:** No fixed or direct connection may exist between the pool and the potable water supply.
- **Drainage:** No drainage of pool water is permitted onto adjacent property.

## GENERAL INFORMATION AND POOL SAFETY TIPS

### Barrier requirements:

- With the exception of spas or hot tubs with an approved safety cover, and pools at least 48 inches high measured from the surrounding grade, all swimming pools must be enclosed.
  - The barrier or enclosure must be at least 48 inches above the surrounding grade, measured on the side facing away from the pool. The maximum vertical clearance to grade is 2 inches.
  - Any openings in the barrier cannot allow passage of a 4-inch diameter sphere.
  - Maximum mesh size for chain-link fences shall be a 2.25 inch square.
  - The wall of a dwelling is permitted to serve as part of the enclosure, provided that the pool is equipped with an approved safety cover, or all doors with direct access to the pool are equipped with an alarm that sounds when the door is opened, or other adequate means of protection are provided.
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- **Access gates:** Any gates to be provided for an enclosure must be self-closing and self-latching and shall be securely locked when the pool is not in use. If the self-latching device is located less than 54" from the bottom of the fence it must be installed on the pool side of the gate at least 3" below the top of the gate, and there can be no openings (slats etc.) greater than ½" within 18" of the latching device.
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- **Decks:** Pools with an attached deck, must also conform to the applicable requirements for decks. **Site built decks & decks not included as part of swimming pool package, require a separate building permit.** For more information, contact this office.
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- **Required safety equipment:** A rescue pole whose length is at least ½ of the pool's width, stored within 15 feet of the pool; a ring buoy with 25 feet of attached rope, stored within 10 feet of the pool; and a ladder no more than 2 feet from the bottom of the pool for a quick exit.
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- **Pool safety:** When pool is not in use, always remove ladder and/or lock gate to prevent access by children. Never allow the pool to be used when it is not adequately supervised. Be careful not to place objects near the pool or the enclosure that would allow small children to climb over. Never use a pool when the cover has not been fully removed. Store all pool chemicals properly and out of the reach of children.
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- **Pool Maintenance:** Swimming pools shall be maintained in a manner sufficient to meet the bacterial standards established by the provisions of the New York State Sanitary Code relating to swimming pools. Pools shall be equipped with an integral filtration system and filter pumps or other mechanical devices which shall be so located and constructed as not to interfere with the peace, comfort, and repose of the occupant of any adjoining property.
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- **Additional information:** Contact the Code Enforcement Officer at (716) 569-5365.

APPLICATION FOR BUILDING AND ZONING PERMIT

TOWN OF CARROLL

Name \_\_\_\_\_  
Address \_\_\_\_\_

Office Use Only

Permit # \_\_\_\_\_

Request For: \_\_\_\_\_ Fee: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved: \_\_\_\_\_

By: \_\_\_\_\_ Code & Zoning Officer

Date: \_\_\_\_\_

Applicant/Owner

Project Location

Name: \_\_\_\_\_

Address: \_\_\_\_\_

S-B-L \_\_\_\_\_

Phone#: \_\_\_\_\_ Street Address \_\_\_\_\_

For \_\_\_\_\_

Other Permit Required Before Permit Can Be Granted

Date Received

_____ Special Use Permit	_____	_____ Planning Dept.	_____
_____ Area Variance	_____	_____ Septic /Health Dept	_____
_____ Use Variance	_____	_____ Driveway	_____
_____ Other	_____	_____ Wetland/Flood Plain	_____

\_\_\_\_\_ UFPO Call 1-800-962-7962 Before Digging or Excavating Permit # Must be on file before digging is authorized

Required Inspections for Certificate of Compliance or Occupancy

Do not proceed beyond these points until approved by Inspector

Approved By	Date
Foundation _____	_____
Framing _____	_____
Plumbing _____	_____
Electrical _____	_____
Other _____	_____
Final _____	_____

Permit No. \_\_\_\_\_

Certificate of Compliance or Occupancy

The project as described in this application has been completed and is in compliance with the Zoning Laws of the Town of Carroll. Building may now be occupied and utilized by the owner.

Final Approval Granted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Code & Zoning Officer

# CONSTRUCTION INFORMATION

Size \_\_\_\_\_

New Construction \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_

Addition \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Alteration \_\_\_\_\_ Bldg. Type \_\_\_\_\_

Demolition \_\_\_\_\_ Intended Use \_\_\_\_\_

Foundation Type \_\_\_\_\_ Exterior Walls \_\_\_\_\_

Roof Pitch \_\_\_\_\_ Roof Trusses \* \_\_\_\_\_

Snow Load \_\_\_\_\_ \* Attach Manufacturer's Certificate

Total Project Cost: \_\_\_\_\_ # of Families \_\_\_\_\_

## Contractor's and Suppliers Information

General Contractor

Name: \_\_\_\_\_

D.B.A.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Electrician: \_\_\_\_\_

Plumber: \_\_\_\_\_

Certificate Attached For:

\_\_\_\_\_ General Liability

\_\_\_\_\_ Workmen's Compensation  
Exemption Form ( C-105.21)

\_\_\_\_\_ Disability

## Modular Home Information

Manufacturer \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_

Year Built \_\_\_\_\_

HUD Cert. # \_\_\_\_\_ Required for Mobile Homes

N.Y. Cert. # \_\_\_\_\_ Required for Factory Built/Manufactured Homes

## AFFIDAVIT

STATE OF NEW YORK

ss:

COUNTY

I swear that to the best of my knowledge and beliefs the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all the proposed work to be done and that all provisions of the Building Code and Zoning Codes shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

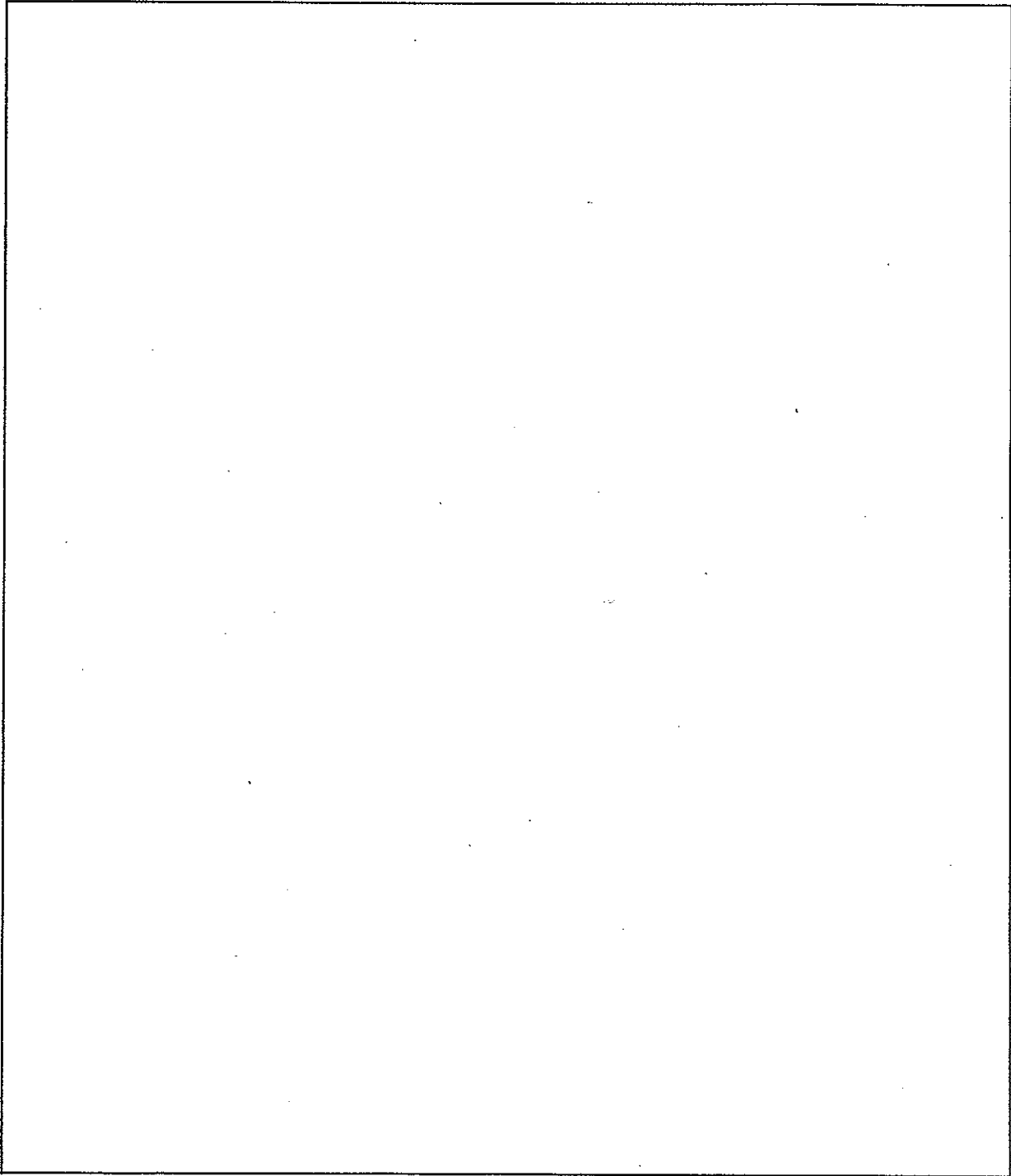
\_\_\_\_\_  
Notary Public

# PLOT PLAN

Show location of existing and proposed building  
Distances from building to front, rear and side boundary lines.

Indicate North with Arrow

Left side depth of lot \_\_\_\_\_ feet



Right side depth of Lot \_\_\_\_\_ feet

Front of Lot

Street or Road Name: \_\_\_\_\_