



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Swimming Pool & Spa Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS			TAX MAP NO. _____-_____-_____
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

APPLICANT ☐ Same as above

NAME			RELATIONSHIP TO OWNER
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL

PROJECT DETAILS

UNDERSIGNED PETITIONS PERMISSION FOR:

☐ Above Ground Swimming Pool ☐ Deck ☐ In-ground Swimming Pool ☐ Fence ☐ Spa

PROJECT TYPE

☐ Residential ☐ Commercial

IS PROJECT LOCATED IN OR NEAR

☐ Flood Plain ☐ Lakeshore ☐ Wetlands

ESTIMATED COST OF ALL WORK – MATERIALS AND LABOR

\$

DESCRIPTION OF PROPOSED WORK

POOL/ SPA DIMENSIONS Width:	Length:	Height:	Depth:
DISTANCE FROM LOT LINES Front:	Rear:	Left side:	Right Side:
FENCE DETAILS Height:	Length:	Type:	# of Gates:
POOL ALARM 1 Brand:	Model:	POOL/ DOOR ALARM 2 Brand:	Model:

CONTRACTOR

POOL INSTALLER NAME	PHONE	EMAIL
ELECTRICAL CONTRACTOR	PHONE	EMAIL
FENCE CONTRACTOR	PHONE	EMAIL

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

Inspections Required: I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

Consent to Enter Property: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

Pool & Spa Permit Application Procedure

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- A) Complete all applicable sections of the Swimming Pool & Spa Permit Application.
 - B) Sign and date the bottom of the application.
 - C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
 - ☐ Site plan (copy of survey) showing location & dimensions of proposed pool or spa
 - ☐ A complete set of pool or spa plans and/or specifications (brochure)
 - ☐ A complete set of deck drawings including framing, railing, gate and stair details
 - ☐ Specifications for any required fencing including height, gate and latch details
 - ☐ Pool alarm brand and model
 - ☐ Electrical inspection application from one of the following approved agencies:
 - o CNY Electrical Inspection Services, (315) 633-0027: Larry Kinne
 - o Upstate Electrical Inspection Agency, (315) 452-5304: Aaron Bellows
 - o Common Wealth Electrical Inspection Services, (585) 624-2380: Brian Fenner
 - o The Inspector, 1-800-487-0535: Tim Willsey, Stephen Glessing, Robert Mutton
 - o Middle Department Inspection Agency, (518) 365-3134, Geneo Savoca, Martin Sawyer, Stephen Reynolds
 - o New York Atlantic-Inland, (315) 532-0110: Richard Kersey, Kevin Crull
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - o General Contractor's Liability Insurance Certificate
 - o General Contractor's Workman's Compensation Insurance Certificate or exemption

Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!

 - o General Contractor's Disability Insurance Certificate
- D) Typical applications take 3-5 days to review.
- E) A permanent or temporary barrier that meets the requirements listed on the attachment to this sheet must be in place before any water is put in the pool.
- F) All applicable inspections listed on the reverse side of the building permit application are mandatory. Please call two days ahead to schedule inspections.
- G) Once your pool and fencing is completed and the electrical installation has been performed you must contact our office and schedule a final inspection of the pool. Upon passing this inspection a certificate of occupancy will be issued allowing you to use your pool.
- H) Length of validity. Permits shall be valid for 90 days from date of issue. The time period may be extended for good cause provided that any temporary barrier is being properly maintained and that an application is made in writing prior to the expiration date.
- I) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.