



VILLAGE OF NEW PALTZ

Building Department

25 PLATTEKILL AVE.
NEW PALTZ, NEW YORK 12561
TELEPHONE: (845) 255-3055
FAX: (845) 255-5103

ABOVE GROUND / IN-GROUND POOL PERMIT PACKAGE

1. **CONSTRUCTION DRAWINGS/SPECIFICATIONS**- Need to submit two (2) drawings of the proposed pool or pool specifications. A complete top view and a side section view, showing all structural members, walls, reinforcement, plumbing/pump/heater, electrical, and the pool barrier. Include pool specifications or stamped and signed drawings. In certain instances the plans will need to be stamped and signed by a licensed design professional. Pool barrier specifications and pool alarm specifications also required. See attached samples.
2. **LOCATION PLAN**- A location plan or stamped survey of the property showing the location of the pool and indicating the proper setbacks from the property lines in conformance with The Village of New Paltz Zoning Codes. Show distances from water, sewer lines, easements or right-of-ways, existing structures, buildings, driveways, exterior stairs, landings, patios, and decks. See attached samples.
3. **WORKERS' COMPENSATION** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application.
 - Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof--signed and stamped by Workers Compensation Board.
Contractor with The State Insurance Fund must submit form U26.3.
Contractor with Private Insurance must submit form C-105.2.
Contractor who is self insured must submit form SI-12 or GSI-105.2.
(OR Waiver Form) No (C-105.21)
Contractors who are exempt from Workers' Compensation must submit form CE-200.
 - Homeowners doing their own projects **MUST** fill out form BP-1 (included in packet) and have notarized.
4. If contractor is applicant, the contractor **MUST** provide consent from the homeowner authorizing him to file for Building Permit. See Authorized Agent form.
5. **All applications MUST be complete before review by a Code Enforcement Officer.**

Required inspections

Pre-inspection

Footing inspection-at least 24hrs BEFORE pouring

Pool Wall inspection-at least 24 hrs BEFORE pouring if poured walls

Plumbing/Mechanical and or Electrical inspection

Final inspection

**WATER CANNOT BE PLACED IN A POOL PRIOR TO THE ERECTION OF PERMANENT ENCLOSURE OR TEMPORARY ENCLOSURE APPROVED BY THE BUILDING DEPARTMENT
POOLS CANNOT BE USED PRIOR TO ISSUANCE OF CERTIFICATE OF COMPLIANCE**

NYS Codes are available online at --- <http://publicecodes.citation.com/st/ny/st/index.htm>

LOCATION PLAN

Application/Permit # -

VILLAGE OF NEW PALTZ, NY

APPLICANT (owner of premises):
LOCATION OF PROPOSED WORK:

TAX GRID NUMBER

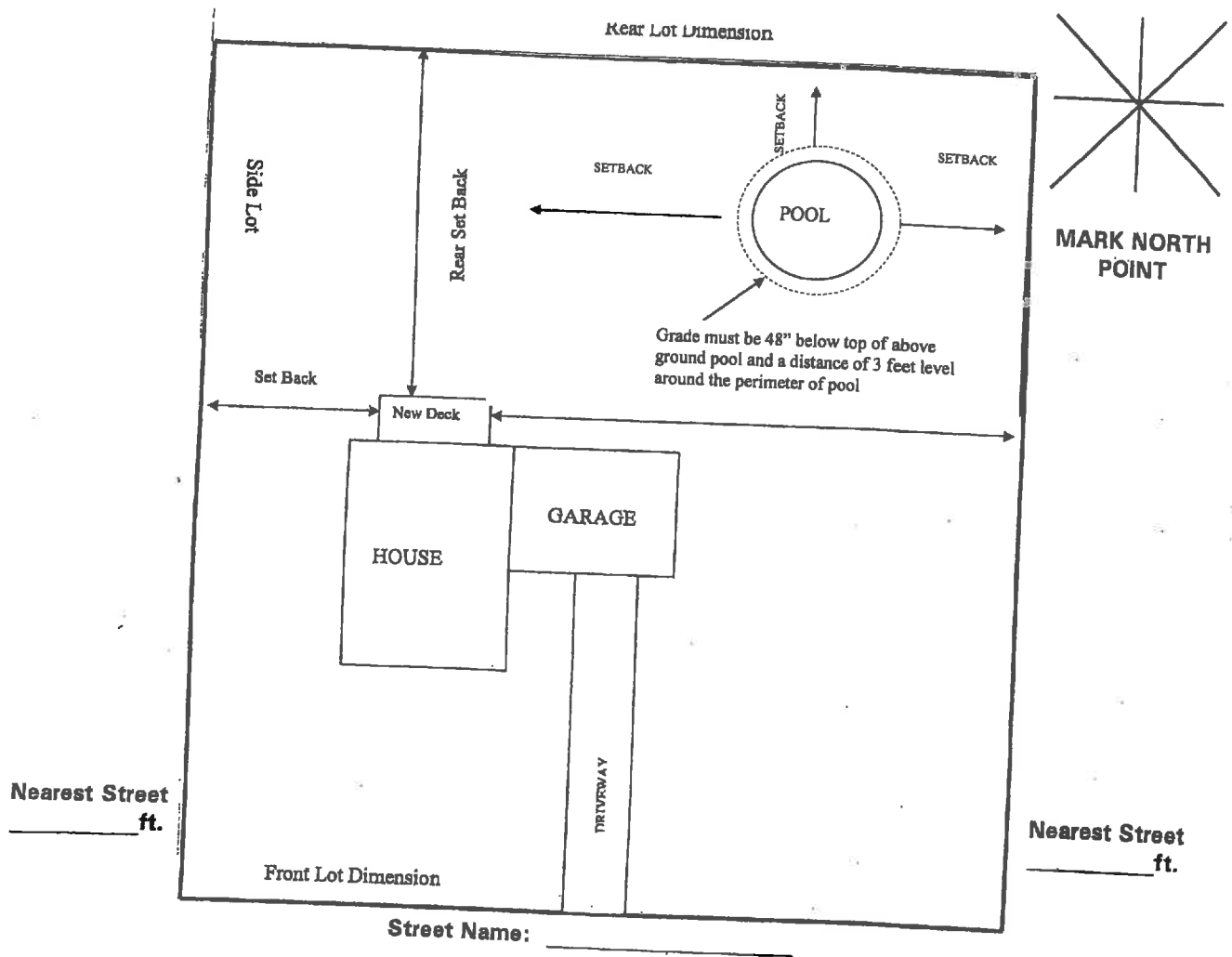
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INTERIOR LOT: _____

CORNER LOT: _____

ZONING DISTRICT: _____

A SITE PLAN OR PLOT PLAN NOTING ALL SITE FEATURES MAY BE SUBSTITUTED FOR THIS FORM



IMPORTANT NOTE:
The applicant is responsible for accuracy in dimensions shown above.
**INDICATE LOCATION OF WATER AND SEWER LINES
AND THE DISTANCE OF EACH FROM STRUCTURE**

Signature (Owner, Builder, Agent) _____

Date _____