

Application for Pool or Hot tub Permit



PLANNING & BUILDING DEPARTMENT
 85 EAST MAIN STREET 585-742-5035
 VICTOR NY 14564 585-924-0202 FAX
 www.townofvictorny.gov codes@townofvictorny.gov

INSTRUCTIONS

*The undersigned hereby makes application for the work indicated on this form and required documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation.
 The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.*

COMPLETE PERMIT PACKAGE CHECKLIST

Incomplete applications will not be accepted

- Completed application
- Proposed plan showing work & grading changes
- Brochure of unit or package to be installed
- Details of fence to be installed
- Contractor insurances
- Pool alarm info

APPLICATION INFORMATION

Address of Job Site _____

Work Start Date _____

Estimated value of work _____

Estimated End Date _____

For the construction or installation of:

In-ground pool

Size: _____

Type: Poured concrete Steel/vinyl Fiberglass Gunitite Other

Above ground pool

Size: _____

Hot tub

Size: _____

Sauna

Size: _____

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.
 PLEASE DOUBLE CHECK EMAIL ADDRESSES.**

Applicant's Name _____	Best phone # _____
Applicant's Address _____	
Applicant's Email _____	
Owner's Name _____	Best phone # _____
Owner's Address _____	
Owner's Email _____	
Contractor's Name _____	Best phone # _____
Contractor's Address _____	
Contractor's Email _____	

Permanent fencing is required for all in-ground and above ground pools that are not 48" above grade. The permanent fencing must be completed and all entries to the fenced area must meet NYS Building Codes

prior to the issuance of the Certificate of Compliance and the use of the pool. If applicant is not installing the fence, a copy of the contract with the fence installer must be provided.

Fencing must be installed within 30 days of completion of the pool.

Fence Contractor Name _____ Phone Number _____
Fence Contractor Address _____ Cell Phone Number _____
Location of fence: _____ Size/Type _____

BUILDING OWNER CERTIFICATION
To be signed by owner (if not applicant)

I, _____, hereby certify I am the owner of the subject property, and grant my permission for the contractor to complete these project. As this project involves installation of a pool, I understanding I cannot use the pool until: the pool is complete, including landscaping, within 90 days from issuance of the permit; a certificate of electrical inspection is issued by an approved third party; a code-compliance barrier is installed; all required safety features are installed, including pool alarms and door hardware; and, I receive the certificate of compliance from the Town of Victor. It is ultimately my responsibility that the above requirements are complied with.

Signature of Owner/title: _____ Date _____

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____ Date _____

16Dec24 Version

For Office Use Only

Signature _____ Date _____

Examined by _____

Permit Fee _____

Approved/Denied by _____

Receipt # _____

Permit # _____

Date Issued _____