

Building Permit Application Check Sheet
Swimming Pools & Hot Tubs

The following items must be submitted in order to obtain a Building Permit for a swimming pool:
(Occasionally, if there are unusual circumstances additional information may be required.)

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- Submit National Grid / NYSEG pool clearance letter (*Above ground and in ground pools ONLY*)
- Submit signed "POOL REGULATIONS LETTER".
- Electrical work must be installed by a Town of Amherst Licensed Electrical Contractor. Submit a completed "ELECTRICAL SUBCONTRACTOR STATEMENT".
- Plumbing work must be installed by a Town of Amherst Licensed Plumber. Separate Plumbing Permit required.

FOR ABOVE GROUND POOLS:

- 3 copies of an existing survey:
Draw proposed pool on the survey with dimensions and show property lines, setbacks, accessory buildings, easements, walkways and a north arrow.
- If the pool will require a separate fence (pool wall is less than 48"), provide fence details. Gate shall be self-closing and self-latching. Barriers shall comply with NYS 2016 Supplement SECTION R326.5.
- Provide pool alarm information. Pool alarm to comply with ASTM F2208 or NYS 2016 Supplement SECTION R326.7.
- A copy of a brochure from the pool manufacturer showing the make and model of the pool.

FOR IN GROUND POOLS

- 3 copies of an existing survey:
Draw proposed pool on the survey with dimensions and show property lines, setbacks, accessory buildings, easements, walkways and a north arrow.
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred). **Grade and drainage plan required.** Plans must include fence details. Gate shall be self-closing and self-latching. Barriers shall comply with NYS 2016 Supplement SECTION R326.5.
- If the capacity of the pool is in excess of 2,000 cu. Ft. the plans must bear the seal & signature of a licensed New York State professional engineer or architect.
- Provide pool alarm information. Pool alarm to comply with ASTM F2208 or NYS 2016 Supplement SECTION R326.7.
- Soils Test Information.

FOR HOT TUBS:

- 3 copies of an existing survey:
Draw proposed hot tub on the survey with dimensions and show property lines, setbacks, accessory buildings, easements, walkways and a north arrow.
- A copy of a brochure from the hot tub manufacturer showing the make and model of the hot tub.
- Proof of purchase for lockable cover for the hot tub.

- To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming
- Filing Fee equal to 1/2 the Building Permit Fee.

Note: All plumbing performed within the Town of Amherst must have a plumbing permit and must be inspected, regardless of who performs the work. Homeowners may perform their own plumbing. Plumbers working in the Town must be licensed by the Town of Amherst.

PRE-PERMIT INSPECTION REQUIRED PRIOR TO ISSUANCE OF THE PERMIT.
THIS INSPECTION SHALL INCLUDE THE HOMEOWNER, CONTRACTOR AND INSPECTOR.