

TOWN OF CHERRY CREEK

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Cherry Creek, NY 14723
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Code Enforcement Office

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Swimming Pool / Spa Permit Application Process

ANY swimming pool / Spa that has the capability of containing two feet of water require a Swimming Pool / Spa permit, a pool alarm, an electrical inspection by a specialized inspector, and a 48 inch barrier with no more than 4 inch spacing and all gates swinging outward, that are self-closing, and self-latching

List of required documents to be submitted for Swimming Pool / Spa permit application approval

All applicable documents listed below must be fully completed and submitted to this office prior to the issuance of a building permit. Failure to submit any of the required documents or submittal of any incomplete documents, will result in a delay of the building permit being issued

- 1) Swimming Pool / Spa Application - A FULLY COMPLETED SWIMMING POOL / SPA PERMIT APPLICATION including date, full name and address, phone #, fax #, e-mail of applicant, property owner, and contractor. Building site address, section block and lot number, scope proposed work and signature of the property owner. (land contract owner signature shall not be approved)
- 2) Site Plan - A site plan including the location of the new Swimming Pool / Spa and any connecting decks or patios to be constructed, including length, width and setback measurements from lot lines must be submitted prior to the approval of a building permit.
- 3) Workers Compensation Document – ALL PERMITS REQUIRE ONE OF THE FOLLOWING FIVE NYSWCB DOCUMENTS BE SUBMITTED PRIOR TO THE APPROVAL OF A BUILDING PERMIT
(All NYSWCB forms are submitted under penalty of perjury, a felony, carrying penalty up to four years in prison)
 - a) BP-1 Form..... If ALL work is being done by homeowner – no contractors working on project
(40 hour rule) Form can be printed at www.wcb.state.ny.us
 - b) CE-200 Form.....Exemption for sole proprietor contractor that is not required to carry workers comp
Not a waiver of workers compensation (does not apply to subcontractors)
Form can be completed at www.wcb.state.ny.us or call 866-546-9322
 - c) C-105.2 Form.....For contractors covered by private N.Y.S. licensed insurance carriers (SI-12 Self Insur)
 - d) U-26.3 Form.....For businesses insured by the N.Y.S. insurance fund
 - e) DB-120.1 Form...For businesses with Certificate of Disability Benefits (DB-155 for Self Insurance)
- 7) Specialized Inspections – Third party inspectors are required for all specialized inspections and must be identified by business name, address, phone #, fax # prior to the approval of a Swimming Pool / Spa permit – ie: electrical inspector.

TOWN OF CHERRY CREEK

SWIMMING POOL / SPA PERMIT APPLICATION FORM

Building Inspector Phone (716) 640-2500

Property Street Address: _____

Tax Parcel Number Section # _____ Block # _____ Lot # _____

Property Owner: _____

Name Address

Phone # E-mail Fax #

Applicant: (other than owner) _____

Name Address

Phone # E-mail Fax #

Contractor: _____

Name Address

Phone # E-mail Fax #

Specialized Inspectors: _____

Electrical, Asbestos Abatement, Elevator,
Structural Steel, Lead Abatement, Etc.

Name Address

Phone # E-mail Fax #

Proposed Work

___ Above Ground ___ In Ground

Total Square Footage _____ Diameter _____ Length _____ Width _____ Depth _____

Total Estimated Cost (Value Including Labor and Material) \$ _____

Attached Deck _____ Square Footage _____ Length _____ Width _____

Footer - - - - -Material _____ Width _____ Depth _____

Floor Joist - - - - -Material _____ Size _____ Spacing _____

Barrier / Fence / Railing Location _____ Barrier / Fence Height _____

Gate Location _____

Gate swings outward from pool Y N Self Closing Hinge Y N Self Latching Latch Y N

Pool Alarm in Pool Y N Alternate Pool Alarm Locations _____

Locking Spa Cover Y N

Signature of Property Owner _____ Date _____

Office Use Only: PERMIT NUMBER _____ CEO INITIAL _____

REQUIRED SITE PLAN DRAWING

- 1) Draw the lot size (record the total acreage and distance in feet of all sides of property)
- 2) Draw the location of any existing buildings on property and any buildings on adjoining property within 10 feet of property lines. (record all building sizes and distances)
- 3) Draw the location of the proposed work in relation to attached or surrounding buildings (record all distances)
- 4) Measure and record distance of front yard setback, side yard setback, rear yard setback of proposed Swimming Pool / Spa

DRAW SITE PLAN HERE OR ATTACH DRAWING TO APPLICATION
(Drawn to Scale)

Signature of Property Owner

Application is hereby made to the Town of Cherry Creek for the issuance of a Swimming Pool / Spa Permit. The undersigned has submitted a completed application, a site plan drawing, worker compensation documents, which are hereto attached, incorporated into and made a part of this application. In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted, he/she will comply with the terms pursuant to the Town of Cherry Creek Zoning Code, the New York State Fire Prevention and Building Codes and Standards for construction of a new Swimming Pool / Spa. He/she will preserve the established building line; and have full notification to the Code Enforcement Officer upon start of construction, allow for periodic inspections, and that he/she will not use or permit to be used, the Swimming Pool / Spa covered by this permit, until all inspections have been performed, Swimming Pool / Spa is completely finished, and a Certificate of Compliance has been issued. The undersigned hereby certifies that all of the information in this petition is correct and true.

Signature of Property Owner _____ Date _____

1. The Swimming Pool / Spa permit placard MUST be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Compliance is issued.
2. Any deviation from the original approved plans shall require submittal of new drawings showing all proposed changes and approval by the Code Enforcement Official.
3. Inspection is required upon completion of the work. Failure to call for an inspection may result in a delay in the issuance of a Certificate of Compliance or a stop work order. Final Inspection is preformed only when all required work is completed .
3. No Swimming Pool / Spa shall be occupied or used in whole or in part for any purpose whatever until a final inspection is preformed and a Certificate of Compliance has been granted by the Code Enforcement Official.
5. CALL DIG SAFELY NEW YORK TWO FULL WORKING DAYS BEFORE YOU DIG
CALL 811 or 1-800-962-7962
6. All electrical work must be inspected by a specialized electrical inspector
7. The work covered by this application shall not be started prior to the issuance of the building permit.
8. If you have any questions at any time or to schedule an inspection, you may call the Code Enforcement Officer Jayson Rowicki at (716) 640-2500.