

Congratulations.

Your improvements will help make Syracuse a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Codes and Zoning staff during business hours at City Hall Commons, 201 E. Washington St., Room 101 or reach them at (315) 448-8600.

Paul Driscoll

Commissioner of Neighborhood and Business Development

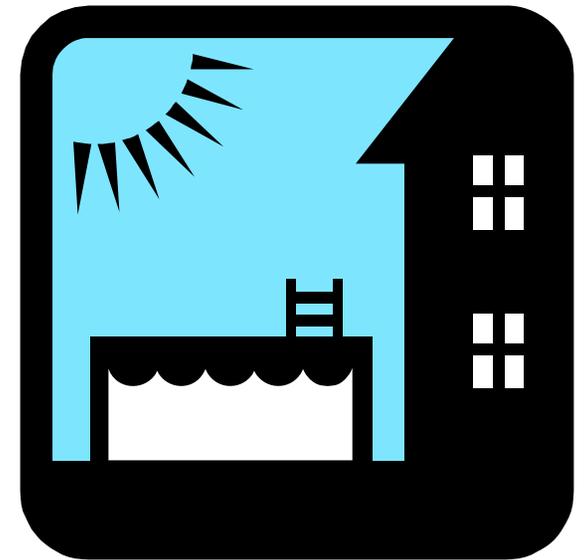


Department of Neighborhood and Business Development
Division of Code Enforcement
201 East Washington Street, Room 101
Syracuse, New York 13202



City of Syracuse, New York
Dept. of Neighborhood and Business Development
Permit Office

Obtaining a Pool & Hot Tub Permit



How to
Make the Process
Go Smoothly.

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant, and, if applicable, the contractor and/or plan preparer.
- Provide a drawing of the project including size and location of the pool.
- If the contractor is the homeowner or an individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Syracuse as the certificate holder, is required.
- You can obtain these forms at the Permit Office or online at www.syracuse.ny.us/Code_Enforcement.aspx

2 Supply Additional Submissions:

You must include two (2) copies each of:

- A stamped Instrument Survey Map of the property – not faxed or reduced.
- Construction details for pool, drawn to scale, (if applicable), and location and type of any overhead utility lines.
- Hot tubs installed on decks or other structures require engineer or architect detail showing the structure can support the loads.

3 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials.

- First \$1,000 construction cost is \$40.00.
- Each additional \$1,000 is \$15.00.
- A base filing fee of \$25.00 is added to the permit fee.

4 Follow Through with Application Requirements:

- Obtain the required electrical permit for the pump/filter connection. The electrical permit cannot be issued prior to the pool permit.
- A licensed electrician is required to pull the electrical permit.
- Ensure that all necessary inspections are performed. A final inspection upon installation of the pool is required. Please call 448-8695 to schedule an inspection.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

Helpful Information:

- You must install a Pool Safety Alarm that complies with ASTM F2208.
- All in-ground pools require a minimum four (4') ft. high fence. A separate fence permit is required.
- Above-ground pools with a rim less than 48" above grade require a minimum four (4') ft. high fence. A separate fence permit will be required. Above-ground pools with a rim higher than 48" above grade can substitute a removable lockable ladder in place of the fence.
- If a deck is also proposed, please refer to deck guidelines.
- All swimming pools and associated equipment (pumps, decks, etc.) must have at least five (5) feet of yard space on all sides except where the pool is attached to or part of a principal structure
- Call 448-8600 for additional pool and enclosure guidelines.
- If a property is located within a local preservation district or is a local protected site, a Certificate of Appropriateness will be required from the Landmark Preservation Board. Call 448-8108 for more information.
- Free 2-hour parking is available on the northwest corner of South Warren and East Washington Streets.

Division of Code Enforcement Permit Office

201 East Washington Street
City Hall Commons, Room 101
Syracuse, NY 13202

8:00 a.m. – 5:00 p.m.

(315) 448-8600
www.syracuse.ny.us