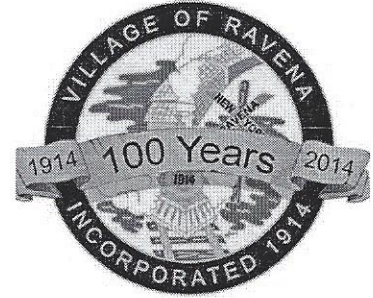


Village of Ravena  
Building Department  
15 Mountain Rd.  
Ravena, NY 12143  
Phone: (518) 756-8201  
Fax: (518) 756-8356  
buildingdept@villageofravena.com



## Pool Building Permit Application Information

**NOTE: Job is not to be started until permit is picked up and paid for.**

1. **Application:** must be completely filled out on the computer or in ink. All applicants must submit a copy of the deed to the parcel.
2. **Plot Plans:** Submit a copy of the plot plan (see page 4). Any changes must show on the plot plan with measurements. Plot plans must show dimensions of the lot drawn to scale, present buildings & proposed pool and accessories, and including the pool alarm. New pipes and electric lines must be shown.
3. **Pool Specifications:** attach a copy of the specifications for the pool and all accessories to this application.
4. **Electrical:** A permit and certificate of approval must be obtained from a third party electrical inspection agency for all electrical work. The permit must be obtained before starting any electrical work. You will need the following electrical inspections.
  - a. **Rough Electrical, before burying any wires.**
  - b. **Final Electrical**
5. **Costs:** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed the estimated cost, an additional fee may be required.
6. **Changes:** Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
7. **Insurance Requirements:** Contractors – Certificates of Insurance providing proof of Contractor's Liability (Acord form), Workers Compensation and Disability Benefits coverage, naming the Village of Ravena Certificate Holder, must be on file before any release of permit. Acord forms are not acceptable proof of NYS workers' compensation or disability benefits coverage. If the permit is for work you are performing yourself on your owner-occupied property you can complete the form found at the end of the application.

Once the application is turned in, an average turn-around time for permit approval is seven to ten (7-10) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravena Building Department Monday-Friday from 9am-2pm.

**NOTE: The pool enclosure must be complete and self-closing and latching devices must be installed on all gates before filling the pool.** When all work is completed a final inspection is required by the Building Department. No use of the structure is permitted without a Certificate of Compliance being issued by the Building Department.



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For Building Inspector Use:  
 Tax Map #: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 Permit Fee: \$ \_\_\_\_\_  
 Insurance Cert:  Liability  Workman's Comp  
 CE-200 Date \_\_\_\_\_ or  Owner Occupied 439  
 Permit:  Approved  Denied  ZBA  
 CO or CC Date: \_\_\_\_\_

**Application for Pool Building Permit**

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK  
 RESIDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS  
 ALL PERMITS REQUIRE A FINAL INSPECTION**

Address of proposed work: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

(if different than owner:)  
 Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Contractor's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name of Compensation or General Liability  
 Carrier & Policy #: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Area: \_\_\_\_\_

Project Description:  In Ground  Above Ground

Dimensions of Pool: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Diameter \_\_\_\_\_ (for round or oval)

Dimensions of Pool with Deck: Length \_\_\_\_\_ Diameter \_\_\_\_\_ Height (from grade) \_\_\_\_\_

Access: Safety Ladder w/ Lock  Yes  No Fencing to be Installed  Yes  No

Gate w/ Fencing  Yes  No

Height of Fence & Gate \_\_\_\_\_ Materials \_\_\_\_\_

Water Source:  Piped Directly  Filled by Hose

Filter & Recirculating System:  Yes  No Location \_\_\_\_\_ (Indicate on Plot Plan)

Pool Alarm (Required)



NOTE: Installation of Electrical Connections must have the approval of a third party electrical inspection agency before pool may be used.

NOTE: With the issuance of this permit the Building Inspector, his Assistant, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the Building Inspector or his Assistant shall be completed according to the schedule attached at the time of issuance of the permit.

Prior to use of any structure covered under this permit a Certificate of Compliance must be issued by the Building Department.

\_\_\_\_\_  
Signature of Owner, Applicant or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner, Applicant or Agent

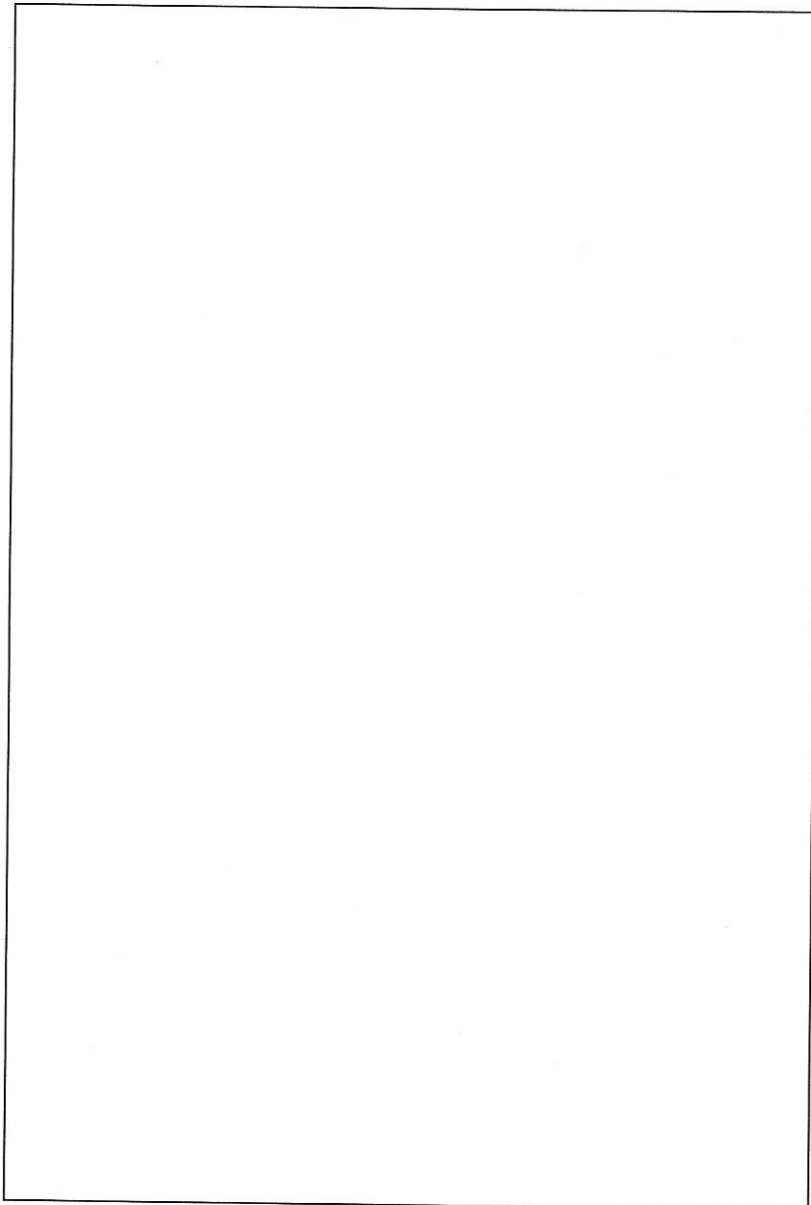
Please submit the following with your application:

- Copy of Deed
- Plot Plans
- Pool and accessories specifications
- Required Insurance Papers

<p>For Building Inspector use:</p> <p>This application is hereby <input type="checkbox"/> approved <input type="checkbox"/> disapproved and permission <input type="checkbox"/> granted <input type="checkbox"/> refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above. Reason for refusal of permit: _____ _____ _____</p> <p>Dated _____</p> <p style="text-align: right;">Building Inspector</p>
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## Plot Diagram

Locate clearly and distinctly all buildings with dimensions, and indicate all set back dimensions from property line. Show all easements and street names and indicate whether interior or corner lot. The dimensions of each structure must be shown and the distance from the property line to each structure must be indicated.



Please show the following on the plot plan:

- Lot Dimensions
- Street Names
- Easements (if applicable)
- House
- Outbuildings (e.g., Garage, shed, etc.)
- Proposed Pool
- Measurements from property line to each structure
- Fence (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Building Inspector Use Only:

Building Department Review:

\_\_\_\_\_  
Building Inspector Signature

\_\_\_\_\_  
Date