



Pools, Spas, Hot Tubs & Storable Pools

Pools/Hot Tubs Permit Process:

1. **Review Documentation listed** - See attached forms
2. **Submit Documentation** the following ways:
 - a. Email -**We encourage emailing documentation, to minimize the spread of the COVID-19 virus.**
 - b. Mail
 - c. Drop off in person
3. **Permit Fee: In-Ground Pools (Includes Fence)=\$100 -or- Above Ground Pools=\$60 -or- Hot Tubs=\$50**
 3 Payment options:
 - a. Pay in person – Payment can be made by cash, check or credit card. Amex not accepted
 - b. Mail check - Permit may be emailed and mail check separately. Please make sure the property address for this permit is listed somewhere on the check.
 - c. Credit Card - We will obtain credit card payment over phone, after the permit is issued and email you the permit
4. **Permit will be mailed & emailed with instructions** about inspections, unless picking up in person

Pool/Hot Tubs Permit Documentation:

Pool	Hot Tubs	Storable Pools
<ol style="list-style-type: none"> 1. Permit Application 2. Brochure of Pool (if available) 3. Pool Barrier Plans <i>(If height is less than 48")</i> 4. Deck Plans <i>(if Pool Deck)</i> 5. Survey Map <i>(Draw location of pool. Show distance to house and lot lines.)</i> 6. Insurance or Exemption Form <p style="text-align: center;"><i>See below for more details</i></p>	<ol style="list-style-type: none"> 1. Permit Application <i>(List Hot tub as "other" on application)</i> 2. Deck plans <i>(If alterations needed to support hot tub)</i> 3. Hot Tub brochure or specs printed from store website 4. Survey Map <i>(Draw location of hot tub. Show distance to house and lot lines.)</i> 5. Insurance or Exemption Form <p style="text-align: center;"><i>See below for more details</i></p>	<ol style="list-style-type: none"> 1. Building Permit Application 2. Insurance Exemption Form 3. Pool Barrier Plans <i>(If pool height is less than 48")</i> 4. Survey Map <i>(Draw location of pool. Show distance to house and lot lines.)</i> <p style="text-align: center;"><i>More details listed below</i></p>

Electrical Inspection:

Electrical Inspection must be completed by **Town approved, third party Electrical Inspector prior to Final Inspection.** If applying for a Storable Pool, you must contact Electrical Inspector to verify GFCI requirements.

- Commonwealth Electrical -(585) 624-2380
- Middle Department -(585) 454-5191
- New York Electrical Inspection Agency - (585) 436-4460

Details:

Survey Map	Submit copy of your Survey Map with the pool location drawn and list the distance to Basement wall/house and lot lines.	Surveys can be found in the closing package , when you purchased the home. If you cannot locate the document you can contact the Bank Attorney or Mortgage Company for a copy or contact a Surveyor to re-survey property
Permit & Fees	Above Ground Pools= \$60 Hot Tubs= \$50 In Ground Pools= \$100* (*includes Fence Permit fee)	Permit fee covers plan review and inspection. Permits are valid for 1 year. Project must be started within 1st 6 months. Permit turn-around time is usually 1-5 days unless in busy season
Barrier Plans	Plans must include barrier around pool, pool deck and door access to pool. List dimensions of barriers, gates, lock details and measurement of any gaps in between	Exemption: Pools 48" or higher from the ground (height measured 360° around pool diameter) and do not have anything attached or climbable next to pool
Pool Plans	A brochure showing pool specs , if applicable and list height & diameter of pool on permit application.	What is close to this pool? Please indicate items, platforms, structures and etc. that will be within a 2 to 3 feet radius of pool and list their dimensions
Hot Tub Plans	Provide a copy of hot tub manufacturer information and indicate location of hot tub.	If hot tub will be located on deck/platform , provide deck plans that include age of deck, size of lumber and dimensions so that we can verify load capability.
Deck Plans	Submit copy of Deck Concept, Deck Framing and Footing plans . See attached deck worksheet for example	Include dimensions and lumber & materials . We will review plans submitted and notify if any updates that are required per code.
Insurance	Submit Contractor's General Liability & Worker's Compensation	Submit Insurance with certificate holder as: Town of Gates 1605 Buffalo Rd, Rochester, NY 14624
Insurance Exemption Forms	Contractor without Insurance = CE-200 form Homeowner/Non-Contractor = BP1 Form	CE-200: See link below BP1: Form attached
Inspection	Final Inspection is required after electrical inspection is completed by third party. Speak to pool distributor for more information.	Contact the Building department for inspections at 585-247-6100 or email: nmolinaro@townofgates.org



Town of Gates

Pools, Spas, Hot Tubs & Storable Pools

Permit Required for...

- **Above-Ground Pool (AG)**
- **In-Ground Pool (IG)** (Fence cost included)
- **Temporary/Storable/Wading Pools** (depth more than 24 inches water)
- **Hot Tubs & Spas** (including portable)
- **Other types with depth more than 24 inches**
- Any type located at a **Commercial Business**, must contact Monroe County Health Department

Hot Tub & Portable Spas

Hot Tub Inspections Required

1. **Electrical:** Electrical work may be done by contractor of own choosing. Homeowner is responsible for hiring an approved Third Party Electrical Inspector. Refer to Electrical Inspection section, above, for more details.
2. **Hot Tub Final:** Inspection includes Hot tub/Spa Cover meets code, Location of hot tub meets manufacturer's requirements, ICC/State and Town codes, Electrical Certificate/Approved sticker from Town approved, third party Electrical Inspector (see Electrical Inspection above)

Code Requirements

Weblinks

- **Town Codes:** <https://ecode360.com/GA0050?needHash=true> or www.townofgates.org - click on Town Codes
- **State Codes:** Search the web for 2020 NYS Residential Codes of New York State or click on <https://www.dos.ny.gov/DCEA/pdf/pdf/2020%20Residential%20Code%20of%20New%20York%20State.pdf>
 - "Swimming Pools, Spas and Hot Tubs" - Section R326, starting on page 76 (PDF page 100)
 - Construction, Installation and Electrical found in "Swimming Pools" - Chapter 42, starting on pg 745 (PDF page 1508)

Above Ground, In-ground and Storable Pool Checklist

Pool Inspections Required

1. **Electrical:** Electrical work may be done by contractor of own choosing. Homeowner is responsible for hiring an approved Third Party Electrical Inspector. Refer to Electrical Inspection section, above, for more details.
2. **Existing & New Pool Decks:** Deck barrier must be upgraded to meet current, pool barrier requirements and may be inspected at Pool Final. (Refer to Pool Deck Worksheet for options)
3. **Pool Final:** Additional requirements may apply. See Code Requirements for details
 - Pool Barrier**
 - Gate & Latching**
 - Pool Alarm**
 - Door & Window Alarms**
 - Safety Ladders/Steps to Pool**
 - Climbable Areas and Pool Safety**
 - Pool Deck** (Refer to pool deck worksheet)
 - Pool Location**
 - Electrical** (Verify Certificate)
 - Pool Pump & Timer**

Code Requirements

Weblinks

- **Town Codes:** <https://ecode360.com/GA0050?needHash=true> or www.townofgates.org - click on Town Codes
- **State Codes:** Search the web for 2020 NYS Residential Codes of New York State or click on <https://www.dos.ny.gov/DCEA/pdf/pdf/2020%20Residential%20Code%20of%20New%20York%20State.pdf>
 - "Swimming Pools, Spas and Hot Tubs" - Section R326, starting on page 76 (PDF page 100)
 - Construction, Installation and Electrical found in "Swimming Pools" - Chapter 42, starting on pg 745 (PDF page 1508)

Pool Barrier & Openings

- 48" Barrier height required** and built of rigid construction. **Walls of Above Ground Pool** may be considered as a Barrier if meets 48" height requirement.
- No gaps or openings** shall allow passage of 4 inch diameter. Some exclusions may apply.
- Gaps between Barrier and ground:** 2" or less.
- House** can serve as part of Barrier. Some exclusions may apply.
- Lattice Fence:** Maximum 1 3/4" opening permitted.
- Chain-link without slats on top/bottom:** Maximum 2 1/4" opening permitted.
- Chain-link with slats on top/bottom:** Maximum 1 3/4" opening permitted.
- Horizontal spacing:** Top & Bottom Guardrails spaced 45" or more= 4" spindle spacing. 1 3/4" if less than 45" apart or decorative cutouts.
- Pool Fence:** Fence attached directly to Pool wall. Maximum gap between Pool Fence and Pool wall is 4".
- Solid Barriers:** Masonry, Stone, etc. No indentations or protrusions (to avoid access for climbing).

Gate & Latching

- Gate is required** to yard enclosed by Fence or other types of Pool Barriers.
- 48" Gate height** and opens outward/away from Pool.
- Self-Closing & Self-Latching and Securely locked.**
- Gate Latch** on Pool side of enclosure and openings can't be greater than 1/2" within 18" of Latch handle. Location of handle: Top of latch handle 54" or higher, measured from ground to top of latch -or- Top of latch handle must be 3" or more below top of Gate.

Alarms

- Pool Alarm:** An acceptable Pool alarm device, capable of detecting a child entering the water and giving an audible alarm must be installed, used and maintained in accordance with the manufacturer's specifications. The Pool alarm device must be audible at Poolside, as well as inside the house where the Pool is located. The Pool alarm device cannot be located on a person or be dependent on devices located on a person for its operation. Where applicable, multiple Pool alarm devices may be required to provide detection capabilities at every point on the surface of the swimming Pool.
- Door / Window Alarms:** Direct access to Pool such as doors or windows from house, garage or other providing the ability to walk or easily climb through to gain Pool access.
 - Accordance with UL2017
 - Activates within 7 seconds if door or screen opens
 - Alarm continues for at least 30 seconds
 - Alarm can be heard throughout house
 - Ability to disarm manually
 - Deactivation=15 seconds or less
 - Alarm deactivation switch= 54" above threshold of door
 - Other options=self-closing doors with self-latching devices or comparable degree of protection

Pool Safety

- Safety:** Areas within 2ft. of Pool or entrance that is easily climbable. Examples such as...
 - **Decks, Platforms & Concrete slab**
 - **Benches, Chairs & Tables**
 - **Ledges, Gaps & Holes that can be used as a toe hold**
 - **Barriers below 48"**
 - **Rocks, Hills or Slope**
 - **Pool Pumps**
 - **Stairs or Step**
 - **Any other climbable structure or safety concern not listed, including areas more than 2 feet away**
- Pool Safety Ladders / Pool steps** need to be secured, locked or have Barrier & and shall not allow passage of 4 inch diameter sphere
- Pool Decks:** Must adhere to both standard deck codes (see deck guidelines) and all of pool codes. Additional modifications to standard Deck construction may be required in order to meet Pool Barrier and Safety requirements.

Pool Location

- Setbacks:** The **location** of all swimming Pools must be at least **10% of lot width (Residential (R-1) District: R-1-8= 7 feet, R-1-11= 8 feet, R-1-15= 10 feet)** away from all side and rear lot lines. Never less than 5 feet away. (**Town §164-4.A.**) and setback of pool from front property line is **35'** if **Town Road** or **50'** if **State/County road (Town §190-36)**.
- Pool location must be at least **15 feet away** from any structure with a foundation
- 20 feet** from any **active well, septic tank, leach bed, etc.** and at least **10 feet** from any overhead electrical service lines.
- The location of a permanent or temporary swimming Pool on the property must not endanger the health and/or safety of its users and not unduly interfere with the use and enjoyment of the adjacent property.
- Cannot be on an easement

Electrical, Pool Pumps & Timers

- Electrical:** Electrical work may be completed by anyone but Inspection must be completed by a Third party agency, from the Town of Gates list of approved NYS Electrical Inspectors, to perform the Electrical Inspection. Owner is responsible for contacting Third Party Agency and any fees associated.
- Pool Pumps & Timers:** Electrical must be inspected by approved Electrical Inspector, will be reviewed at Final Inspection