



CITY OF KINGSTON

Building Safety and Zoning Enforcement

Stephan Knox, Director
5 Garraghan Drive
Kingston, NY 12401

Phone: (845) 331-1217
Email: buildings@kingston-ny.gov

Residential Pool / Spa Permit Submission Checklist

- Completed Permit Application Form
- Pool Permit Fee
 - Above Ground = \$50 Flat Fee
 - In-Ground = \$100 Flat Fee, including required fencing
- Plot Plan illustrating Pool and Equipment location and distance to property lines
- Manufacturer's Cut Sheets for Pool & Equipment
- Pool Alarm Specifications
- Door / Window Alarm Specifications
- Fencing, Gate & Latch Specifications
- Equipment Screening Specifications
- Contractor's Worker's Compensation Insurance Certificate NYS C105.2
- Contractor's Liability Insurance Certificate, City of Kingston as Additionally Insured.
- Licensed Electrician Contact Information

Please make all checks out to: '**City of Kingston**' and note the Property Address on the check.

PLEASE NOTE: WORK CANNOT BE STARTED UNTIL THE BUILDING PERMIT NOTICE IS ISSUED AND POSTED ON THE PROPERTY.

Once Issued, a Building Permit is valid for **1 Year**. The Permit is NOT complete until the Final Inspection is deemed satisfactory by the Building Inspector and all Electrical work has passed Final Inspection, submitting a Certificate to the Department. The Final Inspection must be requested by the Owner and/or Owner's Representative. At that point, a copy of the Certificate of Occupancy will be available.

Pool / Spa Permit Contingencies and Inspection Checklist

(For full code requirements see the 2020 Residential Code of New York State, Section R326)

Temporary Barrier

An outdoor swimming pool shall be surrounded by a 48" high temporary barrier during installation or construction that shall remain in place until a permanent barrier in compliance with Section R326.4.2 is provided.

Exceptions:

1. Above-ground or on-ground pools where the pool structure constitutes a barrier in compliance with NYS Building Code.
2. Spas or hot tubs with a safety cover which complies with ASTM F1346, provided that such safety cover is in place during the period of installation or construction of such hot tub or spa. The temporary removal of a safety cover as required to facilitate the installation or construction of a hot tub or spa during periods when at least one person engaged in the installation or construction is present is permitted.

Permanent Barrier

Swimming pools shall be completely enclosed by a permanent barrier within 90 days of the date of issuance of the building permit or 90 days from the date of commencement of the installation or construction of the swimming pool.

Fence as Barrier:

- The top of the barrier shall be no less than 48 inches above grade measured on the side of the barrier that faces away from the swimming pool. The vertical clearance between grade and the bottom of the barrier shall be not greater than 2 inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier may be at ground level, or mounted on top of the pool structure. Fence types shall meet the requirements of the NYS Building Code section R326.4.2.
- All gates shall be self-closing. In addition, if the gate is a pedestrian access gate, the gate shall open outward, away from the pool.
- All gates shall be self-latching, with the latch handle located within the enclosure (i.e., on the pool side of the enclosure) and at least 40 inches above grade. In addition, if the latch handle is located less than 54 inches from grade, the latch handle shall be located at least 3 inches below the top of the gate, and neither the gate nor the barrier shall have any opening greater than 0.5 inch within 18 inches of the latch handle.
- All gates shall be securely locked with a key, combination or other child-proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised.

Dwelling wall as Partial Barrier:

- Doors with direct access to the pool through that wall shall be equipped with an alarm that produces an audible warning when the door and/or its screen, if present, are opened. Where an alarm is provided, the deactivation switch shall be located 54 inches or more above the threshold of the door.
- Operable windows in the wall or walls used as a barrier shall have a latching device located no less than 48 inches above the floor. Openings in operable windows shall not allow a 4-inch-diameter sphere to pass through the opening when the window is in its largest opened position;

- Pool Structure as Barrier:
 - As an alternate to a conventional on ground barrier, the barrier for above-ground or on-ground swimming pools, including quick set, inflatable swimming pools, is permitted to be mounted on top of the pool structure or the pool structure may constitute a barrier, where all the following requirements are met:
 - The structure shall meet the applicable barrier and gate requirements of the NYS Building Code, including among others, a 48-inch height;
 - The barrier shall be designed *“to provide protection against potential drowning and near drowning by sufficiently preventing access to the swimming pool;*
 - The pool and pool structure must be designed and constructed in compliance with ANSI/APSP/ICC 4, 2012 titled *American National Standard for Aboveground/ In-ground Residential Swimming Pools;*
 - The pool manufacturer certifies that the pool structure, if used as a barrier or with a barrier mounted on it, is designed with accepted structural engineering practices; and
 - If the means of access is a ladder or steps, then:
 - the ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - the ladder or steps shall be surrounded by a complying swimming pool barrier.

Prohibited Locations

- Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barrier.

Pool Alarm

- A swimming pool or spa installed, constructed or substantially modified after December 14, 2006, shall be equipped with an approved pool alarm. Pool alarms shall comply with ASTM F2208 (Standard Specification for Pool Alarms), and shall be installed, used and maintained in accordance with the manufacturer's instructions and the NYS Building Code.
- Exceptions: A hot tub or spa equipped with a safety cover which complies with ASTM F1346 or a swimming pool (other than a hot tub or spa) equipped with an automatic power safety cover which complies with ASTM F1346.

Entrapment protection for swimming pool and spa suction outlets.

- Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.

Maintenance

- The 2020 Property Maintenance Code of New York State requires that all swimming pools, enclosures/barriers, alarms, and entrapment protection be maintained in a clean and sanitary condition, and in good repair.

2020 Residential Code of New York State

Section R326 Swimming Pools, Spas and Hot Tubs

[NY] R326.1 General

The provisions of this section shall control the design and construction as well as substantial modification of swimming pools, spas and hot tubs installed in or on the lot of [dwellings](#) regulated under this code, and detached one- and two-family [dwellings](#) classified as Group R-3 and constructed under the *Building Code of New York State*. Exception: Communal pools for the shared use of multiple [townhouse](#) units shall be regulated by the *Building Code of New York State*.

[NY] R326.1.1 Compliance With Other Sections

Swimming pools, spas and hot tubs shall comply with this section and other applicable sections of this code. The requirements of this section and of the other applicable sections of this code shall be in addition to, and not in replacement of or substitution for, the requirements of other applicable federal, state and local laws and regulations, including, but not necessarily limited to the requirements of Section 8003 (Federal swimming pool and spa [drain](#) cover standard) of Title 15 of the United States Code (CPSC 15 USC 8003), where applicable.

[NY] R326.2 Definitions

For the purpose of these requirements, the terms used shall be defined as follows and as set forth in [Chapter 2](#).

BARRIER, PERMANENT. A fence, the [walls](#) of a permanent structure, any other structure or combination thereof which completely surrounds the swimming pool and sufficiently obstructs [access to](#) the swimming pool.

BARRIER, TEMPORARY. An [approved](#) temporary fence, permanent fence, the [walls](#) of a permanent structure, any other structure, or any combination thereof that sufficiently prevents [access to](#) the swimming pool by any person not engaged in the installation or construction of the swimming pool during its installation or construction.

HOT TUB. See "Spa."

RESIDENTIAL. That which is situated on the premises of [dwellings](#) regulated under this code, and detached [dwellings](#) classified as R-3 and constructed under the *Building Code of New York State*.

SPA. A portable or non-portable structure intended for recreational or therapeutic bathing, in which all controls, water heating and water-circulating [equipment](#) are an integral part of the product. Spas are shallow in depth and are not designed for swimming or diving.

SUBSTANTIAL DAMAGE. For the purpose of determining compliance with the pool alarm provisions of this section, damage of any origin sustained by a swimming pool, whereby the cost of restoring the swimming pool to its before-damaged condition would equal or exceed 50 percent of the market value of the swimming pool before the damage occurred.

SUBSTANTIAL MODIFICATION. For the purpose of determining compliance with the pool alarm provisions of this section, any [repair](#), [alteration](#), [addition](#) or improvement of a swimming pool, the cost of which equals or exceeds 50 percent of the market value of the swimming pool before the improvement or [repair](#) is started. If a swimming pool has sustained substantial damage, any [repairs](#) are considered substantial modification regardless of the actual [repair](#) work performed.

SUCTION OUTLET. A fitting, fitting assembly, cover/ grate, [sump](#), and related components that provide a localized low-pressure area for the transfer of water from a swimming pool.

SWIMMING POOL. Any structure, basin, chamber or tank which is intended for swimming, diving, recreational bathing or wading and which contains, is designed to contain, or is capable of containing water more than 24

inches (610 mm) deep at any point. This includes in-ground, above-ground and on-ground pools, indoor pools, hot tubs, spas, and wading pools.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the [walls](#) of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

[NY] R326.3 Compliance With Other Standards

[NY] R326.3.1 In-Ground Pools

In-ground pools shall be designed and constructed in conformance with ANSI/APSP/ICC 5 (American National Standard for Residential In-ground Swimming Pools, 2011).

[NY] R326.3.2 Above-Ground and On-Ground Pools

Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/APSP/ICC 4 (American National Standard for Aboveground/In-ground Residential Swimming Pools, 2012).

[NY] R326.3.3 Permanently Installed Spas and Hot Tubs

Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/ APSP/ICC 3 (American National Standard for Permanently Installed Residential Spas and Swim Spas, 2014).

[NY] R326.3.4 Portable Spas and Hot Tubs

Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/APSP/ICC 6 (American National Standard for Residential Portable Spas and Swim Spas, 2013).

[NY] R326.4 Barriers, Application

The provisions of this section shall control the design of barriers for swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drowning and near-drowning by sufficiently preventing [access to](#) swimming pools, spas and hot tubs by persons outside the property, persons within the [dwelling](#), and persons in other parts of the property not contained within the pool enclosure.

[NY] R326.4.1 Temporary Barriers

An outdoor swimming pool shall be surrounded by a temporary barrier during installation or construction that shall remain in place until a permanent barrier in compliance with Section [R326.4.2](#) is provided.

Exception:

1. Above-ground or on-ground pools where the pool structure constitutes a barrier in compliance with [Section R326.4.2.9](#).
2. Spas or hot tubs with a safety cover which complies with ASTM F1346, provided that such safety cover is in place during the period of installation or construction of such hot tub or spa. The temporary removal of a safety cover as required to facilitate the installation or construction of a hot tub or spa during periods when at least one person engaged in the installation or construction is present is permitted.

[NY] R326.4.1.1 Height

The top of the temporary barrier shall be at least 48 inches (1219 mm) above [grade](#) measured on the side of the barrier which faces away from the swimming pool.

[NY] R326.4.1.2 Replacement by a Permanent Barrier

A temporary barrier shall be replaced by a complying permanent barrier within either of the following periods: 90 days of the date of issuance of the building [permit](#) for the installation or construction of the swimming pool; or 90 days of the date of commencement of the installation or construction of the swimming pool.

[NY] R326.4.1.2.1 Replacement Extension

Subject to the approval of the [building official](#), the time period for completion of the permanent barrier may be extended for good cause, including, but not limited to, adverse weather conditions delaying construction.

[NY] R326.4.2 Permanent Barriers

Swimming pools shall be completely enclosed by a permanent barrier complying with Sections [R326.4.2.1](#) through [R326.4.2.6](#).

[NY] R326.4.2.1 Barrier Height and Clearances

The top of the barrier shall be no less than 48 inches (1219 mm) above [grade](#) measured on the side of the barrier that faces away from the swimming pool. The vertical clearance between [grade](#) and the bottom of the barrier shall be not greater than 2 inches (51 mm) measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above [grade](#), the barrier may be at ground level, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the barrier shall comply with Sections [R326.4.2.2](#) and [R326.4.2.3](#).

[NY] R326.4.2.2 Solid Barrier Surfaces

[Solid](#) barriers which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

[NY] R326.4.2.3 Closely Spaced Horizontal Members

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed $1\frac{3}{4}$ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall be not greater than $1\frac{3}{4}$ inches (44 mm) in width.

[NY] R326.4.2.4 Widely Spaced Horizontal Members

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall be not greater than 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall be not greater than $1\frac{3}{4}$ inches (44 mm) in width.

[NY] R326.4.2.5 Chain Link Dimensions

Maximum mesh size for chain link fences shall be a $2\frac{1}{4}$ inch (57 mm) square, unless the fence has vertical slats fastened at the top or the bottom which reduce the openings to not more than $1\frac{3}{4}$ inches (44 mm).

[NY] R326.4.2.6 Diagonal Members

Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not greater than $1\frac{3}{4}$ inches (44 mm).

[NY] R326.4.2.7 Gates

Gates shall comply with the requirements of Sections [R326.4.2.1](#) through [R326.4.2.6](#), and with the following requirements:

[NY] R326.4.2.7.1 Self-Closing and Opening Configuration

All gates shall be self-closing. In addition, if the gate is a pedestrian [access](#) gate, the gate shall open outward, away from the pool.

[NY] R326.4.2.7.2 Latching

All gates shall be self-latching, with the latch handle located within the enclosure (i.e., on the pool side of the

enclosure) and at least 40 inches (1016 mm) above [grade](#). In addition, if the latch handle is located less than 54 inches (1372 mm) from [grade](#), the latch handle shall be located at least 3 inches (76 mm) below the top of the gate, and neither the gate nor the barrier shall have any opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the latch handle.

[NY] R326.4.2.7.3 Locking

All gates shall be securely locked with a key, combination or other child-proof lock sufficient to prevent [access to](#) the swimming pool through such gate when the swimming pool is not in use or supervised.

[NY] R326.4.2.8 Dwelling Wall as Barrier

A wall or [walls](#) of a [dwelling](#) may serve as part of the barrier, provided that the wall or [walls](#) meet the applicable barrier requirements of Sections [R326.4.2.1](#) through [R326.4.2.6](#), and one of the following conditions shall be met:

1.
 - a. Doors with direct [access to](#) the pool through that wall shall be equipped with an alarm that produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The audible alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds after the door and/or its screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Deactivation shall last for not more than 15 seconds; and
 - b. Operable windows in the wall or [walls](#) used as a barrier shall have a latching device located no less than 48 inches above the floor. Openings in operable windows shall not allow a 4-inch-[diameter](#) (102 mm) sphere to pass through the opening when the window is in its largest opened position; and
 - c. Where the [dwelling](#) is wholly contained within the pool barrier or enclosure, alarms shall be provided at every door with direct [access to](#) the pool; or
2. Other [approved](#) means of protection, such as self-closing with self-latching devices, so long as the degree of protection afforded is not less than the protection afforded by Item 1 described above.

[NY] R326.4.2.8.1 Alarm Deactivation Switch Location

Where an alarm is provided, the deactivation switch shall be located 54 inches (1372 mm) or more above the threshold of the door. In [dwellings](#) required to be Accessible units, Type A units, or Type B units, the deactivation switch shall be located 48 inches (1219 mm) above the threshold of the door.

[NY] R326.4.2.9 Pool Structure as Barrier

Where an above-ground pool structure is used as a barrier, or where the barrier is mounted on top of the pool structure, the structure shall be designed and constructed in compliance with ANSI/APSP/ICC 4 and meet the applicable barrier requirements of Sections [R326.4.2.1](#) through [R326.4.2.8](#). Where the means of [access](#) is a ladder or steps, one of the following conditions shall be met:

1. The ladder or steps shall be capable of being secured, locked or removed to prevent [access](#). When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-[diameter](#) (102 mm) sphere; or
2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Sections [R326.4.2.1](#) through [R326.4.2.8](#).

[NY] R326.4.3 Indoor Swimming Pool

[Walls](#) surrounding an indoor swimming pool shall comply with Section [R326.4.2.8](#).

[NY] R326.4.4 Prohibited Locations

Barriers shall be located so as to prohibit permanent structures, [equipment](#) or similar objects from being used to climb the barrier.

[NY] R326.5 Entrapment Protection for Swimming Pool and Spa Suction Outlets

Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.

[NY] R326.5.1 Compliance

Suction outlets shall be designed and installed in accordance with the requirements of CPSC 15 USC 8003 and ANSI/APSP/ICC 7, where applicable.

[NY] R326.6 Suction Outlets

Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.

[NY] R326.6.1 Compliance Alternative

Suction outlets may be designed and installed in accordance with ANSI/ APSP/ICC 7.

[NY] R326.6.2 Suction Fittings

Pool and spa suction outlets shall have a cover that conforms to ANSI/ASME A112.19.8, or an 18 inch by 23 inch (457 mm by 584 mm) [drain](#) grate or larger, or an [approved](#) channel [drain](#) system.

Exception: Surface skimmers.

[NY] R326.6.3 Atmospheric Vacuum Relief System Required

Pool and spa single- or multiple-outlet circulation systems shall be equipped with atmospheric vacuum relief should grate covers located therein become missing or broken. This vacuum relief system shall include at least one [approved](#) or engineered method of the type specified herein, as follows:

1. Safety vacuum release system conforming to ASME A112.19.17; or
2. An [approved](#) gravity drainage system.

[NY] R326.6.4 Dual Drain Separation

Single or multiple pump circulation systems have a minimum of two suction outlets of the [approved](#) type. A minimum horizontal or vertical distance of 3 feet (914 mm) shall separate the outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum relief- protected line to the pump or pumps.

[NY] R326.6.5 Pool Cleaner Fittings

Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches (152 mm) and not more than 12 inches (305 mm) below the minimum operational water level or as an attachment to the skimmer(s).

[NY] R326.7 Swimming Pool and Spa Alarms, Applicability

A swimming pool or spa installed, constructed or substantially modified after December 14, 2006, shall be equipped with an [approved](#) pool alarm. Pool alarms shall comply with ASTM F2208 (Standard Specification for Pool Alarms), and shall be installed, used and maintained in accordance with the manufacturer's instructions and this section.

Exception:

1. A hot tub or spa equipped with a safety cover which complies with ASTM F1346.

2. A swimming pool (other than a hot tub or spa) equipped with an automatic power safety cover which complies with ASTM F1346.

[NY] R326.7.1 Multiple Alarms

A pool alarm must be capable of detecting entry into the water at any point on the surface of the swimming pool. If necessary to provide detection capability at every point on the surface of the swimming pool, more than one pool alarm shall be provided.

[NY] R326.7.2 Alarm Activation

Pool alarms shall activate upon detecting entry into the water and shall sound poolside and inside the [dwelling](#).

[NY] R326.7.3 Prohibited Alarms

The use of personal immersion alarms shall not be construed as compliance with this section.



Code Outreach Program – Above-Ground Swimming Pool Barrier Requirements

This document is intended to clarify some of the barrier requirements applicable to new or substantially modified *residential* above ground swimming pools. Those reviewing plans for the installation, or substantial modification, of a swimming pool should review the full text of the provisions found in the Uniform Code as well as the local laws, ordinances, codes, and regulations of the municipality where the pool is to be installed for any further requirements.

The word “*residential*,” as used in this document, applies to pools accessory to one- and two-family dwellings regulated by the [2020 Residential Code of New York State](#) (2020 RCNYS) and to pools accessory to detached one- and two-family dwellings classified as Group R-3 occupancies constructed under the [2020 Building Code of New York State](#) (2020 BCNYS). Provisions for communal swimming pools accessory to townhouses and swimming pools accessory to other buildings regulated by the 2020 BCNYS, can be found in Section 3109 of the 2020 BCNYS. The provisions for *residential* pools are found in Section R326 of the 2020 RCNYS.

The 2020 RCNYS defines a swimming pool as “*any structure, basin, chamber or tank which is intended for swimming, diving, recreational bathing or wading and which contains, is designed to contain, or is capable of containing water more than 24 inches (610 mm) deep at any point. This includes in-ground, above-ground and on-ground pools, indoor pools, hot tubs, spas, and wading pools.*”

New or substantially modified swimming pools are required to be provided with temporary barriers during installation (see Section R326.4.1) and with permanent barriers thereafter. The permanent barrier requirements are found in Section R326.4.2 and include heights, clearances, and opening size and configuration.

In accordance with Section R326.4.2.9, as an alternate to a conventional on ground barrier, the barrier for above-ground or on-ground swimming pools, including quick set, inflatable swimming pools, is permitted to be mounted on top of the pool structure or the pool structure may constitute a barrier, where all the following requirements are met:

1. the structure shall meet the applicable barrier and gate requirements of Section R326.4.2, including among others, a 48-inch height (see Section R326.4.2.9);
2. the barrier is designed “*to provide protection against potential drowning and near drowning by sufficiently preventing access to [the] swimming*” pool (see Section R326.4);
3. the pool and pool structure must be designed and constructed in compliance with ANSI/APSP/ICC 4, 2012 titled *American National Standard for Aboveground/ Onground Residential Swimming Pools* (see Section R326.4.2.9);
4. the pool manufacturer certifies that the pool structure, if used as a barrier or with a barrier mounted on it, is designed with accepted structural engineering practices (see Section 6.1 of ANSI/APSP/ICC 4); and
5. if the means of access is a ladder or steps, then:
 - a. the ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - b. the ladder or steps shall be surrounded by a complying swimming pool barrier. See Section R326.4.2.9 (1) and (2).

A wall, or walls, of a dwelling may also serve as part of the barrier, provided that they meet the applicable barrier requirements of Section R326.4.2. Barriers shall be located in a manner that prohibits permanent structures, equipment, or similar objects from being used to climb the barrier.

Other requirements of the 2020 RCNYS are applicable, including requirements for gates, pool alarms, and entrapment protection.

The [2020 Property Maintenance Code of New York State](#) requires that all swimming pools, enclosures/barriers, alarms, and entrapment protection be maintained in a clean and sanitary condition, and in good repair.

Please look for our next edition of the Code Outreach Program at the beginning of next month.

DBSC - A Division of Department of State
OFPC – An Office of the Division of Homeland Security & Emergency Services

If you have questions pertaining to the Code Outreach Program, email us at COP.codes@dos.ny.gov

If you have questions pertaining to the Uniform Code or Energy Code, email our technical support group at: codes@dos.ny.gov

BUILDING SAFETY & ZONING ENFORCEMENT

APPLICATION FOR A

BUILDING PERMIT



NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT; PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

PART 1: GENERAL INFORMATION

1. Project Location and Information

Number and Street Address: _____

Tax Map Number: _____

Current use of the property / Building: _____

Proposed use of the property / Building: _____

2. Owner Identification

Applicants Name: _____ Relationship to Owner: _____

Owners Name: _____

Address of Owner: _____

City, State, Zip: _____

Phone - Owner: () _____ - _____ Applicant: () _____ - _____ Other: () _____ - _____

3. Type of Construction or Improvement

New Building — Proposed use is _____

Conversion — Current use is _____ Proposed use is _____

Addition

Alteration

Repair / Replacement

Relocation

Demolition

Miscellaneous Structure or Equipment

4. Description of Project: _____

5. Estimated Project Cost:

Contractors estimate for the work to be performed: \$ _____

If the work is to be performed by the homeowner: \$ _____

PART 2: DESIGNERS AND CONTRACTORS

1. Architect/Engineer: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

2. General Contractor: Name: _____

Phone Number: _____

3. Licensed Electrical Contractor: Name: _____

Phone Number: _____ License #: _____ Permit # _____

4. Licensed Plumbing Contractor: Name: _____

Phone Number: _____ License #: _____ Permit # _____

5. HVAC Contractor: Name: _____

Phone Number: _____

6. _____ Contractor: Name: _____

PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

- 1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
- 2. The distance of the proposal from all lot lines;
- 3. The distance of the proposal from any structure including neighboring structures;
- 4. The depth of the proposed foundation or footers;
- 5. The maximum percentage of the lot to be covered by building(s);
- 6. **Addition** will be used as: _____
- 7. **Basement:** Full; Partial; Crawl; Pier; Slab
- 1. **Garage:** Attached; Detached
- 2. **Deck/Porch:** Open; Covered; Enclosed; Screened; Other
- 3. **Utilities:** Electric; Gas; Other

PART 4: IMPORTANT NOTICES: READ BEFORE SIGNING

- 1. Work conducted pursuant to a building permit must be visually inspected by the Building Safety & Zoning Enforcement and must conform to the New York State Uniform Fire Prevention and Building Code, the Charter of the City of Kingston, and all other applicable codes, rules or regulations. The Owner/Occupant and/or Contractor is responsible for the removal of all construction and/or demolition debris from the jobsite. Contact the City of Kingston Department of Public Works at (845) 331-0682 during office hours.
- 2. It is the owner's responsibility to contact Building Safety & Zoning Enforcement at (845) 331-1217 (Mon. thru Fri. 8:30 a.m. to 4:30 p.m.) at least 24 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
- 3. OWNER HEREBY AGREES TO ALLOW BUILDING SAFETY & ZONING ENFORCEMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
- 4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with Building Safety & Zoning Enforcement. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
- 5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
- 6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
- 7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
- 8. The building permit card must be prominently displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) _____ Date: _____

DO NOT WRITE BELOW THIS LINE — OFFICIAL USE ONLY

APPROVALS: Zoning Board _____ Planning Board _____
 Historic Landmarks _____ Heritage Area _____
 Code Review _____ Other _____

SEQRA: Type I _____ Type II _____ Unlisted _____

PERMIT FEE: Negative Declaration Positive Declaration Lead Agency _____
 Base Fee \$ _____ + SQ. FT. _____ X _____ / SQ.FT. = \$ _____ Total Fee

REVIEWED BY: _____ TITLE: _____ DATE: _____