



**City of Elmira**  
Inspection Services Department  
Phone: (607) 737-5653  
<http://www.ci.elmira.ny.us>

101 W. Second St.  
Elmira, NY 14901  
Fax: (607) 733-5235

## **Procedure for Applying for a Building Permit Swimming Pool Construction Information Sheet**

THE REVIEW PROCESS WILL TAKE AT LEAST TWO WEEKS. Please plan accordingly.

**To obtain a Building Permit for a Swimming Pool submit ALL of the following:**

- The complete Building Permit Application with Section H on the Project Worksheet fully completed: available from Inspection Services or online at <http://www.ci.elmira.ny.us/permits>
- Original plans specific to this project. Include all information in your drawings that is requested in this information packet. See attached samples for a guide.
- Specifications for the project, if necessary.
- Workers' Compensation document. This applies to HOMEOWNERS and CONTRACTORS. Additional instructions and the appropriate forms are included in the Building Permit Application.
- Appropriate fee for the Building Permit with checks made payable to the City of Elmira. Permit fees are available online at <http://www.ci.elmira.ny.us/permits> or from Inspection Services.

After the plans are reviewed and corrections or modifications are completed, a building permit will be issued from Inspection Services.

During the construction, Inspections are required. Please contact Inspection Services AT LEAST ONE DAY IN ADVANCE for the inspections on the list. Required inspections are as follows:

Footing before pouring concrete	Foundation before backfill
Framing before enclosing	Electrical before enclosing
Insulation before enclosing	Plumbing before enclosing
Progress	HVAC
Final inspection after completion	

Additional inspections may be necessary depending on the project.

Please be sure that **ALL** of the inspections are completed, including the final inspection.

If electrical work is installed, you will need to contact Inspection Services to arrange an electrical inspection. The Application for an Electrical Inspection is available online at <http://www.ci.elmira.ny.us/permits>

If you have any questions, please feel free to contact us at the above number. Thank you!

## SWIMMING POOL SAMPLE PLOT PLAN

Please create your own plot plan, to scale, using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Outline of the property
2. Dimensions of the property
3. Pool Size
4. Fence outline and fence information, if required
5. Distance from pool to property lines
6. Distance from pool to principle structure

