

Congratulations. Your improvements will help to make Rochester 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 Planning and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**

City of Rochester
Department of Neighborhood
and Business Development
City of Rochester Permit Office
City Hall, Room 121B
30 Church Street
Rochester, New York 14614



Believe.

 **City of Rochester, NY**
Lovely A. Warren, Mayor
Rochester City Council



City of Rochester, New York

Department of Neighborhood and
Business Development

Obtaining a **Pool 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 project description including size and location of the pool.
- If the contractor is a homeowner or 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 Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office and at www.cityofrochester.gov, type "building permits" in the search box.

2 Follow Through with Application Requirements:

- Obtain the required electrical permit for the pump/filter connection. The pool permit cannot be issued prior to electrical permit.
- If the installer is a single family owner-occupant, a licensed electrician is not required.
- Ensure that all necessary inspections are performed. A final inspection upon installation of pool is required.
- 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.

3 Supply Additional Submissions:

- You must also include two (2) copies each of:
- An Instrument Survey Map of the property.
 - Construction details for deck, drawn to scale, (if applicable), and location and type of any overhead utility lines.

4 Pay the Required Fees:

The fee for your permit is **\$50**.

Helpful Information:

- 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 removeable lockable ladder in place of the fence.
- If a deck is proposed, please refer to deck guidelines.
- Call **428-6526** for additional pool and enclosure requirements.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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Monday–Friday, 9:00 am to 4:00 pm

Questions? Call 311

www.cityofrochester.gov