

**Village of Menands
Swimming Pool Information Sheet**

1. All Building Permit Applications submitted for the construction or substantial renovation of a swimming pool, hot tub or spa must be accompanied by a Swimming Pool Supplemental Application. Please review the Swimming Pool: General Technical Guidance document prior to submitting the application and supplement.
2. All information on the Swimming Pool Supplemental Application is to be completed as requested. Information may be typed or handwritten in ink.
3. Design drawings must show the location and dimensions of the lot, all existing or proposed structures on the premises, and the distances (setbacks) between existing or proposed structures to adjoining property lines or public streets.
4. Submission of manufacturer's specifications and/or design drawings for the swimming pool, hot tub, or spa is required.
5. Design drawings should be on either 8.5-inch x 11-inch or 11-inch x 17-inch paper. Drawings should include specifications for any plumbing, mechanical or electrical (MEP) work; if applicable, the MEP work will require a separate application. The Village reserves the right to request additional information, such as NYS Fire Code compliance. All plans for projects in excess of \$20,000 must be stamped by a licensed design professional. The Village reserves the right to require the signature of a NYS Professional Engineer or NYS Registered Architect on projects of any amount.
6. No work may commence without issuance of an approved building permit.
7. Any work authorized by a building permit must be available for inspection throughout the progress of the work.

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.