



Town of Halfmoon  
Halfmoon Town Plaza  
Halfmoon, NY 12065  
371-7410 ext. 2260  
Fax: 371-0304

**POOL  
PERMIT  
Application**

Building, Planning & Development

Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

Fee: \_\_\_\_\_

POOL TYPE: ABOVE GROUND POOL ☐ IN-GROUND POOL ☐ SPA/HOT TUB ☐

POOL DIMENSIONS: WIDTH/LENGTH: \_\_\_\_\_

POOL STRUCTURE: Vinyl ☐ Fiberglass ☐ Gunitite ☐

Address/Location: \_\_\_\_\_ Development: \_\_\_\_\_

Property Owner:

Name (PRINT): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Property Owner)

Contractor/Builder:

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Workers Comp (C105.2 Form): Expiration Date: \_\_\_\_\_ Liability(Accord 25 Form): Expiration Date: \_\_\_\_\_

**PURSUANT TO THE HALFMOON TOWN CODE, ALL POOL & SPA/HOT TUB PERMITS ARE VALID FOR 180 DAYS. ADDITIONAL TIME NEEDED BEYOND 180 DAYS FROM THE ORIGINAL PERMIT ISSUE DATE WILL REQUIRE A NEW PERMIT & FEE. ALL CODE REQUIREMENTS (e.g. fence/enclosure, security alarm, locking devices, etc.) MUST BE COMPLETED BEFORE THE 180 DAY EXPIRATION AND BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED. A FINAL INSPECTION OF THE PROJECT MUST BE SCHEDULED BY THE APPLICANT/OWNER WITHIN 180 DAYS AND BEFORE A C.O. WILL BE ISSUED. ALL POOLS & SPAS/HOT TUBS CANNOT BE USED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE TOWN.**

\*\*\* I have read and understand the above rules. (Please initial) \*\*\*

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Department Use Only)**

Action: Approved ☐ Disapproved: ☐

Reason for Disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CODE ENFORCEMENT OFFICER**

## POOL CHECKLIST FOR CERTIFICATE OF OCCUPANCY

- ☐ Pool must be located at least 10 ft. from the home and 5 ft. from the property lines and wetlands.
- ☐ Must Have Final Electrical Sticker on Electrical Panel or Pool Pump
- ☐ Must Have At Least A 4" Postal Number Identifying The Residence
- ☐ Must Have Pool Alarm Installed
- ☐ Permanent Fence Shall Be Installed
- ☐ Fence Must Be Minimum of 48" in Height
- ☐ Any Door Leading Directly To The Pool Must Be Alarmed
- ☐ Pool Must Have a Temporary Barrier **AT ALL TIMES UNTIL A PERMANENT FENCE IS INSTALLED**

\*\*\* Permanent Fencing Must Be Installed Within 180 Days of the Date of Issuance of the Building Permit.