



# TOWN OF COLONIE

## Building Department

Public Operations Center  
347 Old Niskayuna Road  
Latham, New York 12110

Mary E. Brizzell  
Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772  
www.colonie.org/building

Michael M. Rosch  
Director

## **PROCEDURE FOR OBTAINING A RESIDENTIAL POOL PERMIT**

**THE FOLLOWING FORMS AND INFORMATION SHALL BE SUBMITTED BY THE APPLICANT OR AGENT TO THE TOWN OF COLONIE BUILDING DEPARTMENT. ALL FORMS MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK.**

1. One copy of the Residential Application for Zoning Verification/Building and Zoning Permit.
2. A plot plan or survey, showing lot size, all existing and proposed structures, and all existing and proposed setbacks.
3. Certificate of Insurance is required when the applicant is anyone other than the homeowner, and must show General Liability and Workers Compensation coverage. Insurance must have the Town of Colonie Building Department as Certificate Holder.
4. An Electrical Inspection Application from:  
New York Board of Fire Underwriters 463-2122  
**OR** Middle Department Inspection Agency 273-0861  
**OR** The Inspector Bill Ryan 363-0181
5. The pool location must be marked, with stakes, spraypaint, or other reasonable means, and inspected by the Town of Colonie Building Department before issuance of the permit.
6. When the application materials are approved by the Building Department and the required fee for the Building and Zoning Permit is paid, the permit will be issued.
7. The **Building Department must be called for a final inspection** upon completion of all work indicated on the approved Building and Zoning Permit application and on the approved plans and a **Certificate of Compliance must be issued by the Building Department before the pool can be used.**