

SWIMMING POOL PERMIT FILING INSTRUCTIONS

INCOMPLETE APPLICATIONS NOT ACCEPTED **BLANK CHECKS NOT ACCEPTED**

Building Permit Application. Fill out in **entirety** including Section Block Lot, Owner's information, Applicant's information (if different), Scope of Work, **estimated cost of work**, copy of tax bill, et al.

Pool Size. Supply square footage of proposed construction

Notarization. OWNER'S signature to be notarized.

Tax Bill. Either copy of tax bill or, if not available, first and last page of deed proving ownership.

Survey. Submit (1) copy of current **ORIGINAL** guaranteed property survey.

Survey/Site Plan. (3) copies of survey or site plan showing:

- Proposed swimming pool construction drawn to scale
- Location of existing septic
- Location of proposed pool enclosure as per *Building Code of NYS Chapter 31, 'Swimming Pools'*
- All setback distances from property lines, dwelling, and other accessory structures.
- Zoning analysis as per enclosed example in application package
- **NOTE: Raised patios 5" or more in height count in lot coverage & require a building permit**
- Storm water run-off containment of 4" rainfall at 100% collection rate.
- Dry well Calculations & sizing with a drywell section/detail and proposed location on site plan.
Include AREA OF THE POOL SURFACE & ALL OTHER PROPOSED IMPERVIOUS SURFACES SUCH AS PATIOS AND WALKWAYS.

Temporary Swimming Pool Enclosures. Pool excavations and construction, prior to issuance of certificate of occupancy, must be enclosed at all times as per *the Building Code of NYS Chapter 31, 'Swimming Pools'*.

Permanent Swimming Pool Enclosures. All swimming pools shall be provided with an enclosure, as per *the Building Code of NYS Chapter 31, 'Swimming Pools'*.

Pool Alarms. Required at pool and all doors egressing into pool area as per *NYSBC Chapter 31*.

LICENSES AND INSURANCE CERTIFICATES REQUIRED:

Pool Contractor to provide:

- 1) Suffolk County Home Improvement License
- 2) Certification by Association of Pool & Spa Professionals
- 3) General Liability 2.M/1.M; Workers Comp & Disability on either Worker's Comp Board form or State Fund naming Village as Certificate Holder

Electrician to provide:

- 1) Suffolk County Electrical License,
- 2) General Liability 2.M/1.M; Workers Comp & Disability on either Worker's Comp board form of State Fund naming Village as Certificate Holder.

Plumbing Permit Application

SEPARATE PLUMBING PERMIT MUST BE FILED FOR ALL PLUMBING WORK.

**USE OF SWIMMING POOLS WITHOUT INSTALLATION OF PERMANENT ENCLOSURE
AND CERTIFICATE OF OCCUPANCY IS A VIOLATION AND STRICTLY ENFORCED**