



## APPLICATION REQUIREMENTS:

1. Method of Submittal:
  - a. Electronic Submittal (preferred) – Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. No hardcopies of documents are required with the initial electronic submission unless otherwise referenced in the flyer. Our staff will advise you on the total number of hardcopy documents required prior to permit issuance.
  - b. Hardcopy Submittals – Completed applications can be mailed or placed in our drop box at One Manittion Court, Islip NY 11751. Our drop box is available Monday – Friday between 8:00am – 4:00pm, not including holidays.
2. Application – A completed Pool-Hot Tub permit application completed in its entirety. Please Note: The pool installer must be licensed with the Town of Islip for in-ground pools.
3. Fee – The permit fee is due at time of application; the current fee schedule is on our website.
4. Survey – An accurate survey, signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways, property line bearings and distances, tie distance to nearest street corner, lot area, tax lot information, dimension of existing structures, heights of perimeter improvements (fences, walls, etc.), distances from existing structures and perimeter improvements to property lines, and road improvements abutting the site. The survey must be drawn to scale and be less than (1) year old.
5. Dimensioned Plan Showing Proposed Improvements – All proposed improvements including the pool, water features, pool equipment, patio, etc. must be drawn to scale on a site plan, plot plan or an accurate survey. The improvements must be dimensioned and shown in their proposed locations. Setbacks to other improvements and the property lines must be shown.
6. Manufacturers Information (above-ground and temporary pools) – Manufacturers installation instructions / specifications are required. (Note: Temporary pools are pools constructed on / above ground, capable of holding water with a maximum depth of 42”, or a pool with nonmetallic molded polymetric walls or inflatable fabric walls regardless of dimension; these pools are not added to your CO and the permit is good for 6 months only.)
7. Construction Documents – In-ground pools and associated water features must meet the requirements of the Residential Code of the State of New York (refer to the handout entitled [Pool/Hot Tub/Spa Barriers and Alarms](#)).
8. Compliance with Town Code – Swimming Pools must comply with Article XXVIII of the Town of Islip Zoning Code. Notwithstanding the provisions of the Residential Code of the State of New York, §68-386 of the Town Code requires that all barriers be located no less than four feet from the furthest outside projection of the pool.

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## APPLICATION REVIEW / REQUIREMENTS FOR PERMIT ISSUANCE:

1. Board Approvals – If your property / plans do not comply with prior approvals, covenants or Town Code, you may need approval from the Planning Board, Town Board or Zoning Board of Appeals.
2. Wetlands Permits – If your property is within 100’ of freshwater wetlands or 300’ of tidal wetlands, a Wetlands and Watercourses Permit may be required from the Planning Division (631-224-5450). During the course of Planning’s review, they will determine NYS DEC approval is also required.
3. Plumbing Permit – A separate Plumbing Permit is required for any gas or oil pool heaters.
4. Contractors Insurance Certificates – *ACORD Forms are not acceptable proof of NYS Workers’ Compensation or Disability Benefits Insurance Coverage*:
  - a. NYS Workers’ Compensation Insurance: NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed and dated NYS Form CE-200
  - b. NYS Disability Insurance: NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed and dated NYS Form CE-200
  - c. **Exception:** An original BP-1 Insurance Waiver signed by the Property Owner can be submitted for above-ground pools and hot tubs ONLY
5. Commercial / Public Pools – Suffolk County Department of Health Services approval is required. Contact SCDHS 631-852-5700.

**REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF COMPLIANCE**

Property Owner is responsible for obtaining their Certificate of Compliance within 1 year of permit issuance.

1. Pool Packet – Upon permit issuance, the Property Owner will be provided with the following important information (contact Permits at 631-224-5466 if you do not receive this information):
  - a. NYS Building Code Requirements for barriers and alarms (semi-inground pools follow the same barrier requirements as an in-ground pool).
  - b. Pool Safety Brochure
  - c. List of requirements for Certificate of Occupancy/Compliance issuance
2. Inspections – Property Owner must ensure their contractors schedule all required inspections with the Building and Engineering Divisions (please see the applicable Inspection Process handout).
  - a. If placement of fill or a retaining wall are required for this project, you must schedule an inspection with the Engineering Division (631-224-5360) *before* starting any construction.
  - b. If it is anticipated that water will be pumped into the street in connection with any construction activity, a de-watering permit must be obtained from the Engineering Division.
3. Electrical Certificate – An electrical inspection must be performed by a company qualified in the Town of Islip. Please refer to the list of Qualified Electrical Inspection Agencies on our website.
4. Final As-Built Survey – An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of construction and site work. “Final Survey” shall include ridge heights and dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; road improvements abutting the site; size and location of any installed drainage structures; final site grading; elevations (referencing NAVD 88) of finished first floors, garage floors, drain inlets, driveways, retaining walls, decking, patios and road improvements (curbing, pavement, sidewalks, drainage structures, etc.); percentage of rear yard landscaped area; percentage of driveway and walkways occupying the front yard.
5. Engineers Certification – All in-ground pools require certification by a NYS Licensed Engineer, attesting that the pool was installed in accordance with the approved construction plans.
6. Documentation – Provide additional documentation, if required by the inspector.
7. For Commercial / Public Pools – Suffolk County Department of Health Services final approval (green stamp on final survey) is required. Contact SCDHS 631-852-5700.
8. Expiration – This Permit is good for one year from date of issuance and is not renewable (temporary pool permits are valid for 6 months only.) A Certificate of Compliance permit is required if this permit expires.

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*I understand that the Town is relying on the information provided herein. Any inaccuracy may cause delays and/or additional fees. I swear this application is a true and complete statement of all work to be done on the desired premises. This permit issuance expressly implies approval by the landowner of the inspections required of the premises. By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.*

<b>PROPERTY OWNER:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	_____ DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	
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<b>CONTRACTOR:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	_____ DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
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<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	
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<b>EXPEDITOR/DESIGN PROFESSIONAL:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	_____ DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	