



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF BUILDING**

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing.....631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

PLACE STICKER HERE

**POOL / HOT TUB / SPA  
CERTIFICATE OF OCCUPANCY / COMPLIANCE CHECKLIST**

**Prior to Start of Construction:**

- If either of the following items are marked YES, you must schedule an inspection with the Engineering Division (631-224-5360) *before* starting any construction:
  - Is placement of fill required for this project? Yes  No
  - Is a retaining wall required for this project? Yes  No
- 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.
- Any Special Conditions listed on your permit must be adhered to.
- If you have a pool heater, a Plumbing Permit is required. Contact the Plumbing Department at 631-595-3756 for permit requirements and to schedule inspections.
- Pool/Hot Tub Permits are good for 1 year from date of issuance and are not renewable. If your permit expires, a Certificate of Compliance Permit will be required along with associated fees. Temporary Pool Permits are valid for 6 months only.

**The following items are required before a Certificate of Occupancy or Compliance can be issued:**

- Electrical Certificate – see Town of Islip list of Qualified Electrical Inspection Agencies
- Final As-Built Survey
- Certification by NYS licensed engineer that the pool was installed in accordance with the approved construction plans (**in-ground pools only**)
- Board of Health Approval (green stamp on final survey) – Contact Suffolk County Board of Health at 631-852-5700 (**commercial/public pools only**)
- Building Department Inspection – Contact the Records Department at 631-224-5470 to schedule your inspection after the work is complete (including barriers/fencing and alarms required by the NYS Uniform Code and Islip Town Code).
- Engineering Inspections are required if you brought fill onto the property or built a retaining wall for construction of the pool. Contact the Engineering Division at 631-224-5360 to schedule your final inspection after the work is complete.

If you have any questions, please contact the Records Department at 631-224-5470.

Acknowledgment of receipt:

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date