

# TOWN OF SMITHTOWN BUILDING DEPARTMENT

## REQUIREMENTS FOR SUBMISSION OF A SWIMMING POOL PERMIT

A receptacle for water or an artificial pool capable of holding water depth at any point of more than 24 inches deep at any point, designed or intended for the purpose of the immersion or partial immersion therein and including all appurtenant equipment. The word pool shall be construed to mean in-ground, above ground, on-ground outdoor water pool hot tubs and spas that are installed or constructed indoors or outdoors.

### ALL POOL APPLICATIONS

1. Two (2) original applications *signed by owner*, notarized and completely filled out
2. Copy of “contract of sale” or deed for new property owners
3. Clear copy of original stamped survey (required if architect prepared site plan)
4. Three (3) surveys/plot plans showing location of pool, pool heater and all pool equipment indicating distances to all lot lines and from the dwelling/deck and all electrical lines.
5. If there is a deck attached to the pool indicate the size and location.
6. Draw the location and height of the fence surrounding the pool or property.
7. Retaining wall(s) show the location and distance from fence(s). *A permit may be required for retaining wall(s).*
8. Three sets of plans:
  - Architects/Engineers signed and sealed for in-ground swimming pools.
  - Good working drawings on above ground pools and all pool decks.
9. Excavation affidavit for in-ground and semi-in-ground pools
10. Property owners must also submit a signed and notarized acknowledgement letter regarding Engineering Requirements for proposed pools
11. Photographs – Four (4) photos at different angles showing pool, deck and fence for existing pools
12. Indicate what type of pool heater if applicable (fee due). Propane heaters also need a permit from Fire Marshal. Natural gas heaters require a pressure/gas test
13. Suffolk Licenses (photo ID) for electrician, plumber and contractor\*. Insurance (workers' comp/disability) \*\* for each. Copies must have valid expiration dates.
14. Homeowner's Exemption Affidavit for work by homeowner
15. Letter/information must be provided regarding **Water Disposal\*\*\***
  - *Proposed* - Information on “sealed” drawings or “Sealed Letter” from the pool company
  - *Built Prior* - Notarized letter from property owner indicating that they are in compliance with Town Code

\* Contractor's License must read “**Pool & Spa Certified**” – H3 License

\*\*If not up-to-date and on file, see insurance requirements

\*\*\* **Town Code Chapter 252 (252-6)** All water either overflowing or emptying from the pool shall be disposed of on the owner's land, and plans submitted shall show provisions made for such water from flowing on the land of any adjoining property owner or into any abutting street.