



# POOL/HOT TUB/SPA PERMIT APPLICATION & REQUIREMENTS

Town of Islip Building Division  
One Manitton Court, Islip, NY 11751  
[www.islipny.gov](http://www.islipny.gov)

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE PERMITS DEPT WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

PERMIT WILL BE VALID FOR 1 YEAR AFTER ISSUANCE  
(Temporary Pool permits are valid for 6 months only)  
NO RENEWALS

Requirements are subject to change; please visit our website for the most up-to-date information prior to starting any project.

Applications, forms and fee schedules are located at <https://islipny.gov/departments/planning-and-development>.

## FOR OFFICE USE ONLY

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Filing Date: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Letter for Applicant:  Yes  No As-built Survey Required:  Yes  No

Zoning Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Plans Examiner Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved to Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Special Conditions of Permit: \_\_\_\_\_

Permit Fee:\$ \_\_\_\_\_ C/O Issued: \_\_\_\_\_

Subject Address: \_\_\_\_\_  
No / Street City State Zip

Property Type:  Commercial\*  Residential

\*Additional permit requirements may apply, please check with a Plans Examiner

Property Owner\*: \_\_\_\_\_  
Full Name Email Phone

Owners Address: \_\_\_\_\_  
(If different than subject address) House No / Street City State Zip

\* If property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Suffolk County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.

### TOI Licensed Pool Installer:

(In-ground pools must be installed by TOI Limited License Plumber: Swimming Pool Installer)

Business Name Contact Name Email Phone

Business Address: \_\_\_\_\_  
No / Street City State Zip

Other (if applicable):  Attorney  Expeditor  Other \_\_\_\_\_

Business Name Contact Name Email Phone

Business Address: \_\_\_\_\_  
No / Street City State Zip

### SCOPE OF WORK:

Permit(s) MUST be issued before work starts

1. If Master Plan, provide Town issued Master Plan # and Building Identification \_\_\_\_\_

2. Is this a Permit Revision?  No  Yes If Yes, provide permit # \_\_\_\_\_

3. Select type of pool:  
 In-ground pool with (select all that apply):  
 Water Feature  Spillover Spa  
 Slide  Diving Board  
 Above ground pool – Dimensions/Shape \_\_\_\_\_  
 Hot Tub / Spa  
 Storable/wading pool (aka temporary pool)  
 Pool Heater (A separate Plumbing Permit is required for gas or oil)

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**SCOPE OF WORK (continued):**

4. Will any water be discharged into the street in conjunction with this permit?  
 No  Yes (if yes, a separate [Dewatering Permit](#) must be obtained from the Engineering Division)
5. Is your property within 100' of freshwater wetlands or 300' of tidal wetlands?  
 No  Yes (if yes, a [Wetlands and Watercourses Permit](#) may be required from the Planning Division [631-224-5450] during the course of review, Planning will determine if NYS DEC approval is also required.)
6. Is this a commercial property?  
 No  Yes (if yes, [site plan](#) approval must be obtained from the Engineering Division)
7. Site Disturbances on Residential Properties:  
If you check yes to any of the following, a [Land Grading Permit](#) must be obtained from the Engineering Division:
- Will the existing average grade be changing more than 1 foot?  No  Yes
  - Will you be importing or removing more than 10 cubic yards of soil/fill (excluding area of pool)?  No  Yes
  - Will your disturbance area be greater than 200 square feet (excluding area of pool)?  No  Yes
  - Will you be disturbing one or more acres of property? *If yes, a Storm Water and Erosion Sediment Management Plan (SWPPP) may be required – to be determined by Engineering.*  No  Yes
  - Will you be constructing any retaining walls greater than 18" in height above average, undisturbed grade? *If yes, please refer to the land grading / retaining wall requirements.*  No  Yes

**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 – Place completed applications in our drop box or mail them to the Town Of Islip Building Division at One Manitton Court, Islip NY 11751. Our drop box is generally available M-F between 8:00am – 4:00pm, not including holidays.
2. Application – This completed permit application completed in its entirety. Please note: For in-ground pools, the pool installer must be licensed with the Town of Islip.
3. Fee – The permit fee is due at time of application; the current [fee schedules](#) are on our website.
4. Site Plan Approval – Commercial applications require an approved site plan prior to permit submission.
5. 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 (2) years old.
6. Dimensioned Plan Showing Proposed Improvements – All proposed improvements including the pool, water features, pool equipment, patio, retaining wall, 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.
7. 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

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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.)

8. 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](#)). Plans must be signed and sealed by a Registered Design Professional.
9. 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.

### **APPLICATION REVIEW / REQUIREMENTS FOR PERMIT ISSUANCE**

1. Permits – All permit(s) required in accordance with the Scope of Work on pages 1 and 2 of this application, including Plumbing, Dewatering, Land Grading, Wetlands, and an approved SWPPP, must be obtained prior to permit issuance.
2. Board Approvals – If your property does not comply with prior approvals, covenants or Town Code, you may need approval from the Planning Board, Town Board or Zoning Board of Appeals.
3. 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
4. Commercial / Public Pools – Suffolk County Department of Health (631-852-5700) approval is required.

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

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 in-ground pools follow the same barrier and alarm requirements as an in-ground pool).
  - b. List of requirements for Certificate of Occupancy/Compliance issuance
2. Inspections – Property Owner must ensure their contractors schedule all required inspections with the [Building, Plumbing](#) and [Engineering](#) Divisions (please see the applicable Inspection Process handout).
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. 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.
5. 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

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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.

- 6. Documentation – Provide additional documentation, if required by the inspector.
- 7. For Commercial / Public Pools Only – Suffolk County Department of Health Services (631-852-5700) final approval (green stamp on final survey) is required.
- 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 Compliance permit is required if this permit expires.
- 9. **The Property Owner is responsible for obtaining their Certificate of Compliance within 1 year of permit issuance.**

*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.*

**PROPERTY OWNER:**

**SWORN TO ME THIS**

**NOTARY STAMP**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC

**TOI LICENSED POOL INSTALLER:**

**SWORN TO ME THIS**

**NOTARY STAMP**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC