BUILDING PERMIT APPLICATION CHECKLIST
POOLS AND SPAS (HOT TUBS)

Applications and forms must be filled out in their entirety. Incomplete applications will not be accepted.

**Note: Please be advised additional documentation maybe required by the Building Division**

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

☐ Building Permit Application (original)
☐ 3 copies of survey prepared by a licensed surveyor.
☐ 2 sets of plans prepared by a license professional illustrating compliance with NYS building and Fire
   ▪ When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
☐ 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
☐ Workman’s compensation (contractor must have an active license with the Town)
   Applicable Forms: C 105.2, U26.3, CE 200. ACORD FORM NOT ACCEPTED
   or Affidavit of exemption (BP1) if work is being completed by owner and will be an owner-occupied residence
☐ Written cost estimate on contractors letterhead for:
   cost of pool, pool heater, spa, hot tub and or demo of any existing structures
☐ Addendum to Building Permit Application: New Swimming Pool Construction
☐ Electrical Permit: Electrician must have an active license with Suffolk County FILED SEPARATELY
☐ Completed Open Government Disclosure Form from owner and applicant
☐ Fee (based on cost estimate) **Note: Fees will be calculated at Front Desk at time of Submittal**

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

☐ Coastal Erosion Hazard Permit: if construction is south of Coastal Erosion line
☐ Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction.
   When parcel is within Wetlands Jurisdiction
☐ Fill Composition Certification - Pursuant to Town Code § 123-47 – 123.50
☐ Zoning Board of Appeals Approval: If proposed project required a variance.
   If parcel is located in a Flood Zone.

Verification of Ownership or Authorization

☐ Original Signed & Notarized Owners Endorsement: If applicant is other than owner
☐ Copy of Deed: If property has been owned for less than a year
☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter,
   Operating Agreement or Minutes listing members)

**Note: Documents MUST list name of member(s) that are authorizing the submittal of this application**

☐ Death Certificate: If owner listed is deceased.
☐ Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of
   Administration; Letter of Probate; Power of Attorney etc.):
   ▪ When owner is deceased
   ▪ When owner is incapable of submitting an application

PLEASE NOTE: Applicant must go to http://www.southamptontownny.gov/Building-Inspection
or call (631) 702-1840 to schedule an inspection of the property.
You must have building permit number available when scheduling an inspection