

VILLAGE of NORTHPORT  
INCORPORATED IN 1894

224 Main Street, Northport, New York 11768, 631-261-7502, fax: 631-261-7521

Department of Buildings, Housing, and Code Enforcement

**SWIMMING POOL PERMIT FILING INSTRUCTIONS**  
**INCOMPLETE APPLICATIONS NOT ACCEPTED**  
**BLANK CHECKS NOT ACCEPTED**

**Building Permit Application.** Fill out in entirety including Section Block Lot, Owner's information, Applicant's information (if different), Scope of Work, **estimated cost of work**, copy of tax bill, et al.

**Pool Size.** Supply square footage of proposed construction

**Notarization.** OWNER'S signature to be notarized.

**Tax Bill.** Either copy of tax bill or, if not available, first and last page of deed proving ownership.

**Survey.** Submit (1) copy of current **ORIGINAL** guaranteed property survey.

**Survey/Site Plan.** (3) copies of survey or site plan showing:

- Proposed swimming pool construction drawn to scale
- Location of existing septic
- Location of proposed pool enclosure as per *Building Code of NYS 2020 Chapter 3, Sec. R326 'Swimming Pools, Spas, and Hot Tubs'*
- All setback distances from property lines, dwelling, and other accessory structures.
- Zoning analysis as per enclosed example in application package
- **NOTE: Raised patios 5" or more in height count in lot coverage & require a building permit**
- Storm water run-off containment of 4" rainfall at 100% collection rate.
- Dry well Calculations & sizing with a drywell section/detail and proposed location on site plan.  
Include AREA OF THE POOL SURFACE & ALL OTHER PROPOSED IMPERVIOUS SURFACES SUCH AS PATIOS AND WALKWAYS.

**Temporary Swimming Pool Enclosures.** Pool excavations and construction, prior to issuance of certificate of occupancy, must be enclosed at all times as per *Building Code of NYS 2020 Chapter 3, Section R326*.

**Permanent Swimming Pool Enclosures.** All swimming pools shall be provided with an enclosure, as per *the Building Code of NYS 2020 Chapter 3, Section R326 'Swimming Pools, Spas, and Hot Tubs'*.

**Pool Alarms.** Required at pool and all doors egressing into pool area per *NYSBC 2020 Chapter 3, Sec. R326*

**LICENSES AND INSURANCE CERTIFICATES REQUIRED:**

**Pool Contractor to provide:**

- 1) Suffolk County Home Improvement License
- 2) Certification by Association of Pool & Spa Professionals
- 3) General Liability 2.M/1.M; Workers Comp & Disability on either Worker's Comp Board form or State Fund naming Village as Certificate Holder

**Electrician to provide:**

- 1) Suffolk County Electrical License,
- 2) General Liability 2.M/1.M; Workers Comp & Disability on either Worker's Comp board form of State Fund naming Village as Certificate Holder.

**Plumbing Permit Application**

SEPARATE PLUMBING PERMIT MUST BE FILED FOR ALL PLUMBING WORK.

**USE OF SWIMMING POOLS WITHOUT INSTALLATION OF PERMANENT ENCLOSURE AND CERTIFICATE OF OCCUPANCY IS A VIOLATION AND STRICTLY ENFORCED**

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## **CONSTRUCTION REQUIREMENTS**

### **SWIMMING POOLS**

**New York State Law requires that this Department conduct inspections as various stages of construction are completed. You are therefore advised that the following list of inspections are applicable under the terms of your building permit.**

**Excavation Inspection.** After excavation, & placement of footing forms & steel reinforcement. Approval mandatory prior to pouring footings.

**Structural Forming/Framing.** After Reinforcing Rod/Steel/or Concrete Forms Placed.

**Gunitite Pour.** Must be witnessed/inspected to guarantee a monolithic pour.

**Drywells - Excavation.** After excavation for drywells/prior to rings being set. Soil at base of excavation must be witnessed by this Department. **NEW YORK STATE REQUIRES ALL RUN-OFF DRAINED TO DRYWELLS. RATE OF COLLECTION REQUIRED BY NORTHPORT: 4" @ 100 PERCENT RUN-OFF.**

**Electrical Inspection.** The owner is responsible for applying for certification of electrical installations from either New York State Board of Fire Underwriters or Electrical Inspectors, Inc.

**Plumbing. A SEPARATE PLUMBING PERMIT IS REQUIRED FOR ALL PLUMBING WORK.**

**Mercury or Pressure Test.** Required for all gas and propane installations. Must be witnessed by this Department.

**Swimming Pool Enclosure.**

**Temporary Swimming Pool Enclosures. FOR CONSTRUCTION PURPOSES ONLY!** All pool excavations and construction, prior to issuance of certificate of occupancy, must be enclosed at all times as per *NYSBC 2020 Chapter 3, Section R326 'Swimming Pools, Spas, and Hot Tubs'*

**Permanent Swimming Pool Enclosures.** All swimming pools shall be provided with an enclosure **that surrounds the pool and accessory equipment ONLY**, as per *NYSBC 2020 Chapter 3, Section R326 THIS REQUIREMENT IS MANDATORY.*

**Final Survey/Final Paperwork.** **FINAL SURVEY & ALL REQUIRED PAPERWORK MUST BE SUBMITTED & APPROVED PRIOR TO SCHEDULING FINAL INSPECTION, OCCUPANCY, or USE.**

**Final Inspection.** After all required inspections, receipt & approval of all final paperwork. Final grading, driveway, and drainage work **MUST** be completed prior to scheduling final inspection.

**USE OF SWIMMING POOLS WITHOUT INSTALLATION OF PERMANENT ENCLOSURE AND CERTIFICATE OF OCCUPANCY IS A CRIMINAL OFFENSE AND STRICTLY ENFORCED BY THE VILLAGE OF NORTHPORT.**

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Department of Buildings, Housing, and Code Enforcement

## Contractors' Insurance Information

### THE FOLLOWING FORMS ARE REQUIRED FOR LIABILITY, WORKERS' COMPENSATION, AND DISABILITY INSURANCE

#### 1. LIABILITY INSURANCE WILL BE ACCEPTED ON THE ACORD FORM

#### 2. WORKERS' COMPENSATION INSURANCE

Accepted on one of the following forms only\*

**Form C-105.2**-Certificate of NY State Workers' Compensation Insurance Coverage

**Form GSI-105.2 (2/02)** Certificate of Participation in Workers' Compensation Group Board approved self-insurance

**Form U-26.3**-NY State Insurance Fund Certificate of Workers Compensation Insurance

#### 3. DISABILITY INSURANCE

Accepted on the following form only\*

**Form DB-120.1**-Certificate of Insurance Under the New York State Disability Benefits

**Form DB-155** - Board-approved self-insured employers must obtain this form from Board's Self-Insurance Office

#### **Certificate Holder:**

Inc. Village of Northport  
224 Main Street  
Northport, NY 11768

**EXEMPTION FORM — NEW FORM CE-200** For each and every new or renewed permit a signed and dated form with a certificate number must be submitted.

**Note:** Form CE-200 is an affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required

#### **Any questions can be directed to:**

New York State Workers Compensation Board  
220 Rabro Drive Suite 100  
Hauppauge, New York 11788  
866-681-5354  
Website: [www.wcb.ny.gov](http://www.wcb.ny.gov)

**CERTIFICATIONS ARE ONLY ACCEPTED ON INDIVIDUAL FORMS**

\*With valid expiration dates

# APPLICATION FOR BUILDING PERMIT

VILLAGE OF NORTHPORT, SUFFOLK COUNTY, NY

BUILDING PERMIT NO. \_\_\_\_\_ ZBA No. \_\_\_\_\_ Arch. Rvw No. \_\_\_\_\_ FEE \$ \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_ Planning Bd.No. \_\_\_\_\_ NYSDEC No. \_\_\_\_\_ CO/CC \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_ Steep Slope No. \_\_\_\_\_ NYS DOT No. \_\_\_\_\_ TOTAL \$ \_\_\_\_\_  
DIRECTOR \_\_\_\_\_ Historic Rvw. No. \_\_\_\_\_ SCHD No. \_\_\_\_\_

ZONE \_\_\_\_\_ SCTM #0404 SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

## DATE OF INITIAL CONSTRUCTION:

PRINCIPAL BUILDING \_\_\_\_\_ ACCESSORY BUILDING(S) \_\_\_\_\_ **IF 100 YEARS OR OLDER, HISTORIC REVIEW**

**APPLICATION MUST BE SUBMITTED SIMULTANEOUSLY WITH BUILDING PERMIT APPLICATION**

**Submit documentation of age & photos of each elevation with this application**

LOCATION OR ADDRESS \_\_\_\_\_

Existing Buildings Used for: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

## Proposed Construction:

Residential  Garage  Commercial  Industrial  Other Accessory Structure  
 New Building  Alteration  Fire Damage  Fireplace  Other \_\_\_\_\_

Proposed Project and Use: \_\_\_\_\_

## ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

### EXISTING BUILDING, square footages:

Basement \_\_\_\_\_ S.F. 1<sup>st</sup> Floor \_\_\_\_\_ S.F. 2<sup>nd</sup> Floor \_\_\_\_\_ S.F. 3<sup>rd</sup> Floor \_\_\_\_\_ S.F. Garage \_\_\_\_\_ S.F. Porch \_\_\_\_\_ S.F.  
(Other) \_\_\_\_\_ S.F.

### PROPOSED (NEW OR ADDITION), square footages:

Basement \_\_\_\_\_ S.F. 1<sup>st</sup> Floor \_\_\_\_\_ S.F. 2<sup>nd</sup> Floor \_\_\_\_\_ S.F. 3<sup>rd</sup> Floor \_\_\_\_\_ S.F. Garage \_\_\_\_\_ S.F. Porch \_\_\_\_\_ S.F.  
(Other) \_\_\_\_\_ S.F. Retaining Walls \_\_\_\_\_ L.F.

### ALTERATION S.F.'s as per NYS 2020 ICC Existing Building Code (Commercial) or IRC Residential Code Appendix J:

Level 1 \_\_\_\_\_ S.F. Level 2 \_\_\_\_\_ S.F. Level 3 \_\_\_\_\_ S.F.- Commercial Only

## NOTES:

- The 2020 IBEC/IRC, NYS Supplement and the Code of Northport are imposed as conditions on issuance of a Building Permit.
- Building Permit issued subject to Section 125 of General Municipal Law requiring Compliance with the Mandatory coverage provisions of the Worker's Compensation Law. Proof of Compliance must be submitted for issuance of Permit.
- Improvement contractors must be licensed pursuant to the code of Suffolk County prior to the issuance of a building permit. Plumbers must be Licensed by the Town of Huntington (Chapter 153) and electricians licensed by Suffolk County. Electricians must provide separate Workers Comp.
- The owner shall indemnify and hold the municipality harmless and defend against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the permit holders' operations within the municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents

## AFFIDAVIT OF PROPERTY OWNER

**STATE OF NEW YORK} SS:  
COUNTY OF SUFFOLK}**

Property in Name of (Individual or Corporation) PLEASE PRINT \_\_\_\_\_

Deposes and says: That he/she resides at \_\_\_\_\_ in the State of \_\_\_\_\_ Zip Code \_\_\_\_\_ that he is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey situate, lying and being within the Incorporated Village of Northport; that the work proposed to be done upon the said premises will be done in accordance with the approved application and accompanying plans, of which he is totally familiar; and that he/she, by making this application for a building permit, agrees to accept responsibility for adherence to all applicable codes, rules, & laws by him/herself and their agents.

\_\_\_\_\_, being duly sworn, deposes and says that he is duly authorized by the aforesaid owner

Name of Applicant (PLEASE PRINT)  
to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(If Corporation, give name of Corporation office and address of its responsible officers)

And the undersigned is authorized to make this application on behalf of said owner.

Owner \_\_\_\_\_  
Signature \_\_\_\_\_

Address \_\_\_\_\_

Sworn t before me this \_\_\_\_\_ day

Phone \_\_\_\_\_

Of \_\_\_\_\_, 20 \_\_\_\_\_

Applicant \_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Address \_\_\_\_\_

Phone \_\_\_\_\_

# *Village of Northport*

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P.O. BOX 358  
NORTHPORT, NEW YORK 11768  
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## ABOUT YOUR BUILDING PERMIT

A Village of Northport Building Permit is active for one year, expiring one year from the date of issue BUT it is conditionally renewable for a maximum of two additional one year periods.

The owner and/or applicant is responsible to see that all conditions under which the permit is issued are met.

The owner and/or applicant is responsible to call for the construction inspections appropriate to the project as per Inspection Checklists issued with permits.

Certificates of Occupancy (C.O.) or Certificate of Compliance (C.C.) is required for all work for which a permit; building, plumbing, demolition, generator, solar panels or swimming pool is issued. A C.O. or C.C. may only be issued after a properly completed ACTIVE permit project.

Whenever you have any questions regarding building permits, please call the Building Department at 261-4145.

**\*\* CALL BEFORE YOU DIG \*\***  
**\*\* IT'S THE LAW \*\***

**NYS Industrial Code Rule 53 Mandates 2-10 business days notice prior to excavation.**

For utility notification dial toll free 1-800-272-4480

**PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE**