

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN  
TOWN SUPERVISOR  
WWW.SOUTHAMPTONTOWN.NY.GOV

JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

ARTHUR GERHAUSER  
ACTING CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## 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 ([BPI](#)) **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.
- [Swimming Pool Certification](#) – [Town Code §169-Flood Damage Prevention Law](#). 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**