



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464 Plumbing.....631-595-3756
Permits.....631-224-5466 Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467 Zoning.....631-224-5438

PLACE STICKER HERE

POOL / HOT TUB
CERTIFICATE OF OCCUPANCY / COMPLIANCE CHECKLIST

Prior to Start of Construction:

- If either of the following items are marked YES, you must schedule an inspection with the Engineering Division (631-224-5360) before starting any construction:
Is placement of fill required for this project? Yes [ ] No [ ]
Is a retaining wall required for this project? Yes [ ] No [ ]
If it is anticipated that water will be pumped into the street in connection with any construction activity, a de-watering permit must be obtained from the Engineering Division.
Any Special Conditions listed on your permit must be adhered to.
If you have a pool heater, a Plumbing Permit is required. Contact the Plumbing Department at 631-595-3756 for permit requirements and to schedule inspections.
Pool/Hot Tub Permits are good for 1 year from date of issuance and are not renewable. If your permit expires, a Certificate of Compliance Permit will be required along with associated fees. Temporary Pool Permits are valid for 6 months only.

The following items are required before a Certificate of Occupancy or Compliance can be issued:

- X Electrical Certificate – see Town of Islip list of Qualified Electrical Inspection Agencies
X Final As-Built Survey
X\* Certification by NYS licensed engineer that the pool was installed in accordance with the approved construction plans (\*In-ground pools only).
X\*\* Board of Health Approval (green stamp on final survey) – Contact Suffolk County Board of Health at 631-852-5700 (\*\*Commercial / public pools only).
X Building Department Inspection – Contact the Records Department at 631-224-5470 to schedule your inspection after the work is complete (including barriers/fencing).
X\*\*\* Engineering Inspections – Contact the Engineering Division at 631-224-5360 to schedule your final inspection after the work is complete. (\*\*\*Only required if you brought fill onto the property or built a retaining wall for the construction of the pool.)

If you have any questions, please contact the Records Department at 631-224-5470.

Acknowledgment of receipt:

Applicant Name

Signature

Date