

**INC. VILLAGE OF UPPER BROOKVILLE**  
PO BOX 600, OYSTER BAY, NY 11771  
(516) 624-7715 ext. 2  
upperbrookville.org

**REQUIREMENTS FOR SWIMMING POOL, SPA, HOT TUB PERMIT**

Proof of ownership such as deed or tax bill.

Permit application form – (2 copies)

Survey showing all structures on property including the proposed structure dimensioned from all property lines. This should include code compliant pool barrier (fencing), patio, drywell & pool equipment. – 3 copies

Topographical Survey & Erosion Control Plan if in or near a sloped area. – 3copies

Construction drawings by licensed professional. – 3 copies

Tree Permit is necessary if removing any trees over 6” in diameter and 2 copies of survey map with location of trees (type & size) to be removed. – 3 copies

Nassau County Tax Assessors form.

**Filing Fees:**

Architectural Site Plan Review due with filing - \$110.  
Engineering Deposit - \$1,500

Permit Fees due when permit is approved as noted below:

Swimming Pool - \$2,500                      Spa or hot tub - \$550.00  
plus \$100.00 Certificate of Completion Fee

**Contractor Requirement**

Copy of Nassau County License  
Insurance Certificate for Worker’s Compensation – C-105.2 or U-26.3  
Liability Insurance – Accord Form  
Disability Insurance – DB120.1 Form

- All forms must note Village as Certificate Holder – address above.

**Note: Once the building permit is issued, NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT AND THE ARCHITECTURAL REVIEW BOARD.**