



# Village of Upper Brookville

Building Department

24 Wolver Hollow Road, Glen Head, NY 11545

T: 516-624-7715 Ext. 3

Buildingdept@upperbrookville.org

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

1. Proof of ownership such as deed or tax bill.
2. Permit application form – (2 copies)
3. 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
4. Topographical Survey & Erosion Control Plan if in or near a sloped area. – 3copies
5. Construction drawings by licensed professional. – 3 copies
6. Tree Permit is necessary if removing any trees over 12” in diameter and 2 copies of survey map with location of trees (type & size) to be removed. – 3 copies
7. Nassau County Tax Assessors form.
8. Filing Fees:  
Architectural Site Plan Review due with filing - \$110.  
Engineering Deposit - \$1,500
9. 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 Requirements:

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.**