



CITY OF GLEN COVE
Building Department

APPLICATION for RESIDENTIAL SWIMMING POOL / SPA / HOT TUB
(Permit to be Obtained Prior to Construction)

ABOVE-GROUND POOL:

Any above-ground pool that is filled with or capable of holding 18 inches or more of water requires a Building Permit and must adhere to all the requisites thereof. Upon submission of the Building Permit, a check for the application fee is required. When the fee is calculated, the applicant will be contacted by the Building Department with the amount of the check. Above-ground pools sunken 24 inches or more below the adjacent grade must have acceptable written proof of design suitability, and will be considered to be an IN-GROUND pool.

IN-GROUND POOL:

An in-ground pool requires a Building Permit as well as a Plumbing Permit and must adhere to all the requisites thereof. (Obtain an application from the Building Department) The fees for an in-ground pool permit can be obtained from our fee schedule. All in-ground pools require a Letter of Completion which will be issued after a Final Inspection is made and all construction approved. (The fee must be submitted with each application).

Above-Ground and In-Ground pools MUST adhere to the following requirements:

- A non-climbable four-foot fence with a self-closing, self-locking gate must be installed enclosing the entire yard or pool, AND a pool alarm system as per ICC 2015 code.
- Pools must be placed in the rear of the property if located on an interior lot and shall be set back a minimum of ten (10) feet from all property lines, ten (10) feet from the main dwelling and eight (8) feet from a detached garage or other accessory structure. If the property is situated on a corner lot, the same setbacks apply.
- A drywell, of sufficient size to drain the pool within 24 hours is required.
- An accurate and legible plot plan showing the proposed pool, drywell, filter and all required fencing, gates, etc... is required with application.
- All heaters and filtration equipment must be located at least ten (10) feet from all property lines
- If in the event the pool is proposed in proximity of overhead electrical service lines, please make sure that pool is located the minimum pool clearance distance required by LIPA in the Current Edition - Redbook.
- Pool electrical wiring must be performed by a Licensed Electrician and an inspection made by a third party inspection agency and submission of Inspection Certificate is required for final approval.

All Pools must adhere to the 2015 International Code; please refer to the link below for specific ICC 2015 code requirements:



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OFFICE USE ONLY

PERMIT NO. _____

Date: _____

Issued pursuant to the provisions of the Building Code, Plumbing Code, Electric & Swimming Pool Ordinances of The City of Glen Cove, New York.

All information must be complete to initiate the processing of the application

1) Owner/Property Information:

Name: _____ Contact Number (s): _____

Street Address: _____

Section _____ Block _____ Lot _____ Zone _____

2) Contractor: (If Applicable)

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Numbers: Business: _____ Mobile: _____

TYPE OF POOL: (POOLS HALF IN GROUND ARE CONSIDERED IN GROUND POOLS)

GUNITE FIBERGLASS ABOVE GROUND VINYL

SETBACKS OF POOL: (FEET)

Front Yard _____ Rear Yard _____

Side Yard _____ Side Yard _____

ATTRIBUTES

Will the pool be Heated? _____

Capacity of Pool? _____ (gallons)

REQUIREMENTS FOR SWIMMING POOL / SPA/ HOT TUB PERMIT

****Pool Permits are Valid for Four (4) Months Only****

Please note that most of the following forms must be *signed and notarized*:

1. Pool Permit Application (signed and notarized);
2. Backflow Prevention Form (Department of Health) signed
3. Plumbing Application (to be completed by Licensed Plumber)
4. Nassau County Assessors Sheet
5. Two (2) surveys/site plans showing the location of project on premises including location of required fencing; Plans and survey dimensions must comply with the setbacks; A New Survey to be submitted to Close Out permit when work completed.
6. Two (2) sets of signed and sealed swimming pool plans; location of Existing or Proposed location of **Drywell** (required);schematic of heater, if applicable;
 - a) Signed and Sealed plans by Engineer needed for indoor and in-ground pools as well all work associated with the project including accessory equipment, location of pump and filters, with setbacks labeled.

Please include the Manufacturers information if provided.



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- b) Hot Tub/SPA - requires manufacturer's specifications as part of your permit submission.
- 7. Specifications for In-Water and door Pool Alarms as per the 2015 ICC Code. A floating pool alarm as well as door contact alarms are required.
- 8. Proof of Liability, Worker's Compensation and NYS Disability insurance indicating the property owner and property location;
- 9. Fee as determined by the attached City of Glen Cove Swimming Pool Fee sheet
- 10. All Electrical work to be installed by a Licensed Electrician and requires a UL Certificate at project close out. The Licensed Electrician is required to file for electrical permit and provide a power source to pool filter and provide proper pool grounding and bonding as per the national electrical code.

AFFIDAVIT UNDER PENALTY OF PERJURY

State of New York)

) ss:

County of Nassau)

_____ being duly sworn, deposes and says: That deponent is the applicant in the above application; that deponent has read the foregoing application and knows the content thereof; that same is true to deponents own knowledge, except as to the matters therein stated to be alleged on information and belief, and that as to those matters deponent believes it to be true.

Sworn to me this _____ day of _____

Signature of Applicant

Notary Public / Commissioner of Deeds

Homeowner's Agreement:

The Code of Ordinances of the City of Glen Cove, NY, requires that, in order to install and maintain a swimming pool, the following requirements, among others, must be met:

- 1) PRIOR TO FILLING THE POOL, the pool must be enclosed/fenced in accordance with the requirements of the 2015 ICC Code and approved by The City of Glen Cove, NY.
- 2) Because an electrical current of 0.05 amperes can be fatal, the National Electrical Code requires, for 120 volt circuits, the installation of a ground-fault circuit interrupter which protects by detecting ground leakage of as little as 0.005 amperes and disconnects the circuit serving the pool within a fraction of a second.
- 3) No pool shall be installed near any overhead electrical conductors (electric service, telephone, cable TV or others) unless the horizontal and vertical clearances comply with the requirements of the National Electric Code.
- 4) PRIOR TO USING THE POOL, all electric work done in conjunction with the installation of a swimming pool must be inspected and approved by an inspection agency recognized by The City of Glen Cove, NY.

To: The City of Glen Cove, NY, Building Department

I, the undersigned, am the owner of property located at _____, Glen Cove, NY, and I wish to install a private swimming pool at the above location.

I HAVE READ AND UNDERSTAND the above stated requirements AND I AGREE to comply with them fully in the installation, operation and maintenance of the swimming pool.

Owner's Name (Print)

Owner's Signature

Date