

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

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Pool Permit Information

- Copy of survey to scale sealed by surveyor
- Documentation of sanitary system location
- The drawings must include a plan of the pool configuration showing the location of all stairs, railings, barrier, and a section of the pool and pool deck. If existing habitable structure exterior walls are part of the barrier the requirements for doors, windows, and other openings shall be identified and required work noted.
- Provide copy of all specifications (pool equipment, barriers, pool alarm, pool heater, etc)
- Inground Pool: Completed construction documents signed and sealed by a New York Licensed Design Professional (Architect or Engineer)
- Two (2) copies of a Site Plan based on the Survey – (by a NYS Design Professional for in ground pools)

The following must be included on the Site Plan for all improvements:

- Show pool to scale – Identify scale used
- Show all dimensions of all property lines
- Show barrier locations
- Utility line locations including overhead
- All existing structures shown and labeled as to their use and the distance from proposed structure and property lines.
- Existing and proposed grading
- Location of onsite sanitary system components
- Zoning Table and Calculations for maximum accessory square footage. It is noted the pool, pool deck, equipment pad, and all decks for the pool are considered accessory as well as other existing accessory structures on the parcel.

It is noted the information above is not necessarily a complete list of items or information required to demonstrate compliance. It is the Licensed Design Professionals responsibility to indicate with sufficient clarity and detail the nature and extent of the work proposed and substantiate that the proposed work will comply with the Town Code, Uniform Code, and Energy Code.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.