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**Town of Hempstead
Department of Buildings
1 Washington Street, Hempstead, N.Y. 11550-4923
(516) 538-8500**

**INSTRUCTIONS FOR FILING FOR AN ABOVE GROUND SWIMMING POOL, HOT TUB,
OR SPA PERMIT**

1. [An Affidavit of Property Owner Form](#)
 2. A copy of a recent complete (unaltered) survey by a licensed land surveyor, showing the plot and all existing buildings and structures.
 3. A subject plot plan. The plot plan must include the following:
 - a. The location of the pool/hot tub/spa.
 - b. The size
 - c. The setbacks from the pool/hot tub/spa to the property lines.
 - d. The location of the pool/hot tub/spa equipment and its setbacks to the property line.
 - e. The location of the enclosure, i.e. spa safety cover, attached rail or fencing. Note that all fencing and gates are to be indicating with type and heights clearly marked.
 4. Sketch of the pool that indicates size, depth and type of construction included in this package. In the case of a hot tub or spa, submit copies of the unit's spec sheet.
 5. A completed copy of the ["Pool/Hot Tub/Spa Affidavit"](#).
 6. A completed copy of the ["Pool Requirement Affidavit"](#) .(Not required for Hot tub/Spas)
 7. A Certificate of Workers Compensation or exemption thereof. (Accepted forms: C105.2, U26.3 or CE-200)
- Photographs of documents will not be accepted. All documents must be scanned and uploaded as a PDF

NOTE: The pool and it's equipment must be located in the rear yard and shall not be erected closer than four (4) feet from the rear and side property lines of the premises or, in the case of a corner lot, no closer than ten (10) feet from any property line along an abutting street. Standing towers, platforms, or freestanding decks are required to be within the four (4) foot setback. (Applicants filing for pools and fencing located on a corner property are recommended to meet with the Plan Examiner's office. Contact (516) 812-3073)

As per section 680-8 of the National Electric Code, swimming pools, including any structure, stand tower or platform connected thereto, shall not be located beneath nor within a horizontal distance of ten (10) feet from any overhead electrical service.

**REQUIRED FENCE ENCLOSURE refers to restricted access as indicated in Chapter 134 of the Code of Town of Hempstead, fencing is required to be of a non-climbable nature and a minimum of five (5) and a maximum of six (6) feet, with self-latching and self-closing gates. When using a dwelling wall as part of the enclosure, any door opening into the pool area shall be equipped with an alarm with an audible warning, which shall sound continuously for a minimum of thirty (30) second when the door is open. Hot Tubs/Spa may use a locked cover.

ELECTRICAL All electrical work shall comply with Chapter 41 of the New York State Residential Code 2010 and an Electrical Inspection Certificate must be submitted prior to the issuance of a Certificate of Completion.

PLUMBING A vacuum breaker is required, which may be installed by the property owner on the hose bib, and may be purchased at a local hardware store.

SPLASH ALARMS A pool alarm must be installed that is capable of detecting entry into the water at any point on the surface of the swimming pool.