Department of Planning and Development
74 Audrey Ave Oyster Bay, NY 11771
(516) 624-6200/www.oysterbaytown.com/

ONLINE APPLICATION CHECKLIST — POOL PERMIT

Pool and pool fence installations shall comply with all current codes and requirements of New York State (RCNYS - Section R328) and Town of Oyster Bay Code Chapter 246 (Section 5.5.26).

For more information, please see the Pool Safety Information Brochure.

Pool Codes: Residential Code of NYS and Town Of Oyster Bay

SUBMITTAL REQUIREMENTS – Complete and upload the files below

ALL PERMIT APPLICATIONS

- Complete signed and notarized Application for Permit-to-Build-or-Install.
- Notarized Applicant Disclosure Affidavit from the Applicant, Homeowner, and all Contractors.
- **The Contractor doing the installation must be licensed to install Pools by Nassau County Consumer Affairs.**
- A Survey or scaled plot plan showing all setbacks of the swimming pool and accessory swimming pool equipment.
- A certification letter from the Long Island Power Authority(LIPA), a licensed Town of Oyster Bay electrician, or other licensed professional (engineer, architect, land surveyor) stating that the pool in not located within ten (10) feet horizontally of any overhead utility (electric, telephone, cable, etc.) wires, as set forth by Section 680 of the National Electric Code.

POOL – Inground / Semi-Inground

❑ **Site Plan - Survey & Supporting Documents**

- Plans (including diving boards, waterfalls, and spas, if one is intended) with the signature and seal of an architect or engineer.

POOL – Above ground

❑ **Site Plan - Survey & Supporting Documents**

- Manufacturer's diagrams and specifications or drawings with dimensions. Also include the pre-fab deck if necessary.

NEW FENCE - Pool Barrier

❑ **Site Plan – A Survey Showing the Below Information. Note – if any part of the fence is existing, the survey must be no older than 6 months. Note – You can only apply for fences located on your subject property**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Existing utilities, easements, and setbacks, if applicable
- Show the location of proposed fencing (with distances from lot lines and between structures)
- Show the location of existing fencing to be maintained. (with distances from lot lines and between structures)
- Label the proposed fence as such with the type of fence (material), the height and linear footage.
- Label the existing fence with the text "to be maintained" as well as the type of fence (material), the height and linear footage.

EXISTING FENCE - Pool Barrier - OPTIONAL

❑ **Certificate of Completion (CC)**
Please Note: Using an existing fence will add more requirements for the permit. Please speak to your reviewer for more information.

❑ **Site Plan – Survey**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Existing utilities, easements, and setbacks, if applicable

POOL HEATER (GAS) – OPTIONAL

❑ **Site Plan - Survey & Supporting Documents**
- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- Location of proposed Pool Heater
- **Propane fired heaters require the Nassau County Fire Marshal approval**

POOL HEATER (ELECTRIC) - OPTIONAL

❑ **Site Plan - Survey & Supporting Documents**
- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of proposed Pool Heater

OTHER DECK – Around Above / Semi-inground pool - OPTIONAL

❑ **All other decks require a separate Building application**

ADDITIONAL INFORMATION

- **The RCNYS (Residential Code of New York State) requires that all pools, hot tubs, and spas have a permanent barrier (ex. fence) of at least 4 feet high. Any fence greater than 4 feet requires a permit. The fence must be yours and not your neighbors. If you wish to use your existing fence, you must present a Certificate of Completion (CC) as proof of ownership.**
- **Hot tubs / Spas may have alternate options to satisfy the barrier requirement. Please speak to your reviewer for more information.**
- **There cannot be a gap greater than 2 inches between the ground and the bottom of the fence. Also, the ground around the gap cannot be loose.**
- **The fence gate to the pool must be in accordance with Section R328.4.2.7 in the RCNYS.**
- **If the house is used as a barrier, you will be required to install window latching devices in accordance with Section R328.4.2.8 in the RCNYS and TOB Fire Code. Basement egress windows that face towards the pool also have special latching requirements. An alarm in accordance with Section R328.4.2.8 must be installed on all doors that lead outside to the pool area (ex. Poolguard door alarm).**
- **An above ground pool may have alternate options to satisfy the barrier requirement. Please speak to your reviewer for more information.**
- **The pool must have an alarm in accordance with Section R328.6 in the RCNYS.**
- **The pool must have entrapment protection for suction outlets in accordance with Section R328.5 in the RCNYS.**
- **A back flow preventor is required for any water spigot in and around the pool area.**
- **An optional Pool heater may be filed on this E-Pool permit only. If you wish to add extra fixtures (eg. BBQ, Firepit, Outdoor kitchen), you must submit an E-Plumbing permit.**

Date: 4/15/2026