



## Town of Yorktown

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### Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598  
Tel. (914) 962-5722 ext.233

#### In-Ground Pool Permit Instructions

To apply for an in-ground pool permit, please ensure the following documents and requirements are met:

#### 1. Building Permit Application

- **Complete the Application:** Fill out the building permit application form, including homeowner and contractor information, cost of work, and square footage of the project.
- **Signature:** The application **must be signed by the homeowner**.
- **Agent Filing:** If an agent is submitting the application on behalf of the homeowner, a **notarized Proxy Statement or Letter** from the homeowner granting permission must be included.

#### 2. Application Fee

- A non-refundable **\$125 application fee** is required. Please refer to the current fee schedule for any additional applicable fees.

#### 3. Survey

- **Property Survey:** Submit a survey of the property that includes the following:
  - Location of existing structures.
  - Location and dimensions of the pool.
  - Setbacks from property lines, structures, or other pools.

#### 4. Construction Plans

- **Detailed Plans:** Provide three (3) sets of detailed construction plans for the pool. These must be signed by an architect or engineer.
- **Pool Alarm Data:** Include a copy of the **pool alarm data sheet**.
- **Barrier Requirements:** Clearly demonstrate how the pool's **barrier requirements** will be addressed in the construction plans.

## 5. Contractor Insurance and Licensing

- **Proof of Insurance:** Provide a copy of the contractor's **Liability Insurance, Workers Compensation, and Disability Insurance**, with the **Town of Yorktown** listed as the certificate holder.
  - If the contractor is exempt from **Workers Compensation** or **Disability**, include the **CE:200 exemption form**.
- **Westchester County Home Improvement License:** Submit a copy of the contractor's **Westchester County Home Improvement License**.

## 6. Pool Equipment Specifications

- **Equipment Details:** Provide the specifications for all pool equipment (e.g., pumps, heaters) and specify the locations of these items on the survey.

## 7. Electrical Permit

- The **Electrical Permit** must be filed separately by a licensed **Westchester County Electrician**.

## 8. Storm Water Permit

- **Storm Water Management:** Contact the Engineering Department to file for the **Storm Water Permit**.

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### Important Notes:

- Incomplete applications or missing documents may delay processing.
- All documents should be submitted in **duplicate** where applicable.