INC. VILLAGE OF UPPER BROOKVILLE
PO BOX 600, OYSTER BAY, NY 11771
(516) 924-7715 ext. 2
upperbrookville.org

REQUIREMENTS FOR SWIMMING POOL, SPA, HOT TUB PERMIT

Proof of ownership such as deed or tax bill.

Permit application form – (2 copies)

Survey showing all structures on property including the proposed structure dimensioned from all property lines. Must include location & details of fencing to meet New York State Standards.

Topographical Survey & Erosion Control Plan if in or near a sloped area.

Two copies of landscape plan. NOTE: 20' buffer area may not be disturbed as per Village Code Section 205-12 E.

Tree Permit is necessary if removing any trees over 6" in diameter and 2 copies of survey map with location of trees (type & size) to be removed.

Nassau County Tax Assessors form.

Fee for Architectural Site Plan Review due with filing - $110.

Permit Fees due when permit is approved as noted below:

Swimming Pool - $2,500 Spa or hot tub - $550.00
plus $100.00 Certificate of Completion Fee

Note: Once the building permit is issued, NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT AND THE ARCHITECTURAL REVIEW BOARD.