



TO ALL FILING ENGINEERS AND ARCHITECTS

The following documents are required when filing for a permit to construct or a plan approval to construct or to modify a swimming pool, spa or recreational aquatic spray ground pursuant to Subpart 6-1 or Subpart 6-3 of the New York State Sanitary Code and Article XII of the Westchester County Sanitary Code.

1. One Copy of Notice of Intent Form DOH-154
2. One Copy of Application Form DOH-1309
3. One Copy of Narrative Engineering Report.
4. Three copies of plans originally signed and sealed by a professional engineer or registered architect and prepared in accordance with Title VII, Article 145, Section 7209.2 of the New York State Education Law. (One copy is sufficient for initial submission) An area of at least 4 inches by 7 inches must be blanked out to permit affixing the approval stamp on the face of the plans.
5. One copy Authorization Form (5/2018)
6. One copy of all specifications i.e., filters, pumps, and flow meter.
7. One copy Corporate Affidavit Form DOH-2135
8. Letter of Approval from the municipal engineer permitting
  - a. waste discharge;
  - b. drainage of pool; and
  - c. pool alarm
9. Certification of Resolution for Authorization from the owner, when owner is a corporation, permitting an authorized person to sign the application on behalf of said corporation.
10. Proof of Workmen's Compensation and Disability Benefits Insurance of the owner:
  - ***FORMS C-105.2 and DB-120.1 must be submitted to this Department. Employers may obtain these forms from their private insurance carrier as in the past. ACORD Forms are no longer acceptable as proof of insurance.***
  - *If insurance coverage is not required, **Form CE-200 must be completed** and returned to this Department.*
11. Appropriate filing fee in accordance with Article XXI, Section 873.2105 of the Laws of Westchester County.



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In order to assure compliance with the National Electrical Code and State Fire Prevention & Building Code during the construction of new pools, and the modification of existing pools, EFFECTIVE IMMEDIATELY, the following must be placed on applicable plans for approval.

**PLANS FOR APPROVAL**

- THAT the pool electrical system will conform to Article 680 of the National Electrical Code.
- THAT Pool alarms are required pursuant to Title 19 (NYCRR), Chapter XXXIII, State Fire Prevention & Building Code (Uniform Code), Part 1221, Section 1221.3, and are subject to approval by the local municipal code enforcement official. Pool alarm is not included as part of this Department of Health approval.
- THAT Pool is not designed (or designed, if applicable) for night swimming in accordance with Subpart 6-1.29.7.1 of the New York State Sanitary Code.
- THAT Pool is designed in accordance with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design for swimming pools and spas. The Department of Justice is responsible for implementation and enforcement of the regulations. Compliance with these standards is not included as part of the Department of Health approval.



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Permit to construct requires Departmental inspection of the reinforced steel forms, piping and concrete pool shell prior to continuation of pool construction. Requests for reinforced steel forms, piping and concrete pool shell inspection shall be done in writing by a professional engineer or registered architect and shall include a statement certifying that construction was performed in accordance with the approved plans or approved amendments.

The following documents are required when filing for a completed works approval pursuant to Subpart 6-1 or Subpart 6-3 of the New York State Sanitary Code and Article XII of the Westchester County Sanitary Code.

1. Two (2) sets of "As Built" plans originally signed and sealed by a professional engineer or registered architect and prepared in accordance with Title VII, Article 145, Section 7209.2 of the New York State Education Law.
2. Certification of construction compliance from a Professional Engineer or Registered Architect.
3. Electrical Certification for pool bonding and related electrical work, as applicable.
4. Letter of Approval from the municipal engineer permitting pool alarm.

All documentation shall be delivered to

Westchester County Department of Health  
11 Martine Avenue  
White Plains, NY 10606

Please contact the Bureau of Public Health Protection for requirements to secure a Permit to Operate a swimming pool, spa or spray ground.

For further information, please contact Heather McVeigh at (914) 864-7336.