



**TOWN OF SHELTER ISLAND**  
38 North Ferry Road, P.O. Box 970  
Shelter Island, New York 11964

Reed Karen: Senior Building Inspector  
Brett Poleshuk: Building Inspector  
www.shelterislandtown.gov

Tel. (631) 749-0772  
Fax (631) 749-9305

**APPLICATION FOR BUILDING PERMIT**  
**\*\*POOL\*\***

Owner.....

Address..... Phone#.....

Nature of work to be performed.....

.....

.....

Proposed usage.....

Estimated cost of construction.....

Contractor.....

Contractor's address.....

Location of premises on which work will be performed:

District/Section/Block/Lot..... Zone.....

Street address.....

Setbacks: FY..... SY..... SY..... RY.....

**FENCING:**

What kind of fence will be used?.....

What kind of gates are being used?.....

Who is installing the fence?.....

Approximate area of fence must be indicated on survey.

**Application is hereby made to the Building Department for the issuance of a permit pursuant to the Building Ordinance of the Town of Shelter Island, County of Suffolk, New York and all other applicable laws, ordinances, or regulations for the construction of buildings, additions, alterations, etc., or for the removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.**

**Signature of applicant.....**

**Date.....**

**Home Improvement License #..... Application #.....**

**Electrical License #..... Permit #.....**

**Plumbing License #..... Permit Fee.....**

**CO Fee.....**

**Total Fees.....**



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**Authorization Form for Homeowner**

**To: Building Department – Town of Shelter Island**

**Please be advised that I am giving my authorization for \_\_\_\_\_  
of \_\_\_\_\_ to fill out any necessary applications for building  
permits for my property located at \_\_\_\_\_, Shelter Island, NY.**

\_\_\_\_\_  
**Owner Signature**

**“The Owner agrees that by signing this form the Owner is responsible for obtaining a Certificate of Occupancy for this project prior to occupying and/or using the structure. The Owner may make private arrangements for the Contractor to obtain a Certificate of Occupancy on the owner’s behalf, but the owner may not occupy the structure until the Owner has a Certificate of Occupancy.**

**\*\*\*NOTARIZATION REQUIRED\*\*\***

\_\_\_\_\_  
**Owner Signature**



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**Swimming Pool Fence Declaration**

By signing this document, I understand that the NY State Residential Code, Appendix G, section G105.2.2, and the Town of Shelter Island Swimming Pool Code section 113-5D(1), both state that a permanent, Code compliant barrier shall be complete and functional within 90 days from the excavation of the pool, and further, that I will be issued a summons for each violation of each Code section if this time limit is exceeded. The penalty for each violation is a minimum fine of \$500 and no more than \$2000, and/or 5 days in jail. Each day without such barrier is to be considered a separate violation. This serves as the only warning that will be issued.

I also hereby state that I understand that upon initial excavation, a temporary pool barrier shall be immediately installed and maintained throughout the course of construction. The minimum required temporary fence shall be constructed with wood snow fence, metal or wood posts @ no less than 6' on center, with no fewer than 3 wire tie on each post. The temporary barrier is to remain in place unless actual work is being performed, and the barrier shall be in place whenever the site is unattended.

This declaration must be signed by the property owner, the pool contractor, and the fence installer of record. Names signed must also be printed legibly.

Date: \_\_\_\_\_

Owner: \_\_\_\_\_  
 \_\_\_\_\_

Signature

Print

Pool Contractor: \_\_\_\_\_

\_\_\_\_\_ Signature

Fence Installer: \_\_\_\_\_

\_\_\_\_\_ Signature

Date of initial excavation: \_\_\_\_\_ (Filled out by Building Inspector)