

# TOWN OF CORTLANDT

## DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

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### Pool Demolition Permit Information

1. Building permit application
2. Hazardous Materials Inspection Report – Inspection report by a licensed third party certifying there is no Hazardous Materials present in the structure(s) prior to demolition.
3. Two (2) copies of current Survey sealed by surveyor identifying all Existing to remain and all structures to be demolished.  
The following must be included on the plot plan:
  - Show all dimensions of all property lines
  - Identify scale used
  - Name of all adjacent roads and driveway location.
  - Easements for utilities including overhead
  - All existing structures (including pools) shown and labeled as to their use and the distance from proposed structure and property lines.
4. The following requirements shall be followed for all concrete pools.
  - Cut off a minimum of 12” around the top of the pool and break out a minimum 6 (six) 12” diameter or equivalent holes in the bottom for drainage.
  - Place a 12” thick layer of 1” or smaller stone over the entire bottom. Install filter fabric over the stone.
  - Continue to fill with easily compacted clean fill. Broken concrete from the site cannot be used.
5. Final grading of the area shall be completed to avoid ponding.
6. All vinyl and/or plastic material must be removed.
7. Any pool and/or spa constructed with materials other than concrete must be removed in its entirety.
8. Wiring systems for pumps, lighting, etc shall be disconnected or repurposed for exterior use by a Westchester County Licensed Electrician. Electrical Permit is required.
9. Gas lines shall be disconnected and capped off at the point of service. Westchester County Licensed Plumber may be required.
10. The applicant shall submit documentation for any offsite fill proposed to be used. No recycled material (C&D) is permitted onsite. Any imported soil shall meet the NYSDEC Standards of unrestricted fill and be suitable for residential use.

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.**