



DEPARTMENT OF HEALTH

DANIEL KUHLES, M.D., M.P.H. COMMISSIONER

518.584.7460

SARATOGACOUNTY.NY.GOV

6012 COUNTY FARM RD, BALLSTON SPA, NY 12020

Swimming Pool New Construction and Major Modifications Submittal Package

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.

1. Notice of Intent Form DOH-154
2. Engineering Report for Swimming Pool Plans Design Form DOH-1309
3. Narrative Engineering Report
4. One set of plans 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. 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. All specifications i.e., filters, pumps, and flow meter.
6. Corporate Affidavit Form DOH-2135
7. Letter of Approval from the municipal engineer permitting:
 - a. Waste discharge,
 - b. Drainage of pool; and
 - c. Pool alarm.
8. 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.
9. Proof of Workmen's Compensation and Disability Benefits Insurance of the owner:
 - a. Forms C-105.2 and DB-120.1 **must** be submitted to this Department. Employers may obtain these forms from their private insurance carrier.
 - b. If insurance is not required, Form CE-200 **must** be completed and returned to this Department.
10. Swimming Pool Safety Plan
11. Appropriate filing fee in accordance with the [Saratoga County Department of Health Fee Schedule](#).

All documentation shall be emailed to environmental@saratogacountyny.gov or delivered to:

Saratoga County Department of Health
Attn: Environmental Health Division
6012 County Farm Road
Ballston Spa, NY 12020