

NOTICE OF INTENT TO CONSTRUCT, ENLARGE, OR CONVERT, FOR OCCUPANCY

INSTRUCTIONS

The following are some of the types of properties (facilities) regulated by the State Sanitary Code that require a permit to operate from the local health department office:

Swimming pools	Bathing beaches
Hotels	Motels
Cabins or bungalow colonies	Campgrounds
Travel trailer parks	Children's camps
Migrant and other camps	Mobile home parks

The following changes, modifications or construction are required to be reported to the local health department office:

1. A new building or facility to be built;

An existing building or facility to be enlarge or remodeled;

An existing property that is not a regulated facility is to be converted to a regulated facility, With or without remodeling;

The addition to or modification of any system serving the facility (examples: water supply system, sewage treatment system or fire alarm and detection system);

Any combination of the preceding.

2. Any changes that will or may increase water consumption or the volume of sewage requiring treatment, or both. In reporting such changes, list the number, if any of the new fixtures/facilities (examples: bedrooms, dining or seating capacities, toilet fixtures, lavatories, showers/bathtubs, dishwashing facilities, swimming pools and/or camping, travel trailer or mobile home sites).

For your information, the following are some of the **permits** that may required before you proceed:

Construction Permit (Uniform Fire Prevention and Building Code);

Certificate of Occupancy (local zoning);

State Pollution Discharge Elimination System (SPDES) – Article 17 of the State Environmental Conservation Law, if applicable.

This form must be returned to the Orange County Department of Health 30 days prior to the date of the proposed construction, enlargement, or conversion.

(Note: only 15 days notice is required for a temporary residence.)

This notice may have to be supplemented by such further information, plans or specifications as may be required by the Orange County Department of Health. Plans or specifications shall be approved by the Orange County Department of Health prior to commencement of any such construction, enlargement, development, improvement or conversion.

