

Notice of Intent to Construct, Enlarge or Convert a Facility

Please read instructions on back before completing form.

Proposed facility name: _____

If existing, current facility name: _____

The property will be used as:

☐ Food service establishment	☐ Agricultural fairground
☐ Temporary residence	☐ Migrant farmworker housing
☐ Children's camp	☐ Mobile home park
☐ Campground	☐ Swimming pool
☐ Mass gathering	☐ Bathing beach

County:	Town, Village or City:	
☐ New ☐ Renovation ☐ Conversion	Are plans attached?	☐ Yes ☐ No
Detailed location (e.g., road, street, building number, distance from well-known point):		
Name of owner:	Address:	Phone: ()
Name of operator:	Address:	Phone: ()
It is proposed to (describe in detail; use additional sheets if necessary):		
The following permits or approvals for the proposed construction, enlargement or conversion have been applied for or received:		
Name of local code enforcement officer for facility location:	Address:	Phone: ()

Signature: _____ Date: _____	
Title: ☐ Owner ☐ Operator ☐ Other, specify _____	
Mailing Address:	Phone: ()

Instructions for completing form

The following facilities are regulated by the State Sanitary Code and require a permit from the local health department to operate:

- Swimming pools
- Temporary residences (hotels/motels, cabins or bungalow colonies)
- Migrant farm worker housing and other labor housing
- Farm worker housing
- Food service establishments
- Mass gatherings
- Bathing beaches
- Campgrounds
- Children's camps
- Mobile home parks
- Agricultural fairgrounds

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

- a new building or facility is to be built;
- an existing building or facility is to be enlarged 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);
- changes that will or may increase water consumption and/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, camping sites or mobile home sites).

For your information, the following are some additional PERMITS that may be required before you proceed:

- Construction Permit (Uniform Fire Prevention and Building Code);
- State Pollution Discharge Elimination System (SPDES) - Article 17 of the State Environmental Conservation Law, if applicable.

This form must be returned to the local health department having jurisdiction at least 30 days prior to the date of the proposed construction, enlargement or conversion or as otherwise required.

Plans or specifications may be required by the Permit-Issuing Official prior to commencement of any such construction, enlargement or conversion.