

# DEPARTMENT OF PLANNING AND DEVELOPMENT

TOWN HALL WEST, 74 AUDREY AVENUE, OYSTER BAY, NY 11771  
TEL. 516-624-6200 FAX 516-624-6240



## BUILDING DIVISION

**TIMOTHY R. ZIKE**  
DEPUTY COMMISSIONER

**DIANA S. AQUIAR**  
DEPUTY COMMISSIONER

### CONTRACTOR/PLUMBER/ELECTRICIAN SUBMISSION FORM

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY AND ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### I AM HEREBY SUBMITTING MY CONTRACTOR/PLUMBER/ELECTRICIAN FOR:

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Application Number: \_\_\_\_\_

Contractor's/Electrician's/Plumber's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public Signature & Stamp

( ) Contractor's Insurance Attached  
( ) Contractor's Insurance is in Effect – Expiration Date: \_\_\_\_\_

( ) Plumber's Insurance Attached  
( ) Plumber's Insurance is in Effect – Expiration Date: \_\_\_\_\_

( ) Electrician's Insurance Attached  
( ) Electrician's Insurance is in Effect – Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public Signature & Stamp



TOWN OF OYSTER BAY

# PLUMBING

*Must Submit A Riser Diagram Indicating Piping, Size, Runs and Venting*

	Basement	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Water Closet					
Lavatory					
Bath Tub					
Shower					
Kitchen Sink					
Dish Washer					
Washing Machine					
Slop Sink					
Indirect Waste					
Urinal					
Other					
Gas Range					
Gas Dryer					
Gas HVAC					
Gas Heater					
Gas Boiler					
Gas Furnace					
Gas Hot Water Heater					
Gas Other					

### NO LEAD SOLDER FOR POTABLE WATER LINES

The undersigned licensed plumber acknowledges that it is unlawful to extend or alter any existing, or install any new, plumbing or drainage work until a permit has been duly issued in conformance with the provisions of the Code of the Town of Oyster Bay and the New York State Uniform Fire Prevention and Building Code and agrees to abide accordingly.

License Number: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Acknowledged: \_\_\_\_\_

Master Plumber (Signature)

# ELECTRICAL

*Must Submit An Electrical Diagram*

	Basement	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Appliances					
Dryer					
Range/Stove					
Air Conditioner Unit					
Heating Equipment					
Fan					
Switches					
Outlets					
Receptacles					
Disconnects					
Electrical Panel					
Other					

The undersigned licensed electrician acknowledges that it is unlawful to extend or alter any existing, or install any new, electrical components until a Town of Oyster Bay approved set of building plans (together with electrical diagrams) stamped and sealed by a New York State licensed design professional has been duly issued in conformance with the Code of the Town of Oyster Bay and the provisions of the New York State Uniform Fire Prevention and Building Code and agrees to abide accordingly.

License Number: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Acknowledged: \_\_\_\_\_

Master Electrician (Signature)