



Town of Oyster Bay
Department of Planning and Development
Town Hall – 74 Audrey Avenue
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ELIZABETH L. MACCARONE
COMMISSIONER

TIMOTHY R. ZIKE
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

PLUMBING

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

	Basement	1 st	2 nd	3 rd	4 th
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____
 Plumber's Name: _____
 Business Address: _____
 _____ Notary Public

Acknowledged: _____
 Master Plumber (Signature)

ELECTRICAL

Must Submit An Electrical Diagram

	Basement	1 st	2 nd	3 rd	4 th
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____
 Electrician's Name: _____
 Business Address: _____
 _____ Notary Public

Acknowledged: _____
 Master Electrician (Signature)