

FILING INSTRUCTIONS FOR AMENDMENTS

Amendments are revisions that are within the original scope of construction of an existing open building permit. If the amendments go beyond the scope of the building permit, a separate permit may be required.

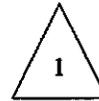
The Town of Oyster Bay building department requires the following when submitting revised plans for an amendment for an existing building permit:

1. Two (2) copies of a signed and sealed letter/narrative from the registered architect/engineer of record numbering each revision with a brief description. The letter must also include the Building Permit Number, Property address, Tax Lot Information, and the revision date marked on the plans.

Description on letter should appear as follows:

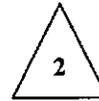
Revision/Amendment 1 – (Date: 01/01/07 on rev. plans)

- *Roof rafter change 2"x8" to 2"x10"*
- *Ridge change 2" etc.*
- *Header change etc.*



Revision/Amendment 2 – (Date: 02/01/07 on rev. plans)

- *Window size from "this" to "this"*
- And so on*



2. Two (2) sets of signed and sealed revised plans [or three (3) sets if the permit was issued with a Zoning Board of Appeals Decision]. Please submit only pages showing revisions. All changes on plans must be depicted by "revision clouds" and a "revision indicator" (see above) corresponding to the number of the amendment.
3. If the revisions alter any of the calculations or setbacks on the Residential Zoning Analysis Submission Sheet, then an updated zoning analysis sheet must be submitted.

If subsequent revised plans are submitted to amend the existing permit, you must follow the steps listed above, and, in addition, remove the revision clouds and revision indicators from prior amendments.

****If a new architect or engineer is retained to file amended plans, you must submit a Change of Architect/Engineer Form, along with two (2) or three (3) full sets of plans signed and sealed by the new design professional, in conjunction with the instructions above.**

Amendment Fee Schedule:

First amendment: \$0.00 (no charge)

Second amendment: \$150.00

Third and subsequent amendments: \$200.00

If you have any questions, please call Town of Oyster Bay Zoning Department at 516.624.6234. Thank you for your cooperation in this matter.