

# INSTRUCTIONS FOR BUILDING APPLICATION

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

### THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. **A NON-REFUNDABLE APPLICATION FEE OF \$100.00 MUST ACCOMPANY EACH APPLICATION.** Checks (with name, address and telephone number on the check) must be made payable to the Town of Oyster Bay and no third party checks will be accepted. Once the application is approved, you will be notified by mail of the final balance due.
2. **BUILDING APPLICATION:** Please fill out all necessary information, sign and have notarized before being submitted. The Owners side of the application must be signed by the property owner and notarized. **A Disclosure Affidavit needs to be filed with the Application to demonstrate that there is no potential conflict of interest between a property owner, applicant, contractor of other involved party to an Application and any employees or other relationships to the Town of Oyster Bay.** Companies or corporations must have a Principal sign and notarize the affidavit. If the owner is deceased, an original Letter of Testamentary must be presented by Executor and the Town of Oyster Bay will make a copy upon presentation. A Town of Oyster Bay licensed plumber is required to sign and notarize the Plumbing portion of the application (if necessary). A Town of Oyster Bay licensed electrician is required to sign and notarize the Electrical portion of the application (if necessary).
3. **TWO (2) SETS OF CONSTRUCTION DRAWINGS** shall include foundation plans, framing plans, floor plans, **plumbing riser diagrams, electrical wiring diagrams**, cross sections, elevations, **in scale plot/site plan inclusive of all structures and property**, and all necessary details to completely describe proposed or existing work. They shall be prepared by a New York State licensed design professional in a standard architectural manner to scale. When filing for a garage conversion, two off-street parking spaces must be indicated on the survey.
4. **TWO (2) COPIES OF RECENT SURVEY** (less than 6 months old) by a licensed land surveyor must indicate any additions, alterations, accessory structures and all setbacks if not already shown (fax copies will not be accepted).
5. **RESIDENTIAL ZONING ANALYSIS SUBMISSION SHEET** must be submitted and signed, notarized, stamped and sealed by the architect/engineer of record for residential permit applications.
6. **CODE DATA WORKSHEET** required for all commercial applications and must be signed, stamped and sealed by the architect/ engineer of record.
7. **AFFIDAVIT OF FOOTINGS, FOUNDATIONS AND EXISTING SUPPORT SYSTEMS** for all second story additions and new dwellings on an existing foundation.
8. **AFFIDAVIT OF AVERAGE SETBACK** is required for any construction at front of dwelling or corner properties or second story addition and dormers in front of house.
9. **NOTICE OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION** is required for all new residential structures, dormers, additions, extensions and interior alterations that involve the use of pre-engineered wood/timber.
10. **AN ORIGINAL INSURANCE CERTIFICATE FOR WORKER'S COMPENSATION NAMING THE TOWN OF OYSTER BAY AS CERTIFICATE HOLDER** is required by all contractors for proposed work. The Accord Insurance Form is not acceptable. If contractor is self-employed then two (2) Self Employed Workers Compensation Affidavits must be submitted. If a homeowner is doing the proposed work, then the homeowner must submit the two affidavits.  
\*Pursuant to Section 57 of the Worker's Compensation Law, a Certificate of Insurance on the standard form subscribed by an insurance company authorized by the Superintendent of Insurance to issue worker's compensation policies must be filed with this application covering all operations in connection therewith. **PLEASE NOTE: A general contractor is required to obtain proof of Workers Compensation Insurance from all subcontractors that perform or provide work, labor or services on the site. Upon request by the Town, contractors must provide a copy of any such certificate to the Town. Failure to do so may result in revocation of building permit(s).**
11. **A CURRENT NASSAU COUNTY HOME IMPROVEMENT LICENSE** is required for all proposed **residential** work.
12. **BALANCE DUE CARD** (final permit fee) requires name, address and section, block and lot.
13. **COPY OF THE TREE PERMIT** (from the T.O.B. Parks Department) must be submitted along with this application if trees are being removed on the property.

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### THE FOLLOWING ITEMS MAY BE REQUIRED IN ADDITION TO ITEMS 1-12 ABOVE:

**FIRE DAMAGE:** Must submit letter estimating cost of reconstruction which is to be stamped, signed and sealed by a licensed architect/engineer.

### **NEW DWELLINGS / COMMERCIAL BUILDINGS:**

In addition to the above information the following additional information is required:

- When the site is adjacent to a TOWN ROAD, eight (8) original surveys are required (in accordance with Town of Oyster Bay Individual Building Site Plan Rules and Regulations).
- When site is adjacent to a COUNTY ROAD, thirteen (13) original surveys are required (in accordance with Town of Oyster Bay Individual Building Site Plan Rules and Regulations).
- When site is adjacent to a STATE ROAD, a work permit or letter of approval is required from New York State Department of Transportation.
- When site is in a Ground Water Protection Area with less than 40,000 square feet of property, a Letter of Approval from Nassau County Board of Health is required.
- A Letter of Water Availability from the local Water District.
- A Preliminary Affidavit of Certification is required for all proposed commercial work exceeding 10,000 s.f. of floor area.
- Applicants for construction in, on or of commercial buildings exceeding 100,000 square feet in floor area (either a single building or a collection of buildings) must submit proof that the licensed contractor has an apprenticeship program approved by the New York State Department of Labor.

**PARENT/CHILD RESIDENCE:** Will ultimately require an application for a Use Variance to the Zoning Board of Appeals. Requires the survey indicating three (3) off-street parking spaces, as well as two (2) sets of complete floor plans with primary and accessory units labeled.

**SITE WORK:** Must comply with Town of Oyster Bay Individual Building Site Plan Rules and Regulations. **Two (2) copies of the survey and three (3) site construction sets are required to be submitted.**

## INSTRUCTIONS FOR INSTANT PERMITS AND FAST ORDER PERMITS

### **PERMITS WILL BE ISSUED THE SAME DAY AS LONG AS THE STRUCTURES COMPLY WITH T.O.B. ZONING AND CONTRACTOR INSURANCES ARE UP-TO-DATE**

**A/C UNITS:** Indicate location and setbacks on the survey. A Town of Oyster Bay licensed electrician is required to sign and notarize the Application.

**FENCES:** Indicate the location, length and height on the survey for any fence over 4' but not higher than 6'.

#### **RESIDENTIAL OUTSIDE GENERATORS:**

- Requires two (2) recent surveys showing the location and all setbacks of the generator.
- Requires two (2) sets of plans indicating dimensions of installation and how the generator will be mounted.
- Specifications of generator (i.e. brochure) along with the kilowatts. Fees are based on kilowatts and calculated upon presentation.
- Indicate how the generator operates (natural gas, oil, propane or diesel fuel). **Propane fired generators require the Nassau County Fire Marshal approval.**
- If the installation is on the inside of a structure, a regular building application along with a plumbing application is required along with two (2) sets of plans.

**PLUMBING PERMITS (WITHOUT ANY STRUCTURAL CHANGES):** All Plumbing Permit Applications must be signed and notarized by a Town of Oyster Bay licensed plumber. Instant Plumbing Permits include all plumbing fixtures, gas and oil fired fixtures. If there are outdoor units, two (2) copies of the property survey are required delineating the placement of the units (such as a pool heater, BBQ, etc...). If any H.V.A.C. equipment is located in an attic space, a separate Building Permit Application must be submitted.

**RESIDENTIAL, ROOF MOUNTED SOLAR PANELS:** Two (2) sets of detailed plans prepared, signed and sealed by a New York State licensed design professional, shall include all necessary details, sections, elevations and location on the roof to completely describe installation. Solar panels are issued as a "Flat Fee" rate – 1-19 panels = \$175, 20-50 panels = \$350, 51-75 panels = \$525, 76-100 panels = \$700, 101+ panels = \$1,000.

#### **SWIMMING POOLS:**

- **In-ground pool / Semi in-ground pool** – two (2) sets of plans (include the diving boards, waterfalls and spas, if one is intended) – the signature and seal of an architect or engineer is required.
- **Above ground pool** – two (2) sets of manufacturer's diagrams and specifications or drawings with dimensions. Also include the pre-fab deck if necessary.
- **For all pools** – a certification letter must be submitted to the Town of Oyster Bay at the time the application is submitted. The certification letter may be from either the Long Island Power Authority (LIPA), a licensed Town of Oyster Bay licensed electrician, or other licensed professional (engineer, architect, land surveyor) stating that the pool is not located within ten (10) feet horizontally of any overhead utility (electric, telephone, cable, etc.) wires, as set forth by Section 680 of the National Electric Code.
- **For all pools** – a survey or scaled plot plan is required to show all setbacks of the swimming pool and accessory swimming pool equipment.
- Please note that many instances pools require fences or other significant barriers and safety devices. Please request a copy of the New York State Building Code that pertains to swimming pools if you need more information.

**FUEL TANKS:** Installation of fuel tanks require (2) site plans along with two (2) sets of stamped and sealed plans approved by Nassau County Fire Marshal indicating the location of any propane tanks.

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## INSTRUCTIONS FOR PERMITS OTHER THAN BUILDING

**BULKHEADS/DOCKS:** Bulkheads/Docks require permit approvals from Department of Environmental Control (DEC) and Army Corps of Engineers. Commercial Bulkheads require DEC, Army Corps of Engineers, proper insurance. Residential Bulkheads and Docks require Nassau County Home Improvement License. Docks require Oyster Bay Town Board approval. Two (2) sets of construction plans with seal and signature of a licensed design professional are required.

#### **DEMOLITION:**

- **Letters for Disconnection of Services** – (Gas, Oil Tank, Electric, Water, Sewer, Cesspool, if applicable).
- **Location of Cesspool to be noted on survey.**
- **Sewer Disconnect Permit from local sewer district is required.**
- **Rodent Inspection Permit from Nassau County Health Department is required** (report is valid ten (10) days from issue date).
- **Permit will not be issued until a security in the form of a performance bond or certified check is filed with the Commissioner of the Department of Planning and Development.**
- **Commercial and residential property owners must submit an asbestos certification for any and all asbestos abatement and the Affidavit of Excavation or Demolition form.**

**RETAINING WALLS:** All retaining walls require two (2) sets of construction plans and are required with inked seal and signature of a New York State licensed design professional.

**SATELLITE DISH/ANTENNA/COMMUNICATION TOWER:** Roof or Grade level equipment. Grade level equipment requires zoning setbacks. Two (2) sets of detailed plans prepared, signed and sealed by a New York State licensed design professional, shall include all necessary details, sections, elevations to completely describe installation.

**TENTS:** Approved flame spread report from the **Nassau County Fire Marshal** is required.