



RESIDENTIAL CODE ANALYSIS WORKSHEET

EFFECTIVE DECEMBER 31, 2025

IN ORDER TO PROCESS YOUR APPLICATION THIS WORKSHEET MUST BE FULLY COMPLETED. WORKSHEET IS NOT REQUIRED FOR SAME DAY AND FAST ORDER PERMITS.

2025 Residential Code of New York State: https://codes.iccsafe.org/content/NYSRC2025P1
Town of Oyster Bay Code: https://ecode360.com/oy1221
FEMA Map Service Center: https://msc.fema.gov/portal/
Wind & Snow (ASCE-7) ATC Hazards by Location: https://hazards.atcouncil.org/

Office Use Only: APPLICATION NO.:

DATE RECEIVED:

SECTION A. HOMEOWNER INFORMATION. ALL FIELDS ARE REQUIRED.

A 1 PRINT NAME: EMAIL ADDRESS: MAILING ADDRESS: A 2 CONTACT NUMBER (CHECK PREFERRED): CELL: HOME:

SECTION B. MANDATORY PROPERTY RECORDS REVIEW. PROPERTY OWNER, OWNER REPRESENTATIVE/APPLICANT, OR NYS LICENSED PROFESSIONAL OF RECORD, IS RESPONSIBLE TO RESEARCH THE TOWN OF OYSTER BAY PROPERTY RECORDS FOR ANY PERMITS AND CERTIFICATES (CO, CA, OR CC) THAT WERE ISSUED FOR THE EXISTING CONDITIONS, PRIOR TO THE NYS LICENSED PROFESSIONAL COMPLETING SECTION B. OTHERWISE, YOUR BUILDING PERMIT AND/OR CERTIFICATE OF OCCUPANCY MAY BE DELAYED UNTIL ALL EXISTING ITEMS THAT REQUIRE TOB PERMITS ARE FILED "TO BE MAINTAINED" UNDER THE PROPER PERMITS.

"I, the undersigned, have reviewed the Town of Oyster Bay subject property files prior to the Professional of Record completing Section C."

NAME: SIGNATURE: DATE: HOMEOWNER OR NOTARIZED REPRESENTATIVE OTHER (F.O.I.L. REQUEST AVAILABLE BY EMAIL AT FOIL@OYSTERBAY-NY.GOV OR BY PHONE AT 516-624-6339)

SECTION C. BUILDING PERMIT SCOPE. ALL FIELDS ARE REQUIRED. THIS SECTION MUST BE COMPLETED, SIGNED, AND SEALED BY A NYS LICENSED PROFESSIONAL.

Section C1. Subject Property.

C 1.1 PROPERTY ADDRESS: C 1.2 ZONE SECTION BLOCK LOT(S) C 1.3 FLOOD HAZARD AREA (AJ801.5): C 1.4 NUMBER OF STORIES: FIRE SPRINKLERS REQUIRED IF (3) STORIES OR MORE

Section C 2. Building Permit Scope. Check all that applies. Data and Quantities are REQUIRED. *Year of construction is required for existing items to be Maintained*

C 2.1 PROPOSED WORK C 2.2 EXISTING WORK TO BE MAINTAINED *YEAR* C 2.3 DAMAGE REPAIR (ABO-401) * C 2.4 SUBSTANTIAL WORK (ABO-103) **: SUBSTANTIAL DAMAGE: SUBSTANTIAL IMPROVEMENT: ** ANY SUBSTANTIAL IMPROVEMENT OR REPAIR TO A STRUCTURE LOCATED IN A FEMA FLOOD ZONE OTHER THAN AREA 'X' REQUIRES A SIGNED AND SEALED APPRAISAL VALUE (MARKET VALUE OF DWELLING EXCLUDING LAND VALUE) PREPARED BY A NYS LICENSED APPRAISER TO BE SUBMITTED AT THE TIME OF FILING. APPRAISAL VALUE IS ATTACHED

Section C 3. Mandatory: Energy Compliance, Municipal Code Enforcement and Administration.

C 3.1 MANDATORY ACH 50 TESTING FOR RESIDENTIAL CONSTRUCTION FOR ADDITIONS AND ALTERATIONS C 3.2 ENERGY COMPLIANCE METHOD PRESCRIPTIVE (2025 ECCCNY) OTHER, SIGNED AND SEALED COMPLIANCE CERTIFICATION REQUIRED

Section C4. NYS Licensed Professional Information.

C 4.1 PRINT NAME: DATE: EMAIL ADDRESS: MAILING ADDRESS: OFFICE PHONE: EXT: CELL PHONE: SEAL & SIGNATURE

C 4.2 CHECKLIST: SEAL & SIGNATURE REQUIRED ON ALL PLANS, CERTIFICATES, CALCULATIONS, REPORTS, AND SPECIFICATIONS.

Construction Documents: Construction Plans: Energy Compliance: Other Authorities Having Jurisdiction: DPW for Sewer Permit (TOB or NC) NCFM for Propane Other