Department of Planning and Development
74 Audrey Ave Oyster Bay, NY 11771
(516) 624-6200/www.oysterbaytown.com/

ONLINE APPLICATION CHECKLIST AC ONLY

SUBMITTAL REQUIREMENTS – Complete and upload the files below

ALL PERMIT APPLICATIONS

- Complete signed and notarized Application for Permit-to-Build-or-Install.
- Notarized Applicant Disclosure Affidavit from the Applicant, Homeowner, and all Contractors.

NEW AC UNITS, NEW LOCATION

❑ **Site Plan - Survey**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of new unit(s)
- Complete signed and notarized Town of Oyster Bay Licensed Electrician information on page two of the permit application
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application **if Gas fired**

Notes: