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

ONLINE APPLICATION CHECKLIST — Fireplace Replacement and Inserts

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.

FIREPLACE REPLACEMENT OR INSERT (GAS)

❑ **Floor Plan & Supporting Documents**

- Floor plan showing location of insert or fireplace and clearance distances within room
- Permit / Certificate Record of Fireplace construction (Pre-existing, Free Standing, or Built into the wall)
- Manufacturer's specification for the fireplace
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application

FIREPLACE REPLACEMENT OR INSERT (WOOD)

❑ **Floor Plan & Supporting Documents**

- Floor plan showing location of insert or fireplace and clearance distances within room
- Permit / Certificate Record of Fireplace construction (Pre-existing, Free Standing, or Built into the wall)
- Manufacturer's specifications for the fireplace

Notes: