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

ONLINE APPLICATION CHECKLIST — HEATING UNITS

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.

OIL AND GAS BOILER / FURNACE

❑ **Floor Plan & Supporting Documents**

- In the application, describe the location of Boiler
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- For exterior tanks, survey is required showing the fixture and tank location

NEW WATER HEATER

❑ **Floor Plan & Supporting Documents**

- In the application, describe the location of new water heater
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- **Propane fired heaters require the Nassau County Fire Marshal approval**

WATER HEATER CHANGE OF FUEL TYPE

❑ **Floor Plan & Supporting Documents**

- In the application, describe the location of water heater
- 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
- **Propane fired heaters require the Nassau County Fire Marshal approval**

POOL HEATER (GAS)

❑ **Site Plan - Survey & Supporting Documents**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- Location of proposed Pool Heater
- **Propane fired heaters require the Nassau County Fire Marshal approval**

POOL HEATER (ELECTRIC)

❑ **Site Plan - Survey & Supporting Documents**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of proposed Pool Heater

FUEL TANK (NEW / REPLACEMENT)

❑ **Site Plan - Survey & Supporting Documents**

- Indicate the fuel type, size of the tank and its placement above or below ground.
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- **Propane tanks require the Nassau County Fire Marshal approval**

Notes:

Revision Date: 06/20/2024