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

ONLINE APPLICATION CHECKLIST — Outdoor Gas Fixtures

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.

FIREPITS, BBQs, OUTSIDE KITCHENS, OTHER OUTDOOR GAS UNIT

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

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of proposed exterior firepits, built-in walls, counters, appliances fixtures
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- **Firepits require submittal of Manufacturer's Specifications and must be present during Inspection**

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: