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

ONLINE APPLICATION CHECKLIST — WASTE DISPOSAL PERMIT

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.

SEWER

❑ **Floor Plan & Supporting Documents**

- Nassau County Permit with raised seal or Oyster Bay Sewer District Approval
- Town of Oyster Bay Highway Permit or Highway Permit from local jurisdiction
- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application

LEACHING POOL

❑ **Floor Plan & Supporting Documents**

- Survey showing location of pits / fields
- General Contractor information

SEPTIC TANK

❑ **Floor Plan & Supporting Documents**

- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- Survey showing location of septic tank
- Indicate overflow if applicable

I/A-OWTS : INNOVATIVE / ALTERNATIVE ONSITE WASTEWATER TREATMENT SYSTEM

❑ **Floor Plan & Supporting Documents**

- Complete signed and notarized Town of Oyster Bay Licensed Plumber information on page two of the permit application
- Complete signed and notarized Town of Oyster Bay Licensed Electrician information on page two of the permit application
- Survey showing location of septic tank
- Indicate overflow if applicable

Notes: