



Town of Oyster Bay
Department of Planning and Development
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FILING INSTRUCTIONS FOR AMENDMENTS TO BUILDING PERMITS

Amendments are revisions that are within the original scope of construction of an existing open Building Permit. If the amendments go beyond the original scope of the Building Permit, a separate Permit will be required.

The Town of Oyster Bay Department of Planning and Development requires the following when submitting revised plans for an amendment to an existing Building Permit:

1. Two (2) copies of a signed and sealed letter/narrative from the registered architect/engineer of record.
 - a. The letter must include the Permit number, the Section-Block-Lot number, the property address and the revision date.
 - b. All revisions must be itemized on the narrative page by page.
 - c. The description on the letter should appear as follows (example):
Revision/Amendment 1:
Page A-4 – Roof rafter change 2” x 8” to 2” x 10”
Page A-5 – Header change in bedroom number 2
 2. Two (2) sets of signed and sealed revised plans or three (3) sets of signed and sealed revised plans if the permit was issued pursuant to a Zoning Board of Appeals Decision.
 - a. Only submit pages showing revisions.
 - b. All changes on the plans must be clouded out individually. Clouds around the entire page rather than individual items are not acceptable.
 3. If the revisions alter any of the calculations or setbacks on the Residential Zoning Analysis Submission Sheet, an updated form must be submitted. All zoning calculations on the plans must also be revised as necessary.
- If subsequent revised plans are submitted to amend the existing permit, you must follow the steps listed above.
 - All clouds and deltas from previous amendments must be removed from the plans. Only the items under the current amendment should be clouded out.
 - If a new architect or engineer is retained to file amended plans, you must submit a Change of Architect/Engineer form, along with two (2) full sets of plans signed and sealed by the new licensed design professional in conjunction with the above mentioned instructions. Any new licensed design professional must provide full drawings for the entire Permit.

Amendment Fee Schedule:

First amendment: \$150.00
Second amendment: \$ 200.00
All further amendments: \$ 250.00 each

Please note: There may be Permit fees in addition to the amendment fee for any additional scope of work.

All amendment fees will be collected after the amendment is processed. This includes any Extension of Time Fees for expired Building Permits. (No payment is required at the time of submittal.)

For residential amendment questions, please call the Residential Zoning Office at (516) 624-4803.

For commercial amendment questions, please call the Planning Division at (516) 624-6225.

(Revised 06/01/2025)