

## Commercial Permits Are Necessary If...

1. Any construction takes place
2. Any exterior facade or site work (parking lots, sidewalks, etc.) is completed
3. There is a change in use or occupancy  
*Note: Places of Assembly must file a new Public Assembly License Application*
4. Any interior alterations are made to an existing building, including structural or electrical changes, plumbing or gas work, and modifications to the physical layout of equipment, displays, or appliances
5. A fire sprinkler, sewer, or new sign is installed
6. An existing sign is altered or replaced

Permit Applications and Instructions are available at: [www.oysterbaytown.com/buildingapplications](http://www.oysterbaytown.com/buildingapplications)

Please contact The Planning Division with any questions at (516) 624-6224



## The Department of Planning and Development

Small Business Helpline  
(516) 624-6224

Town Hall North  
74 Audrey Ave  
Oyster Bay, NY 11771

Town Hall South  
977 Hicksville Road  
Massapequa, NY 11758

Town Supervisor  
**JOSEPH SALADINO**



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12/2023  
MB



Town Supervisor  
**JOSEPH SALADINO**

A Small Business Owner's Guide To  
**COMMERCIAL  
PERMITS &  
CERTIFICATES OF  
OCCUPANCY**



The Department of Planning  
and Development  
(516) 624-6200

[www.OysterBayTown.com](http://www.OysterBayTown.com)

A Message From  
Supervisor **SALADINO**  
and Councilwoman **MAIER**



Dear Small Business Owner,

On behalf of our Town Board colleagues, we thank you for choosing to open your business here in the Town of Oyster Bay. From offering free counseling services for local businesses to our On-The-Job Training program and streamlined commercial permit application process, we are committed to fostering an environment in which small businesses can thrive.

Before opening, businesses must work with the Town's Department of Planning and Development to ensure code compliance and obtain a Certificate of Occupancy. We have worked to streamline this process, publishing all building applications online, expanding the services offered by the Planning and Development Annex in Massapequa, and accepting credit cards for permit fees, among other improvements.

Small businesses are the backbone of our economy, and the Town Board and I welcome you to our community.

Sincerely,

**JOSEPH SALADINO**  
Supervisor

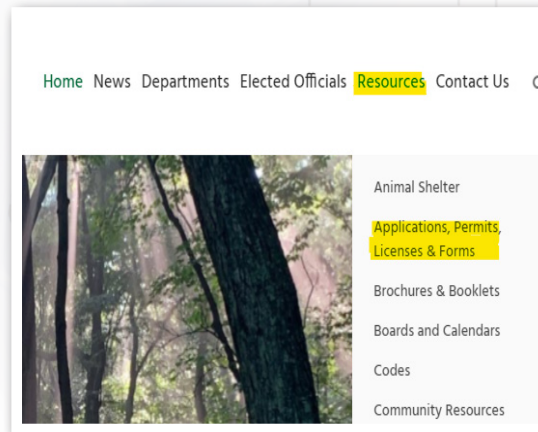
**LAURA MAIER**  
Councilwoman

# To Obtain A Certificate Of Occupancy (CO):

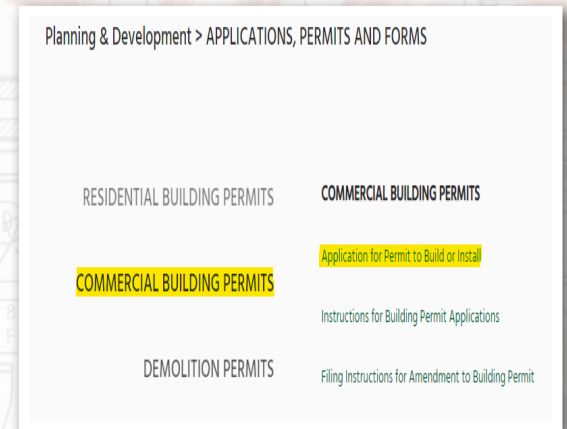
**Step 1: Submit a completed Building Permit Application to the Department of Planning and Development. Applications are available on [oysterbaytown.com](http://oysterbaytown.com) by:**

- Clicking **"Resources"** and Navigating to **"Applications, Permits, Licenses, and Forms"**
- Clicking **"Commercial Building Permits"** and **"Application for Permit to Build"**

**Instructions Are Listed Directly Below The Application**



Click **"Resources"** and then **"Applications, Permits, Licenses, and Forms"**



Click **"Commercial Building Permits"** and **"Application for Permit to Build"**

**Step 2: Once all fees are paid and the application review for Town of Oyster Bay Zoning Codes and New York State Building Codes is complete, the Town will issue a building permit.**

**Step 3: The Town will then perform building and plumbing inspections. Additionally, a private electrician who is licensed by the Town will arrange an electrical inspection with a Town-approved outside electrical agency.**

**Step 4: Once the above steps are complete, a certificate of occupancy is issued, and all approvals are granted, you may call (516) 624-6380 to schedule a Grand Opening.**