

**INCORPORATED VILLAGE OF OYSTER BAY COVE
BUILDING DEPARTMENT**

APPLICATION TO BUILD OR INSTALL

NEW BUILDINGS, ADDITIONS/ALTERATIONS, EXISTING STRUCTURES, ACCESSORY
STRUCTURES, DECKS, PORCHES, CONVERSIONS, FIREPLACES, HVAC, SITE WORK

Submit application in duplicate. Each application must be clearly typewritten or printed.
Incomplete or illegible applications will not be accepted.

A PERMIT MUST BE OBTAINED BEFORE COMMENCING WORK

Section _____ Block _____ Lot _____ Zone _____ Date _____

Property Location No. _____ Address _____
.....

Owner/ Project Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

Applicant Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

Design Professional Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

Contractor Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

Plumber Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

Electrician Name _____

Location/Address _____

Contact Phone No. _____ Contact Email _____

DESCRIPTION OF WORK _____

PROPERTY INFORMATION

Proposed ☐ Existing/Maintain ☐ Existing GFA _____ Proposed GFA _____
Estimated Cost of work (proposed or at the time performed) _____
Existing Lot Coverage (%) _____ Proposed Lot Coverage _____

OWNER AFFIDAVIT

I agree to permit the Building Inspector and any officer or employee of the Village of Oyster Bay Cove to enter upon the premises in the discharge of their duties under this application for permit.

1. A copy of the approved plans and permit will remain on the premises at all times until a Certificate of Occupancy and/or Completion is issued. These plans will be made available to the Building Inspector.
2. The Building Inspector shall be given a minimum of 48 hours' notice to conduct all required inspections and no work will continue until such inspections have been conducted and approved.
3. Owner or their designated representative will take responsibility to arrange all required inspections. It is not the Village's responsibility to arrange for inspections.
4. Permits expire in one (1) year from the date of issuance with the ability to extend one (1) additional year. If the construction is still in progress upon the year anniversary, it is the Owner's responsibility to contact the Village and extend the permit prior to expiration. No work is to be started until the permit has been issued and posted at the location of permit activity.

State of New York:

County of Nassau:

Please print – Property in the name of _____

depose and says that he/she resides at _____
Address of Owner

In the State of _____, that he/she is the Owner in fee of all certain lots, parcel of land shown on the attached survey Section _____ Block _____ Lot _____ situated, lying and being within the Village of Oyster Bay Cove; that I/we have read and in accordance with the approved application and accompanying plans, of which he/she is familiar with and that he/she hereby names _____ as his or her representative to file this application on his/her behalf.

Sworn to me before this:

Signature _____
(Owner signature)

_____ Day of _____ 20 _____

(Notary Public – New York)



Notary Seal