

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

INSTRUCTION FOR FILING DECKS & PATIO'S

1. Two (2) building permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of a recent property survey signed and sealed by a NYS licensed land surveyor clearly denoting setbacks for the proposed location of the deck and/or patio.
3. Decks and/or Patio's not attached to the principal dwelling are considered accessory structures that may require Site Plan review approval from the Village's Planning Board. This is determined by the Building Inspector upon complete application. If required to go to the Planning Board, a Site Plan review application must accompany the building permit application.
4. Complete Board of Assessor's Form and Short Environmental Form.
5. Insurance Certificates listing the following (see separate instruction sheet):
A) Worker's Compensation B) NYS Disability C) General Liability
 *** Certificate holder names on certificate to be written as :
 Incorporated Village of Oyster Bay Cove (and homeowner's name)
 C/O Building Inspector, 68 West Main Street, Oyster Bay, NY 11771
6. Application fee of \$150. Permit fee calculated by Building Inspector and payment required prior to the release of the Building Permit payable by cash or check made out to the Village of Oyster Bay Cove.

AFTER PERMIT IS ISSUED – OWNER IS RESPONSIBLE FOR THE FOLLOWING:

1. Scheduling for inspections (See OBC standard list) 922-1071 - M/W/F 10am-2pm
2. Electrical Inspection – See list of approved third party agencies as recognized by the Town of Oyster Bay.

IMPORTANT NOTES:

1. All decks must be positively anchored to the structure. Connectors and hangars rated for such application per code. Toenails not accepted as only method.
2. All footings shall be minimum 36" below grade.
3. Deck cantilevers must be designed for uplift forces.
4. Decks exceeding 30" above grade require min. 36" guard rails per code.
5. Handrails are required on both sides of steps with 4 or more risers with handrail height between 34" and 38" above the step.
6. Raised decks and patios require seal from NYS licensed design professional.
7. Patio's laid in sand still need a permit, included in Lot coverage & meet setbacks.
8. Driveways and walkways less than 5 ft. wide are not included in lot coverage.

***OBTAINING A CERTIFICATE OF OCCUPANCY AND/OR CERTIFICATE OF COMPLETION IS THE HOMEOWNER'S RESPONSIBILITY.**