

INCORPORATED VILLAGE OF OYSTER BAY COVE
68W Main Street
OYSTER BAY, NY 11771
(516) 922-1071
BUILDING DEPARTMENT

DEMOLITION

PERMIT APPLICATION FILING INSTRUCTIONS:

1. Use the standard building permit application form filled out with notarized signature, include owner's address and telephone number. Make certain to clearly denote the work is for demolition.
2. Letters for disconnection of utility services (LIPA, National Grid, water, sanitary).
3. Nassau County Rodent Free Certificate.
4. Submit an Excavation affidavit – Standard Village Form.
5. Complete Board of Assessor's Form - (<https://www.nassaucountyny.gov>).
6. Two (2) copies of recent property survey highlighting location of structure/s to be demolished. Survey must be clean copy with name, signature, and professional seal of surveyor clearly visible. Survey must show ALL existing structures on property.
7. Insurance Certificate listing the following insurance policies:
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 St., Oyster Bay, NY 11771
 ** Insurance Certificates must include coverage for demolition work*
8. Permit Fee: \$100 permit fee (for ea. Structure) + \$100 Certificate of Completion fee.
9. Permits will not be issued until a security in the form of a paper (performance bond) or certified check in the amount of \$2,000 for demolition of an accessory structure/s and \$10,000 for a principal dwelling. Bond to be returned upon final completion approval from building inspector.

THE FOLLOWING IS REQUIRED TO OBTAIN A CERTIFICATE OF COMPLETION:

1. Minimum (4) four photographs of removal process.
2. Carting receipts for proper disposal. No debris shall remain on site (above or below grade).
3. Final Inspection.
4. See Demolition requirements for additional guidelines.

**OBTAINING A CERTIFICATE OF COMPLETION IS THE HOMEOWNER'S RESPONSIBILITY.*

