

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

INSTRUCTION FOR FILING OIL BURNER INSTALLATIONS

1. Two (2) plumbing permit application forms completely filled out with notarized Owner's signature.
2. Copy of the Town of Oyster Bay active Plumbing license.
3. Two (2) copies of a dimensioned location plan of the space it's contained in with distance denoted to fuel storage tanks and all other heat producing equipment (if any).
4. Provide two (2) copies of the equipment manufacturers specifications.
5. Complete Board of Assessor's Form and Short Environmental Form.
6. 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
7. 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.

REQUIRED FOR CERTIFICATE OF COMPLETION:

1. An affidavit from the plumber of record is required to attest that a pressure test was conducted on the fuel lines and no leaks are present.
2. Completion and approval of Final Inspection.

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