

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

INSTRUCTION FOR FILING OIL TANK REMOVAL/ABANDONMENT

1. Two (2) standard permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of recent property survey with approximate tank/s location.
3. Provide Nassau County Health Department confirmation notification number upon filing of necessary NCDOH forms (see N.C.D.H. paperwork).
4. Contractors insurance must cover demolition/removal work.
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. A permit fee of \$200= \$100 C.C. fee + \$100 permit fee is to be paid.

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 (if applicable).

REQUIRED FOR CERTIFICATE OF COMPLETION:

1. Completion and approval of Final Inspection.
2. For tank abandonment a Contractor's letter of abandonment-inclusive of vent, fill lines & material.
3. For tank removal, photo's of the removal process and carting receipts ensure proper disposal.

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