

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

**INSTRUCTION FOR FILING NEW OIL TANK INSTALLATION**

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. If exterior, provide two surveys denoting location with setback dimensions. If interior, provide two (2) two copies of a dimensioned location plan of the space in which the tanks are contained in with distance to heat producing equipment (if any).
4. Provide two (2) copies of the tank specifications: size of tank, location and materials.
5. Provide Contractor's Certificate of Insurance.

**\*\*\* 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**

6. A fee of \$350= \$100 C. of C. fee + \$250 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

**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.*