

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

RESIDENTIAL BUILDING PERMIT APPLICATION REQUIREMENTS

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.
3. Submit two (2) sets of construction drawings signed and sealed by NYS licensed design professional (Architect or Engineer) demonstrating compliance with the Code of the Village of Oyster Bay Cove and the **2020 Residential Code of New York State and the 2020 Energy Conservation Code of New York State** and all applicable reference standards.
4. Complete Board of Assessor's Form and Short Environmental Form.
5. When applications are for new dwellings and/or substantial alterations and/or include excavation/site work triggering **Site Plan Review** from the Village's Planning Board, the applicant must submit (4) four sets of construction drawings inclusive of site drawings signed and sealed by licensed NYS design professional addressing the Site Plan Review checklist (see Site Plan Review application) (See New Home Instructions)
6. Affidavit of Truss Construction (OBC standard form – where applicable).
7. 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**

8. 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 inspection procedures)– 922-1071 - M/W/F 10am to 2pm
2. Electrical Inspection – See list of approved third party agencies as recognized by the Town of Oyster Bay.

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