

INCORPORATED VILLAGE OF OYSTER BAY COVE
BUILDING DEPARTMENT
68 W. MAIN STREET, OYSTER BAY, NY 11771

INSPECTION PROCEDURES

For New Dwellings, Additions, Alterations & Accessory Structures

A minimum of two (2) business days is required to schedule appointments.

Scheduling and Inspection

All Inspections must be scheduled by calling the Building Department at (516) 922-1071. If you reach a voicemail, leave your name, permit number, permit address, type of inspection and the best number where you can be reached. Your Inspection will not be scheduled unless you get confirmation from the Building Department Clerk. Leaving a message does not guarantee the inspection unless it is confirmed by the Building Department.

Inspection Time

The Building Department is open for business Monday, Wednesday & Friday. The Inspectors have counter hours 10am to 1pm (Appointment recommended) and go out on Inspections between the hours of 1pm and 4pm on the days the Building Department is open for business. Inspector's do not make specific appointments for inspections. If you need a window of time for a scheduled inspection, applicants may call the day of the inspection to narrow down the three hour window.

List of Standard Inspections required to facilitate Issuance of a Certificate of Occupancy and/or Certificate of Completion:

1. Soil upon Excavation – Footing prior to concrete pour.
2. Footing form – Rebar installed (if applicable).
3. Foundation wall formed – Key struck, rebar installed, embedded anchors.
4. Underground or under slab rough plumbing and slab reinforcing – prior to pour.
5. High wind hold down & strapping inspection (Can be combined with Framing).
6. Rough Framing Inspection.
7. Rough Plumbing Inspection (Water test on substantial alterations).
8. Rough Electrical Inspection (See list of approved Inspection Agencies).
9. Insulation Inspection (after strapping, framing, rough plumbing and rough electrical inspections are approved).
10. Final Building, Plumbing and Electrical Inspections.

* Check with the Building Inspector for potential special inspections, certifications and/or documentation that may be required in addition to the above list. Once all the requisite inspections are performed and approved and the required paperwork is submitted a Certificate can be issued.

Inspector's can not approve what is not visible. If a Contractor covers up work prior to an inspection, the inspector has the right to ask for that work to be removed and/or uncovered. Accepting photo's and/or certifications to substitute for inspections shall be at the inspector's discretion and not be deemed as automatic approval.

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

