

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

INSTRUCTION FOR FILING FOR NEW DWELLING

1. Four (4) building permit application forms completely filled out with notarized Owner's signature.
2. Four (4) Site Plan Review application forms completely filled out.
3. Four (4) updated (recent) topographical surveys signed and sealed by a NYS licensed land surveyor inclusive of steep slope calculations in accordance with the Village's Lot Computation Sheet. Survey to also delineate all existing trees and trees to be removed in addition to requirements of the Site Plan Review Application checklist.
4. Two (2) copies of a signed and notarized OBC Plumbing application accompanied by the Plumbers' Town of Oyster Bay license.
5. Submit full HVAC specification packet for all proposed equipment.
6. Submit Energy Code Compliance Certificate from certified HERS Rater in compliance with the 2020 Energy Conservation Construction Code of NYS.
7. Notice of Utilization of Truss Type Construction, Pre-Engineered Wood Construction and/or Timber Construction in accordance with 19 NYCRR Part 1265.
8. Complete Board of Assessor's Form and Short Environmental Form.
9. 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
10. 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.

IMPORTANT NOTES:

1. Any property abutting either Cove Rd., McCouns Lane, Sandy Hill Rd. & Yellow Cote Rd. will require approval from the Village's Planning Board under the Scenic & Historic Byways ordinance – Article IV – Section 320-86.
2. Any work abutting a County Road must obtain County 239F approval.
3. Any applications requiring a zoning variance must go before the Zoning Board of Appeals prior to the Planning Board.
4. No structures or trees may be removed in advance of a new dwelling permit. All new dwelling approvals must be obtained before demolition work can commence.
5. Properties with Wetlands require Planning Board approval and DEC (if mapped).

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