

INCORPORATED VILLAGE OF OYSTER BAY COVE

BUILDING DEPARTMENT

RESIDENTIAL APPLICATION REQUIREMENTS FOR WORK BUILT WITHOUT A BUILDING PERMIT

1. Two (2) building permit application forms completely filled out with notarized Owner's signature.
 2. Submit adequate proof (determined by Inspector) indicating the year the work was actually performed. If adequate proof can not be provided, the work would need to comply to the Code in place at the time this maintain application is being filed.
 3. Two (2) copies of a recent property survey signed and sealed by a NYS licensed land surveyor.
 4. Submit two (2) sets of construction drawings signed and sealed by NYS licensed design professional (Architect or Engineer) demonstrating compliance with the code in place at the time (if adequate proof has been demonstrated) or with the Code of the Village of Oyster Bay Cove and the **2020 Residential Code of New York State and 2020 Energy Conservation Code of New York State** based on the ICC Family of codes and its applicable reference standards
 5. Complete Board of Assessor's Form and Short Environmental Form.
 6. When applications are submitted to maintain substantial additions or alterations 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).
 7. Affidavit of Truss Construction (OBC standard form – where applicable).
 8. Submit minimum four (4) photographs from different vantage points of each area of work – interior and exterior.
 9. 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.
- * All permit fees for applications submitted for work performed without the benefit of a building permit will be levied a penalty of doubled fees – OBC code-162-3(3)(c).

AFTER PERMIT IS ISSUED – OWNER IS RESPONSIBLE FOR THE FOLLOWING:

1. Scheduling for inspections (See OBC standard list)– 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.**