

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

**INSTRUCTION FOR FILING SWIMMING POOLS, TENNIS COURTS, SPORTS
COURTS & OTHER AFFILIATED ACCESSORY STRUCTURES**

ALL ACCESSORY STRUCTURES DEFINED HEREIN ARE REQUIRED TO
RECEIVE SITE PLAN APPROVAL FROM THE VILLAGE PLANNING BOARD

1. Two (2) building permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of a recent **topographical** survey signed and sealed by a NYS licensed land surveyor with two (2) ft. contours. See Site Plan Review checklist.
3. Submit four (4) 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 **2015 International Residential Code (IRC), 2017 Uniform Code supplement, 2015 International Energy Conservation Code (IECC)**, and all applicable reference standards.
4. Complete Board of Assessor's Form and Short Environmental Form.
5. Two (2) copies of a completed Site Plan Review application with associated fees.
6. 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
7. 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 to 2pm
2. Electrical Inspection – See List of approved third party agencies as recognized by the Town of Oyster Bay.

IMPORTANT NOTES:

1. Temporary pool barriers are required during construction as per R326.5.2.
2. Any fencing over 10 ft. on Tennis Courts and 6 ½ ft. everywhere else requires a variance from the Villages Zoning Board of Appeals.
3. All exterior lighting must comply with Chapter 200 of the Village Code.
4. All pool heaters and their fuel source must be identified on the application or will be required to be filed under a separate permit application.
5. All provisions shall be made to control dirt and debris from spilling over onto the Village and private roads or will be subject to penalty road clean up fees.

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

