

INCORPORATED VILLAGE OF OYSTER BAY COVE
BUILDING DEPARTMENT

INSTRUCTION FOR FILING FOR SHEDS AND ACCESSORY STRUCTURES

(ALL ACCESSORY STRUCTURES MUST COMPLY WITH ZONING)

1. Two (2) building permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of a recent legible property survey signed and sealed by a NYS licensed land surveyor.
3. Two copies of legible drawings with plan, section and elevation views and details.
4. Structures exceeding 144 sf must have plans signed and sealed by NYS licensed design professional.
5. Complete Board of Assessor's Form and Short Environmental Form.
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 (Check Village Code for all applicable regulations):

1. All Sheds/Structures that are 144sf or more require structure to be anchored as per code to a permanent foundation and compliant with Village code.
2. All Shed/Structures that are less than 144sf must be on a level, stable base compliant with the Villages setbacks.
3. No accessory structure shall have a height exceeding 25ft.(A1 zone) & 20ft. (A2).
4. Unenclosed playground/swing set structures do not require a permit but must comply with the Villages setback requirements and adequately screened.
5. In no case may an accessory structure be located in a required front yard, within the front yard setback or in advance of the natural front face of the principal building (Local Law D-2015 – Section 320-6 of the Village Code).
6. No accessory structure may contain habitable space unless functioning as a pool cabana/recreation building in conjunction with an approved swimming pool.
7. In no such case may an accessory structure be used for sleeping unless approved by the Zoning Board of Appeals or is legally pre-existing non-conforming.

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

