

JOSEPH SALADINO
TOWN SUPERVISOR

A Guide to Home Improvement Permits and Maintenance

Avoiding common pitfalls when performing construction on your home



TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT
(516) 624-6200

TOWN HALL NORTH
74 AUDREY AVENUE
OYSTER BAY, NY 11771

TOWN HALL SOUTH
977 HICKSVILLE ROAD
MASSAPEQUA, NY 11758

BUILDING DEPARTMENT FAQ

Are apartments permitted in single-family homes?

In unincorporated areas of the Town of Oyster Bay, Parent-Child Residences are the only instances under which accessory units are permitted in single-family homes. Proper permits are required and restrictions apply. Under no circumstances are basement apartments permitted. For filing requirements or to acquire application, please contact the Department of Planning & Development at (516) 624-6218.

Is a permit required to have a pool?

All pools, whether above ground or in-ground, must have a permit. In addition, safety fencing, pool alarm and other requirements apply to ensure the safety of residents/swimmers.

Do home improvements, additions, or renovations require a building permit?

Many home improvement projects require building permits. Permits help to ensure your safety. Construction, plumbing and electrical work are areas that fall under the purview of the Town's Department of Planning and Development. Call (516) 624-6218 to determine if a planned project requires permits.

During what hours is construction allowed to take place?

Construction including excavation, demolition, alteration, repair or erection of any building is only permitted between the hours of 7am and 10pm on Monday through Saturday. Construction is not permitted at any time on Sundays or Holidays.

When is a Certificate of Occupancy issued?

No building erected may be occupied or used until a Certificate of Occupancy has been issued by the Department of Planning and Development. A Certificate of Occupancy is issued to property owners upon completion of the required structural inspections and documentation required by the Building Permit.

These guidelines apply to residents of unincorporated areas of the Town of Oyster Bay. Village residents should call their local villages for information on these topics.

HOME MAINTENANCE CHECKLIST

MAINTENANCE EVERY MONTH

- *Check that fire extinguisher(s) are fully charged. Recharge if necessary.
- *Examine heating/cooling air filters and replace or clean as necessary.
- *Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate.
- *Remove debris from window wells.
- *Repair or replace leaking faucets or shower heads.
- *Secure loose toilets, or repair flush mechanisms that become troublesome.

ANNUALLY

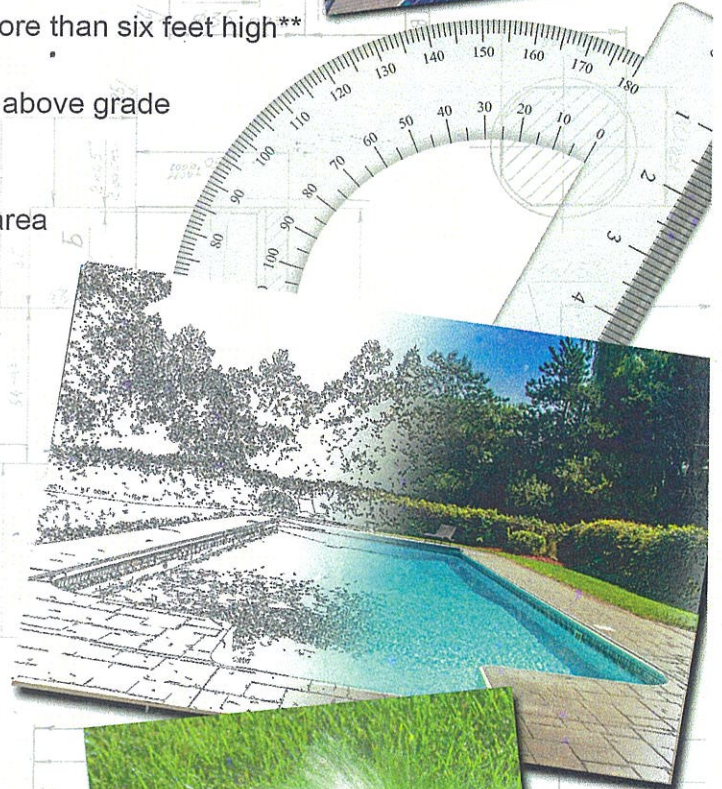
- *Test smoke and carbon monoxide detectors. Replace batteries when necessary.
- *Have heating, cooling and water heater system cleaned.
- *Have chimneys inspected and cleaned.
- *Flip circuit breakers on and off to ensure that they are not sticky.
- *Have the water quality tested.
- *Ensure your burglary and/or fire alarm permits are up to date by calling the Nassau County Police Department at (516) 573-7862 and Fire Marshal at (516) 573-9870.

PROJECTS REQUIRING BUILDING PERMITS

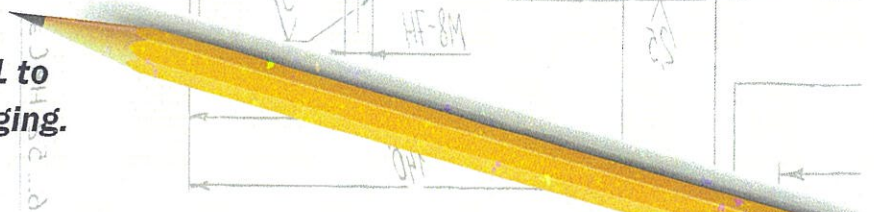
(Same day permits available**)

Types of projects that generally require permits include, but are not limited to, the following:

- All houses and buildings
- All additions to houses and buildings
- Any interior alterations
- Any in-ground or above ground swimming pool**
- Swimming pool cabanas
- Swimming pool heaters**
- Hot tubs**
- Any fence more than four feet in height, but no more than six feet high**
- Demolition of any structure
- Any raised deck more than eight inches in height above grade
- All patio roofs
- Vestibule covers and enclosures
- Any portable shed more than 100 square feet in area
- All fireplaces and chimneys
- Prefabricated gas fireplaces**
- Freestanding air conditioning units**
- Retaining walls greater than two feet in height
- Sewers and cesspools**
- Drywells
- Plumbing fixtures**
- Oil and gas tanks
- Oil and gas heating units**
- Hot water heaters**
- Tennis courts**
- Garages and accessory structures
- Tents
- Trailers
- Greenhouses
- Solar panels**
- Conversion of garages to habitable space
- Fire damage repair
- Cellar entrances
- RPZ valves**
- Propane tanks** (with necessary prerequisite Nassau County Fire Marshal approval)
- Inground sprinkler systems**
- Fire sprinkler systems**
- Generators**
- Geothermal systems



**Know what's below, dial 811 to
mark out utilities before digging.**



Joseph Saladino
Town Supervisor



Town Board

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Town of Oyster Bay Planning and Development
74 Audrey Ave
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Residential Customer

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SPRING AND FALL MAINTENANCE

- *Examine the roof for evidence of damage to roof coverings, flashings and chimneys.
- *Look at the attic (if accessible) to ensure that roof vents are not obstructed.
- *Check for evidence of leakage, condensation or vermin activity.
- *Trim back tree branches and shrubs to ensure that they are not in contact with the house.
- *Inspect the exterior walls and foundation for evidence of damage, cracking or movement.
- *Clean windows and test their operation. Improve caulking and weather-stripping as necessary.
- *Shut off isolating valves for exterior hose bibs in the fall, if below freezing temperatures are anticipated.
- *Test overhead garage door opener to ensure that the auto-reverse mechanism is responding properly.

LOOKING TO START A NEW HOME IMPROVEMENT PROJECT?

Call the Department of Planning and Development at **(516) 624-6218**, to find out more information on building permit requirements.

Please be advised that when a property owner performs construction without the benefit of a Permit, the Building Permit Fee is tripled. Avoid paying Maintenance Fees by applying for a Building Permit prior to the start of any construction project.

ONLY HIRE LICENSED CONTRACTORS!

TO INQUIRE IF A CONTRACTOR IS LICENSED, PLEASE CALL THE FOLLOWING DEPARTMENTS:
Plumbers and Electricians – Town of Oyster Bay Planning & Development – (516) 624-6217
Landscapers – Town of Oyster Bay Town Clerks Office – (516) 624-6324
General Contractors - Nassau County Consumer Affairs – (516) 571-2600

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