

**PLEASE DO NOT SEPARATE  
PERMIT – SUBMIT  
COMPLETE APPLICATION**

OFFICE HOURS  
9:00 A.M. to 4:00 P.M. WEEKDAYS  
516-626-0973  
FAX: 516-626-7621



**TIMOTHY DOUGHERTY**  
BUILDING SUPERINTENDENT & ASSESSOR  
18 HORSE HILL ROAD  
BROOKVILLE, GLEN HEAD, NY 11545

(TOWN OF OYSTER BAY, NASSAU COUNTY, N.Y.)

**REQUIREMENTS FOR BUILDING PERMITS**

1. All plans must be filed in duplicate.
2. Nassau County Board of Assessors Form, AS-4412.8/79, to be completed.
3. Submit Original copy of Liability Insurance.
4. New York State Form C105.2, Certificate of Compensation Insurance, to be furnished.
5. New York State Form DB120.1, Proof of Compliance with Disability Benefits, to be furnished.
6. Contractor must be licensed by the County of Nassau Office of Consumer Affairs.

**INSPECTIONS REQUIRED**

1. Call for inspection on footings and foundation before backfilling.
2. Produce survey locating foundation.
3. Roughing inspection on framing and rough plumbing. Engineer's inspection and report on sanitary system.
4. Water test on plumbing.

**REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY**

1. Submit final survey showing exact dimensions, setbacks of all buildings, pools, tennis court and sanitary systems.
2. Complete Final Cost certificate of Village of Brookville.
3. Submit Board of Fire Underwriters Certificate, and Nassau County Health Department Sanitary Approval, if required.
4. Certificate of design architect or engineer to be submitted stating the building has been completed in accordance with plans and conforms to all Building Code requirements.