

Incorporated Village of
Upper Brookville
Town of Oyster Bay, Nassau County, N.Y.

Building Department
123 South Street. Suite 204
Oyster Bay, NY 11771
(516) 922-7209
(516) 922-7356 FAX

The following items are required for a complete submission for a Building Permit for a cesspool replacement. **NO PERMIT WILL BE PROCESSED WITHOUT RECEIPT OF ALL REQUESTED ITEMS.**

1. Proof of ownership such as deed or tax bill.
2. Duplicate copies of a recent original survey stamped by a Licensed Land Surveyor showing all structures on property, (fences, walls, sheds, barns, pools, tennis courts, walkways & drives) including the proposed structure(s) being applied for with this application.
3. Permit application form (2 copies).
4. Sanitary/storm system design drawings stamped by a Professional Engineer.
5. No fee required.

Note: Once the building permit is issued, **NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT.**

Should you have any questions, please do not hesitate to contact us.