

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 **New Dwelling. NO PERMIT WILL BE PROCESSED WITHOUT RECEIPT OF ALL REQUESTED ITEMS.**

1. Proof that the lot is a legal building lot (contact Village Attorney).
2. Proof of ownership such as a deed or tax bill.
3. Permit application form (2 copies).
4. Nassau County Tax Assessors Form
5. 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 and drives) including the proposed structure(s) being applied for with this application.
6. Two complete sets of working drawings stamped by a Licensed Professional for main dwelling and any attached additions – square footage calculations as per the Village code on the drawings.
7. N.Y. State Energy Code compliance calculations on working drawings, or separate letterhead stamped by a Registered Architect or Professional Engineer.
8. Sanitary/storm system design drawings stamped by a Professional Engineer.
9. Two complete sets of erosion control plan.
10. Proof of water supply from Water District.
11. Proof of Sewer connection.
12. Two complete sets of landscape plan.
13. Tree permit to be filed if removing any trees over 6” in diameter.
14. Fee for Architectural Review due with filing (see Fee Schedule).
15. Permit fees to be paid when permit is ready (see Fee Schedule).

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

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