

**INCORPORATED VILLAGE OF UPPER BROOKVILLE  
BUILDING DEPARTMENT**

**INSTRUCTIONS FOR FILING OIL TANK REMOVAL/ABANDONMENT**

1. Two (2) standard permit application forms completely filled out with notarized Owner's signature.
2. Two (2) copies of recent property survey with approximate tank/s location/s.
3. Provide Nassau County Health Department confirmation notification number upon filing of necessary NCDOH forms (see N.C.D.H. paperwork).
4. Contractors insurance must cover demolition/removal work.
5. Complete Board of Assessor's 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 Upper Brookville (and homeowner's name)  
C/O Building Inspector  
P.O. Box 600, Oyster Bay, NY 11771**
7. A permit fee of \$375. (\$100 C.C. fee + \$275 permit fee is to be paid)

**AFTER PERMIT IS ISSUED - OWNER IS RESPONSIBLE FOR THE FOLLOWING:**

2. Scheduling for inspections (See V.U.B standard list).
3. Electrical Inspection - See List of approved third party agencies as recognized by the Town of Oyster Bay (if applicable).

**REQUIRED FOR CERTIFICATE OF COMPLETION:**

1. Completion and approval of Final Inspection.
2. For tank abandonment a Contractor's letter of abandonment-inclusive of vent, fill lines & material.
3. For tank removal, photo's of the removal process and carting receipts ensure proper disposal.

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