

**INCORPORATED VILLAGE OF UPPER BROOKVILLE  
BUILDING DEPARTMENT**

**INSTRUCTIONS FOR FILING NEW OIL TANK INSTALLATION**

1. Two (2) plumbing permit application forms completely filled out with notarized Owner's signature.
2. Copy of the Town of Oyster Bay active Plumbing License.
3. If exterior, provide two (2) surveys denoting location with setback dimensions. If interior, provide two (2) copies of a dimensioned location plan of the space in which the tanks are contained in with distance to heat producing equipment (if any).
4. Two (2) copies of the tank specifications: size of tank, location and materials.
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  
24 Wolver Hollow Road, Glen Head, NY 11545**
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:**

1. Scheduling for inspections (See V.U.B standard list).

**REQUIRED FOR CERTIFICATE OF COMPLETION:**

1. Completion and approval of Final Inspection.
2. An affidavit from the plumber of record is required to attest that a pressure test was conducted on the fuel lines and no leaks are present.

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