Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326
www.northhempsteadny.gov

Oil Permit Application Requirements

An Oil permit is required for the installation of a new, modification of an existing or removal of an oil-fired burner, oil hot-water heater and/or oil storage tank. Use the stand-alone application if you are ***only*** installing/replacing the oil-fired units or making minor alterations and there will be no additional structural work performed in conjunction with this permit. If an addition, alteration, renovation or any structural work is being performed a **Building Permit** would also be required. Upon completion of the Building Permit Application you will be directed to apply for the necessary associated permits.

Use this application to abandon or remove an oil tank when such removal is not done in conjunction with a gas or oil burner installation or the installation of a replacement tank. Please note that there is **no fee** required for such an abandonment or removal.

The **Application** must be completed in its entirety. If you are submitting a stand-alone application digital copies of plans, insurances and related documents ***are required at submission and must be uploaded with the application.***

Upon initial review of your application you will receive an **Owner's Affirmation and Contractor's Affidavit**. The Owners Affirmation requires your signature and the Contractor's Affidavit requires your signature and your ***Licensed Contractor's signature***. Both forms must also be notarized and returned to us prior to the issuance of your permit. The Contractor's Affidavit is ***not*** required for a permit to maintain work completed without the benefit of a permit.

The initial application fee for a Residential Oil Permit is **$50.00**. The initial application fee for a Commercial Oil Permit is **$100.00**. This fee is non-refundable and is ***due upon submission of your application***. An exact application fee will be calculated prior to permit issuance. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of $1.75 per transaction. The Town of North Hempstead does not profit from this fee.

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Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or contact us if you have further questions.

☑	**Property Survey** - Property Surveys are required for all applications per Section 2-9.G of the Town Code, surveys are required for most projects. Surveys should…. • …be complete, legible, full size and to scale. • …show all existing conditions on and above the ground. A Survey that includes setbacks is required for maintaining work completed without a permit.
☑	**Site Plan** – A Site plan showing location and size of any outside units and distances from property lines is required. If your project requires the abandonment/removal or installation of an oil tank, your site plan must indicate the location of the tanks being installed or abandoned/removed. Provide setback to property line for any new outdoor tank. Depending on installation location, protective bollards may be necessary for the safety and integrity of the tank.
☑	**Nassau County Health Department Tank Removal or Abandonment Forms** - The abandonment or removal of an Oil Tank is regulated by Article X of the Nassau County Public Health Ordinance - All abandonments or removals must be performed in accordance with this regulation and proper notification must be made to Nassau County before beginning any work. If removing or abandoning an oil tank you must provide the tank removal or abandonment forms necessary for your individual case. If you have any questions on which forms are required or need additional information on this ordinance or notification procedure please contact the Nassau County Department of Health.

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☑	**Licenses & Insurance -** Before a permit can be issued we require a copy of a ***current*** **Nassau County Home Improvement License** for all general contractors. Plumbers or Electricians need a copy of their ***current*** **Town of North Hempstead License**. **Proof of insurance** must be submitted with the application as follows: **(a)** Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the **X.C.U. Exclusion**. **(b)** Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A **NYS CE-200** form must be submitted as such proof); and **(c)** Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A **NYS CE-200** form must be submitted as such proof). All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our Insurance Requirements.