



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://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-fired water heater, oil-fired generators, and/or fuel oil (home heating oil, diesel, kerosene) storage tanks. 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 a fuel 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 **Owners Authorization Form** and your contractor will receive a **Contractor's Affidavit Form**. The Owners Authorization must be signed by the **owner(s) of the property** and the Contractor's Affidavit requires your **Licensed Contractor's signature**. Both forms must also be notarized and returned to us prior to the issuance of your permit. A Contractor's Affidavit is **not** required for a permit to maintain work completed without the benefit of a permit.

The initial application fees for Residential Oil Permits are as follows:

Unit Installation: **\$50.00**

Fuel Oil Tank: **\$100.00** – There shall be **no fee** for a fuel oil tank installed in conjunction with a new central heating unit.

The initial application fees for Commercial Oil Permits are as follows:

Unit Installation: **\$100.00**

Fuel Oil Tank: **\$200.00** – There shall be **no fee** for a fuel oil tank installed in conjunction with a new central heating unit.

Initial application fees are non-refundable and are **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.

<input checked="" type="checkbox"/>	<p><b>Property Survey</b> - Property Surveys are required for all applications per <a href="#">Section 2-9.G</a> of the Town Code. Surveys should....</p> <ul style="list-style-type: none"> <li>• ...be complete, legible, full size and to scale.</li> <li>• ...show all existing conditions on and above the ground.</li> </ul> <p>A Survey that includes setbacks is required for <b>maintaining</b> the installation of any exterior diesel generator, fuel oil storage tank, and/or any other exterior oil equipment installation completed without a permit.</p>
<input checked="" type="checkbox"/>	<p><b>Site Plan</b> – A Site Plan is required that shows the location, size, and distance from the property lines of any proposed exterior diesel generators, exterior fuel oil storage tanks, and/or any other exterior oil equipment. Depending on installation location, protective bollards may be necessary for the safety and integrity of the equipment or tank. If your project requires the abandonment/removal of a fuel oil tank, your site plan must indicate the location of the tanks being abandoned/removed.</p>
<input checked="" type="checkbox"/>	<p><b>Manufacturer’s Specifications</b> – Manufacturer’s installation specifications that include required installation clearances must be provided for the installation of oil boilers/furnaces, oil water heaters, diesel generators, &amp; fuel oil storage tanks.</p>
<input checked="" type="checkbox"/>	<p><b>Nassau County Health Department Permit for Fuel Oil Tanks over 1100 Gallons</b> – The installation of a fuel oil storage tank is regulated by Article XI of the Nassau County Public Health Ordinance. The installation of all fuel oil storage tanks exceeding 1100 gallons must be filed with the Nassau County Department of Health, Division of Environmental Health. A permit must be issued by the Health Department, and a copy of the permit must be submitted with the Oil Application to the Building Department to install a fuel oil storage tank exceeding 1100 gallons. If you have questions or to submit an application for the installation of a fuel oil storage tank exceeding 1100 gallons with the Health Department, please visit the <a href="#">Nassau County Department of Health, Division of Environmental Health</a> page.</p>
<input checked="" type="checkbox"/>	<p><b>Nassau County Health Department Tank Removal or Abandonment Verification Letter</b> - The abandonment or removal of an Oil Tank is regulated by Article XI 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 verifications necessary for your individual case. If you have questions or to schedule a removal or abandonment inspection in relation to a fuel oil tank of 1100 gallons or less, please visit the <a href="#">Nassau County Department of Health Small Petroleum Tank Closure Inspection Scheduling System</a> page. Removal or abandonment of fuel oil tanks greater than 1100 gallons must be filed with the <a href="#">Nassau County Department of Health, Division of Environmental Health</a>.</p>



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	<p><b>Energy Code Compliance Documentation</b> - For other than one- and two-family dwellings, A <a href="#">COMcheck</a> or <a href="#">MECcheck</a> report declaring that the equipment meets the requirements of the 2020 New York State Energy Code is required for the installation of all oil fired heating and water heating equipment. The report can be generated using software products available free of charge from the Department of Energy. For further information, please click on the links above. Alternatively, if all submitted manufacturer’s specifications provide the required energy efficiency ratings to determine compliance, a separate report is not required.</p>
	<p><b>Licenses &amp; Insurance</b> - Before a permit can be issued, we require a copy of a <b>current Nassau County Home Improvement License</b> for all general contractors. Plumbers or Electricians need a copy of their <b>current Town of North Hempstead License</b>.</p> <p><b>Proof of insurance</b> must be submitted with the application as follows:</p> <p><b>(a)</b> 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 <b>X.C.U. Exclusion</b>.</p> <p><b>(b)</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 <b>NYS CE-200</b> form must be submitted as such proof); and</p> <p><b>(c)</b> 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 <b>NYS CE-200</b> form must be submitted as such proof).</p> <p>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 <a href="#">Insurance Requirements</a>.</p>