



Due to the most recent Executive Order given by Governor Andrew Cuomo ordering all non-essential businesses to keep workers at home, banning social gatherings of any size and implementing drastic restrictions for vulnerable populations, the Town of Brookhaven's [Building Division](#) and [Planning Department](#) will **no longer be accepting paper applications and/or plans** in person at Town Hall.

**Building Division New Applications:** Please note that all Building Division applications, plans, supporting documents for Residential and Commercial Building Permits, Rental Registrations, Accessory Apartments and Renewals of same are available to be submitted online via the [Citizen Portal](#).

To use ALL the services we provide, you must register and create a user account. The following links are instructions for each type of application to be submitted electronically:

- [House Rental Registration License](#)
  - [Residential Permit](#)
  - [Accessory Apartment License](#)
- [Commercial Building Permit Application](#)
- [Commercial Sign Permit Application](#)

**Building Division Renewals:** You may also [renew residential Building Permits](#) and [renew House Rental licenses](#) online.

**Planning Department:** Submission of electronic files to the Planning Department can be sent to [PlanningStaff@BrookhavenNY.gov](mailto:PlanningStaff@BrookhavenNY.gov). Visit the [Planning Department Web page](#) to view all application documents.

Thank you for your cooperation and continued patience.

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Town of  
**Oyster Bay**  
Long Island, NY

**JOSEPH SALADINO**  
Town Supervisor

The **Town of Oyster Bay Department of Planning & Development** has temporarily suspended in-person services. All online services this department offers are still available <http://oysterbaytown.com/applications-permits-licenses-forms/>. Building permit applications can be filed by mail. Employees will call to confirm receipt of applications and will mail a receipt for the filing fee once operations fully resume. All applications must include a contact phone number and email. If a specific employee is working on your paperwork please include their name on the documentation. If you wish to send in documents via mail, please address it to: Department of Planning & Development, 74 Audrey Avenue, Oyster Bay, NY 11771. Please include your application number or permit number **AND** Section Block and Lot of the property.

[View this email in your browser](#)



## **Hempstead Town Hall Closed to Public Access – Clavin Establishes New Hotline to Connect Residents to Services**

In light of the COVID-19 pandemic and the Governor's executive order that limits staffing, services and person-to-person interaction, Hempstead Town Hall is closed to the public as of March 23, 2020, until further notice. Supervisor Don

Clavin today announced efforts to ensure that the Town of Hempstead's essential services operate at the most efficient and safe manner during this health crisis.

Clavin has established a new auto-attendant system that can be used to leave a message to schedule a telephone conference for the **Building Department, Town Clerk, Receiver of Taxes and the Parks Department: (516) 812-3600**. You can also send questions to these departments at the following emails:

- [Tohbuildingquestions@tohmail.org](mailto:Tohbuildingquestions@tohmail.org)
- [Tohtownclerkquestions@tohmail.org](mailto:Tohtownclerkquestions@tohmail.org)
- [Tohtaxquestions@tohmail.org](mailto:Tohtaxquestions@tohmail.org)
- [Tohparksquestions@tohmail.org](mailto:Tohparksquestions@tohmail.org)

For other departments, please send an email. For a departmental list of email addresses, visit the town's web page at <https://hempsteadtownny.gov/directory>. The main number at 516-489-5000 is still operating during normal business hours, but due to limited staff at town offices, it is highly recommended to utilize the 812-3600 hotline (Buildings, Town Clerk, Receiver of Taxes and Parks) or send an email to the department for the most expeditious response.

"We are closely monitoring the ever-changing situation surrounding the COVID-19 pandemic and we are making adjustments that best serve the residents of America's largest township in a safe, healthy and helpful manner," Clavin said.

Also, utilize the website for information about each department and for a variety of forms and resources.

In addition, based on the Governor's most recent guidelines, all Department of Parks and Recreation playgrounds, dog parks, courts and golf courses are now closed until further notice. This is in addition to temporary closures at Newbridge Ice Rink, the Echo Park Pool Complex and the postponement of all activities, community events, Camp ANCHOR programs and meetings. Also, the Norman J. Levy Park and Reserve in Merrick, operated by the Department of Sanitation, is also closed until further notice. For more closure and postponement information, visit [hempsteadtownny.gov](http://hempsteadtownny.gov) or the town's Facebook ([facebook.com/hempsteadtown](https://facebook.com/hempsteadtown)) and Twitter pages (@hempsteadtown).

"I thank all residents for their patience as we work together to get past the COVID-19 pandemic," Clavin said. "The most important aspect of this is to ensure the health and safety of the public and our workforce, while continuing to provide essential services for America's largest township."

**P.S. Please take a moment to forward this email along to those in the Town of Hempstead who you feel may be interested. And don't forget to follow us on [Facebook](#), [Twitter](#) & [Instagram](#)!**



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