



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464 Plumbing.....631-595-3756
Permits.....631-224-5466 Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467 Zoning.....631-224-5438

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Building Permit Requirements –
Factory Manufactured Fireplaces, Fireplace Stoves and Related Chimney Inserts
2020 NYS Residential Code

https://islipny.gov/departments/planning-and-development/building-division-permits-section

APPLICATION SUBMISSION REQUIREMENTS:

NYS does not regulate installation of unlisted appliances, therefore no permit will be issued for unlisted appliances.

- 1. Method of submittal:
a. Electronic Submittal – Please refer to the Building Permit – Electronic Submittal Process flyer on our website.
b. Hardcopy Submittal – Please refer to our website for Application Requirements submittal process currently in effect.
2. Application and Fee – A Building Permit application must be filled out in its entirety, signed by the property owner, accompanied by the application fee and the items listed below.
3. Survey – An accurate survey, signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements.
4. Floor Plans – A floor plan showing the location of the proposed unit, drawn to scale.
5. Manufacturer’s Specifications – A copy of the manufacturer’s specifications and installation instructions showing the following information:
6. Plumbing Permit – A Plumbing Permit and gas riser diagram is required for gas installations.
6. Structural Drawings – Any construction affecting structural elements will require signed and sealed plans by a NYS Registered Design Professional.