



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF BUILDING**

One Manittou Court, Islip, New York 11751

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

## **C Building Permit Requirements – COMMERCIAL Foundation Only**

Foundation Only applications must be accompanied by, or submitted subsequent to an application for the full building permit. The construction plans for the full building permit must show all code compliant information before the Building Plans Examiner can process the Foundation Only permit. Each project is unique and additional requirements may apply under the New York State Uniform Code.

The applicant is proceeding at their own risk with no assurance that a full Building Permit will be granted.

### **APPLICATION REQUIREMENTS:**

1. Method of submittal:
  - a. Electronic Submittal (preferred) – Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. No hardcopies of documents are required with the initial electronic submission unless otherwise referenced in the flyer. Our staff will advise you on the total number of hardcopy documents required prior to permit issuance.
  - b. Hardcopy Submittal – Applications can be mailed or placed in our drop-off bin; see our [webpage](#) for normal business hours. We will advise you on the total number of hardcopy documents required prior to permit issuance. Documents must also be uploaded prior to permit review.
2. Foundation Only Permit Application – On a completed Building Permit application – next to *other:* indicate [Foundation only](#). (Note – this permit type must be in conjunction with a full building permit application).
3. Permit Fee – Visit our website at [islipny.gov](http://islipny.gov) for the current fee schedule.
4. Commercial Plan Intake Checklist-New Building – RDP must fill out the [Intake Checklist](#) in its entirety. If the plans do not conform with the requirements, the application will not be accepted for processing.
5. Compliance Forms – Please refer to the 2020 [RDP Instruction and Compliance Forms for New Commercial Buildings and Additions](#) handout:
  - a. Town of Islip Structural Design Affidavit 2020
  - b. Town of Islip NYS Building Code Evaluation Summary (TOIBES) 2020
  - c. TOIBES Attachment 1
  - d. TOIBES Attachment 2
6. Construction Plans – One set of signed and sealed foundation plans.
  - a. Complete foundation drawings including: all trades associated with the foundation portion of the structure, and relevant details related to these items as specified in the scope of work.
  - b. Calculations for the design of each element of the foundation.
  - c. All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the foundation, i.e., at each spread footing, wall, hold down anchor, etc.
  - d. A statement of the scope of work on the cover sheet of the plans specifying the limits of the Foundation Only construction, i.e., if the structure slabs and walls for a subterranean garage are to be included, it shall clearly be stated on the drawings.
7. Site Plan – One (1) copy of the approved site plan with all property lines and recorded easements indicated.
8. Soil Report – from a NY State Licensed Soil Engineer, as well as soil test boring information.

Requirements are subject to change – refer to our website for the most up to date information.

## **APPLICATION REVIEW / REQUIREMENTS FOR PERMIT ISSUANCE:**

1. Review Process – Your application may be reviewed by various departments within the Town of Islip including Zoning, Engineering, Fire Prevention, Engineering and DPW.
2. Additional Permits – Additional permits may be required for underground work such as plumbing permits.
3. Suffolk County Health Department – An approval or letter of non-objection for the proposed work is required before the permit can be issued.
4. Town, County and/or State Work Permits – A work permit is required from the appropriate agency (Town, County and/or State) if construction is planned within the public roadway. In accordance with Section 239F of the General Municipal Law of the consolidated Laws of the State of New York, the Town is also required to notify the appropriate agency for further comment when an applicant has frontage on a roadway that is not administered by the Town.
5. Suffolk County Board of Health Approval – SCBOH approval to construct (black stamp) is required prior to Building Permit issuance even if the property is in the sewer district. Separate approvals are necessary for food establishments and food markets. Contact SCBOH 631-852-5700.
6. Construction Activity Agreement – Must be signed and notarized by the property owner and the contractor.
7. Contractors Insurance Certificates:
  - a. NYS Workers Compensation Insurance – Town of Islip must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE-200.
  - b. NYS Disability Insurance – The Town of Islip must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.

*ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.*

## **REQUIREMENTS AFTER PERMIT ISSUANCE:**

1. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the [Building](#), [Engineering](#) and Fire Prevention (please see the applicable Inspection Process handout).

Please note, a Foundation As-Built Survey / Certification is required after concrete, before backfilling. The survey must be signed and sealed by a NYS licensed surveyor, showing building foundation (or slab) as-constructed. “Foundation As-Built Survey” shall include exterior dimensions of foundation (or slab); distances from foundation (or slab) to property lines; and elevations (referencing NAVD 88) of the top of foundation (or slab). The Registered Design Professional must certify that the height and location of the structure conforms with the approved construction documents and site plan (or plot plan). Approval of this certification is required prior to backfilling.
8. Provide documentation as required by the inspectors.

**NO WORK BEYOND THE SCOPE OF THE APPROVED FOUNDATION ONLY PERMIT SHALL TAKE PLACE PRIOR TO ISSUANCE OF A FULL BUILDING PERMIT.**

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