



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

One Manitton Court, Islip, New York 11751  
 Plans Examiners 631-224-5467

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**RESIDENTIAL PLAN INTAKE CHECKLIST**

**This checklist must be completed by the Registered Design Professional. Applications will not be accepted for intake until the minimum requirements for review are provided (as listed below and on the permit requirements forms.) For instructions on how to apply for a building permit, refer to the [Building Permit Requirements forms](#) on our website at [islipny.gov](http://islipny.gov).**

**TAX MAP #: 0500-** \_\_\_\_\_ **SUBJECT PROPERTY:** \_\_\_\_\_

Please check “C” (complete), “I” (incomplete) or “N/A” (not applicable), and include location on plans for each item below.

PERMIT APPLICATION	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Email Address of Owner and Design Professional					
Board of Health Required?      Yes      No					
Soil Test Required?:              Yes      No					
Building application for Truss Signage required for pre-engineered building products					
Flood Zone Determination required if any part of the property is in a flood zone ( <a href="#">Flood Zone Determination Request Form</a> is located on Planning webpage)					
ELEVATION & GRADING (NEW DWELLING ONLY)	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Plot Plan (see the <a href="#">Plot Plan Minimum Requirements Checklist</a> for a full list of requirements):					
• 11” x 17” (unless data does not fit)					
• Property info					
• Applicant info					
• Existing and proposed grades (in NAV88 Datium)					
• Proposed dwelling with setbacks					
• Drainage methods with calculations					
• Existing & proposed utility connections					
• TOI construction details					
• Dwelling entrance platform doesn't exceed 3' above grade					

ARCHITECTURAL PLANS	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Original signature and seal of NYS licensed/registered design professional					
Address and phone number of design professional					
Location map showing the property					
All applicable NYS Codes and Reference Standards					
NYS Registered Design Professional Energy Code Compliance Statement					
Allowable Building Area Calculations, including height (as defined in Islip Town Code 68-3), interior alterations, covered porches, etc.					
<p><b>Town of Islip Plans Examiner Note:</b></p> <p>Town of Islip Building Plans Examiner shall review the enclosed document for minimum acceptable plan submittal requirements of the Town of Islip as specified in the Building and/or Residential Code of the State of New York. This review does not guarantee compliance with that code. The seal and signature of the design professional has been interpreted as an attestation that, to the best of the licensee's belief and information, the work in the document is:</p> <ul style="list-style-type: none"> <li>• Accurate</li> <li>• Conforms with governing codes applicable at the time of submission</li> <li>• Conforms with reasonable standards of practice and with view to the safeguarding of life, health, property and public welfare</li> <li>• Is the responsibility of the licensee</li> </ul>					
Window & door schedules with manufacturer, model, sizes, egress, projection factor & calculations, U Value, SHGC, VT, design pressure, and guard information type					
Table R301.2(1) Climatic and Geographic Design Criteria Table					
All dead loads, live loads and roof loads; deflection limits and tables					
Architectural elevation drawings for each side of the structure(s)					
Floor plan of every floor, including basement, with each room labeled and interior access shown					
Foundation Plan including anchor bolt spacing, diameter, embedment					
Comprehensive Strength for concrete (Table 402.2)					
Smoke detectors / Carbon Monoxide detectors					

Cross sections and details (including room heights)					
High wind (130) connections – demonstrating continuous load path					
Collar ties and spacing (upper 1/3 of roof assembly)					
Floor joist, ceiling joist, roof ridge beam and rafter spans					
Fireplace Specs					
<b>STRUCTURAL PLANS</b>	<b>Required Information</b>			<b>Location on Plans</b>	<b>Department Comments</b>
	C	I	N/A	Example: <i>A-3</i>	<b>Department Use Only</b>
Method used for structural design (material specific; refer to 2018 WFCM –or- 2020 NYSRC)					
Building components for lateral ( <b>shear walls or braced walls</b> ) and uplift resistance					
Drawings signed and sealed by a NYS Registered Design Professional for all pre-engineered assemblies including wood roof and floor trusses, cold formed construction, open web steel trusses, canopies & awnings, and pre-engineered buildings					
<b>MECHANICAL / ELECTRICAL / PLUMBING PLANS</b>	<b>Required Information</b>			<b>Location on Plans</b>	<b>Department Comments</b>
	C	I	N/A	Example: <i>A-3</i>	<b>Department Use Only</b>
Building heat/cooling loads, systems, and duct sizing or Manuals J, S, & D  All mechanical equipment must be clearly identified on the plans.  Specifications, including but not limited to type, power, fuel, capacity, BHP, HP, KW, and efficiency along with Control Narrative					
Whole house ventilation systems (new residential homes only)					
Plumbing and gas supply risers, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for					
Plumbing / HVAC Permits (not required with Building Permit Application submission, but strongly recommended)					

ENERGY CODE	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
All sections of referenced codes noted as mandatory are to be clearly addressed by the Registered Design Professional on the plans, even if a computer analysis is submitted.					
Air sealing details and Table R402.4.1.1					
Thermal barrier clearly identified, along with insulation types, thickness, and R (or U) Values noted					
Energy Certificate & Energy Certificate Application Statement					

**I attest that the construction documents submitted with this building permit application contain the minimum requirements for review as indicated above, and acknowledge that acceptance of this application does not constitute an approval:**

Architect/Engineer of Record: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Firm

Signature: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This submittal DOES NOT meet the minimum requirements for submission; please resubmit your plans after addressing all deficiencies noted above**

PE Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

**This submittal meets the minimum requirements for submission**

PE Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_