



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

One Manitton Court, Islip, New York 11751

Plans Examiners 631-224-5467

C

**COMMERCIAL PLAN INTAKE CHECKLIST**

**NEW BUILDING**

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					
Proper description of work					
<a href="#">Architectural Review Approval</a> – or – Letter from Planning					
Letter of Use/ Letter of Intent – A completed <a href="#">Letter of Use/ Letter of Intent form</a> (see website) describing the proposed business and proposed work to be done					
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)					
SITE PLANS	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Approved site plan – or – Letter from Engineering allowing for Building permit submission. The Plans Examiner will require a site plan for code compliance					

ARCHITECTURAL PLANS	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
<b>Town of Islip Plans Examiner Note on the title page of each trade set of plans:</b>  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: <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>					
All appropriate NYS Codes and Reference Standards					
Roof Ventilation					
Manufacturer specifications packages as required by Code.					
Window & door schedules with manufacturer, model, sizes, egress, projection factor & calculations, U Value, SHGC, VT, design pressure, air leakage, and guard information type					
Siding & roofing compliance specifications					
<a href="#">Town of Islip Building Code Evaluation Summary</a> on plans					
<a href="#">Attachments # 1 &amp; # 2 of the 2020 NYS Building Code Evaluation Summary</a>					
<a href="#">Town of Islip Geographical Table</a>					
All glazing information including type, labeling, & design loads					
Construction Type					
Clearly state building use and occupancy. Storage buildings and mercantile uses shall clearly note commodity classes, amounts and where stored. Clearly state and delineate incidental, accessory and mixed uses and whether or not such occupancies are to be separated by fire rated assemblies.					
Compliance with NYSBC Chapter 33 for Construction Safeguards as applicable					

STRUCTURAL PLANS	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Method used for structural design (material specific) Example: LRFD					
Special inspection approved agency information (BCNYS 1703)					
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					
Building components for lateral (shear walls or braced walls) and uplift resistance					
<a href="#">Town of Islip Structural Affidavit.</a> Provide signed/sealed structural calculations for buildings 2 stories and over.					
All connections for steel and cold formed steel including fastening such as bolting, welding and screws are to be detailed and called out.					
MECHANICAL / ELECTRICAL / PLUMBING PLANS	Required Information			Location on Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
<a href="#">Town of Islip Geographical Table</a>					
All new buildings and additions (No deferred submittals)					
Energy Code mandatory sections addressed					
<b>MECHANICAL.</b> Provide building heat/cooling loads and systems and duct sizing calculations ASHRAE 183 or Manuals J, S, & D residential up to and including 3 stories.					
All mechanical equipment clearly identified on the plans. Service and hot water design & piping shown. Specifications, including but not limited to type, power, fuel, capacity, BHP, HP, KW, and efficiency along with control narrative					
R Occupancies for whole house ventilation systems & outside air (no windows)					
Occupant, combustion and dilution outside air calculations					

Provide Accurate HVAC units count and type of power source (For RTU's, Split systems, ERV's, MUA, Kitchen hoods, Boilers, AHU, Clothes dryers etc. gas, electric, oil)					
<b>ELECTRICAL.</b> Provide full electrical and lighting plans. Circuit panel sizing & location, smoke & Carbon Monoxide specifications, Lighting Schedule with number of fixtures and number of lights/luminaires and wattages, Control Operation Narrative, daylight and side light drawings and calculations, interior lighting power allowance calculations shall be provided.					
<b>PLUMBING.</b> Provide plumbing and gas supply risers, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/ tables used for design					
Provide plumbing fixtures type and count (for water closets, lavatories, urinals, tubs/showers, sinks, service sinks, drinking fountains, dishwashers, washing machines, floor sinks, floor drains etc.)					
<b>OTHER EQUIPMENT.</b> Accurate count and type of power source (For water heaters, generators, cooking appliances, gas piping, medical gas etc.)					
<b>ENERGY CODE</b>	<b>Required Information</b>			<b>Location on Plans</b>	<b>Department Comments</b>
	C	I	N/A	Example: <a href="#">A-3</a>	<b>Department Use Only</b>
All sections of referenced codes noted as mandatory clearly addressed by the Registered Design Professional on the plan (even if a computer analysis is submitted)					
Thermal barrier clearly identified, along with insulation types, thickness, and R (or U) Values noted					
Written Commissioning Statement as cited in both the 2020 NYSECCC and ASHRAE 90.1 Reference Standards					
Provide all Energy Code Compliance information & specifications for heating and cooling systems and hot water service system.					
Clearly state which code is being used: 2020 NYSECCC – or – ASHRAE 90.1 Include scope, methods used and path used for compliance. All mandatory items addressed on plans.					
If using 2020NYSECCC/ASHRAE Comcheck, provide project information with building orientation. Each wall shall be individually analyzed and orientation noted. All glazing areas shall be shown including skylights and clear stories called out. Glazing and door shall have U Values, visible transmittance VT and SHGC called out. Do not call out projection factor unless plans clearly show projection factor details and calculations. Daylighting compliance & areas are to be shown on plans.					

Air barrier compliance including methods (materials or testing). If materials: provide details including clearly defining location in the building, thermal barriers, allowed material types & how applied, and sealing of penetrations. If testing: specific testing to be used.					
Energy Certificate & Energy Certificate Application Statement					
NYS Registered Design Professional Energy Code Compliance 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: \_\_\_\_\_  
ZI Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

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

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