



**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

C Building Permit Requirements - Commercial Site Work Only Permit

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

APPLICATION SUBMISSION REQUIREMENTS:

1. Site Plan Approval – There must be an approved site plan in order to apply for a Site Work Only Permit.
2. 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 – Please refer to our website for [Application Requirements](#) submittal process currently in effect. We will advise you on the total number of hardcopy documents required prior to permit issuance.
3. Application and Fee – A Building Permit Application must be filled out in its entirety, accompanied by the non-refundable permit fee.
4. 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*
5. Other – The site plan approval letter will outline requirements for that particular job. Each project is different, but requirements may include items such as right of way / work permits from the State, County or Town.

APPLICATION REVIEW:

1. Wetlands Permit – If the property is in a wetlands area or flood zone, a Wetlands and Watercourses Permit may be required from the Planning Division (631-224-5450). During the course of their review, Planning will determine if NYSDEC approval is also required.
2. Site work only permit applications will be forwarded to the Engineering Division for review and approval; the Building Division will issue the permit.
3. You will be given a copy of your site plan upon permit issuance to keep at the construction site.

AFTER PERMIT ISSUANCE

1. A Site Work Only Permit entitles you to perform site work as per the approved site plan. **Building construction is not permitted until you have secured the applicable building permits.**
2. Once your Site Work Only Permit has been issued, all applicable inspections should be made through the Engineering Division. Please refer to the [Engineering Inspection Process](#) flyer on our website.