



# GENERATOR PERMIT (COMMERCIAL) APPLICATION & REQUIREMENTS

Town of Islip Building Division  
One Manittoon Court, Islip, NY 11751

<https://islipny.gov/departments/planning-and-development>

# C

**FOR OFFICE USE ONLY**

PLACE STICKER HERE

Filing Date: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Plans Examiner Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved to Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Special Conditions of Permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ C/C Issued: \_\_\_\_\_

**IMPORTANT NOTE:**

**If this generator is in conjunction with a building permit application, a separate generator permit application is not required. You can add the generator to the building permit application, as long as the building permit is not issued (be advised, the requirements below apply).**

**TO BE COMPLETED BY APPLICANT:**

**Subject Address:** \_\_\_\_\_

#                      Street    Suite

\_\_\_\_\_

City    State    Zip

**Tax Map #: 0500** - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Business Name    Contact Name    Email    Phone

**Mailing Address:** \_\_\_\_\_

No / Street    City    State    Zip

If the property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Suffolk County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.

**Licensed Electrician:** \_\_\_\_\_

Business Name    Contact Name    Email    Phone

License # \_\_\_\_\_

**Business Address:** \_\_\_\_\_

No / Street    City    State    Zip

**Authorized Third Party:** \_\_\_\_\_

*(Tenant, Contractor RDP, Expeditor)* Business Name    Contact Name    Email    Phone

**Business Address:** \_\_\_\_\_

No / Street    City    State    Zip

## I. SCOPE OF WORK

Check the applicable fuel source and indicate the total number of generators being installed below:

<input type="checkbox"/> Propane _____	<input type="checkbox"/> Diesel _____	<input type="checkbox"/> Self-Contained / All-In-One _____ <i>(no external fuel source)</i>
<input type="checkbox"/> Natural Gas _____	<input type="checkbox"/> Gasoline _____	

**Plumbing and Fire Prevention Permits are required for the above installations.**

Generator Location:  Rooftop                       Ground-mounted (*SP* \_\_\_\_\_ - \_\_\_\_\_; *Approval Date* \_\_\_\_\_)

*Note: Site Plan Approval required prior to submission of a generator permit application for any ground-mounted generators-see page 3.*

PLACE STICKER HERE

## II. SUBMISSION REQUIREMENTS

Documents referenced herein can be found on our webpage at <https://islipny.gov/departments/planning-and-development/building-division-permits-section/permit-applications-and-requirements>. Links to many of the documents referenced are provided throughout this document. Requirements are subject to change without notice.

**Application processing begins when all required documents are deemed acceptable for intake and the [permit fee](#) is paid.**

[Building Permit Applications](#) must be filed electronically. Please refer to the [Building Permit – Application Submittal Process](#) flyer on our website. Unless stated otherwise, hard copies are not required with the initial electronic submission but may be required prior to permit issuance. The following items are required for permit intake:

1. [Survey](#) – An accurate survey less than 1 year old, signed and sealed by a licensed surveyor. For the purposes of a generator installation, the survey can be limited to a distance of 75' from the designated area of disturbance.
2. [Manufacturer's Information](#) – Provide manufacturer's catalog cut sheets and installation instructions for the proposed unit and any supplemental equipment; if more than one model is shown, indicate which cut sheets are for the proposed installation.
3. [Architectural Elevation Approval](#) - Screening is required to ensure the generator is properly screened from offsite view and for noise mitigation. Please submit an [Architectural Elevation Review Form](#) to Planning for approval.
4. [Ground Mounted Generator Requirements \(if applicable\)](#):
  - a. [Site Plan Approval](#) – Prior to applying for a generator permit, you must have an approved site plan from the Engineering Division. Site plan shall show the proposed location of the generator, screening and impact protection. Please refer to the [Site Plan Requirements for Commercial Generators](#) on the Engineering webpage.
  - b. [Elevation Certificate](#) – Required if the generator will be located in a FEMA Flood Zone (generator must be elevated as per the New York State Mechanical Code in effect at the time of application).
5. [Rooftop Generator Requirements \(if applicable\)](#):
  - a. [Structural Plans](#): Signed and sealed structural plans are required for the installation of generator and the screening, along with certification that the roof can hold the weight of the generators and screening.
  - b. [Federal Aviation Administration Approval](#) – Due to the proximity of Long Island MacArthur Airport, applications may be subject to the Code of Federal Regulations Part 77.
6. [NFPA Compliance](#) – Provide proof of compliance with “NFPA Engines Located Outdoors” as referenced in the current NYS Fuel Gas Code. Identify locations of nearest windows, doors or ventilation inlet points and distance separation to generator installations, for adjacent structures, including neighboring property, when applicable.
7. [Plumbing Permits](#) are required for any generators requiring gas piping from the fuel source to the generator. Follow the requirements listed on the [Plumbing/HVAC Permit Application](#). Plumbing permit applications must be filed simultaneously with the generator permit application.
8. [Fire Prevention System Permit](#): A [Tank Permit](#) must be filed at the Office of Fire Prevention (631-224-5477) for any fuel source coming from an on-site tank, including belly tanks. Applications should be filed simultaneously with the Building Division applications for the generator and plumbing (gas piping).
9. [Elevation Certificate](#) – Required if the generator will be located in a FEMA Flood Zone (generator must be elevated as per the New York State Mechanical Code in effect at the time of application).

## III. APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Once your application is deemed filed, it will be evaluated by various departments. Requirements prior to permit issuance include, but are not limited to the following:

1. [Zoning Compliance](#) – Generators are considered Accessory Structures and must comply with the TOI Zoning Code.
2. [Plumbing and Fire Prevention Permits](#) – The generator permit will be issued simultaneously with the Plumbing and Fire Prevention Tank Permit, if applicable.
3. [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.***

PLACE STICKER HERE

IV. REQUIREMENTS PRIOR TO CERTIFICATE OF COMPLIANCE (CC)	
1.	<u>New York 811</u> - You must notify New York 811 prior to the start of any digging/excavation activities. Please visit their website for notification procedures at <a href="https://newyork-811.com">https://newyork-811.com</a> . Failure to do so may result in penalties and fines.
2.	<u>Inspections</u> – Applicant is responsible for scheduling all Building, Plumbing, and Fire Prevention inspections if applicable. Ground mounted generators also require Engineering Inspections. Refer to our website for the <a href="#">Building, Plumbing and Engineering Inspection Process handouts</a> . For Fire Prevention inspections, please contact Fire Prevention directly at 631-224-5477.
3.	<u>Electrical Certificate</u> – Electrical Certificates from a <a href="#">Qualified Inspection Agency</a> are required prior to the final inspections. Please upload a copy of the certificate to the permit record, and deliver the original hardcopy to Building-Records.
4.	<u>Final As-Built Survey</u> – An as-built survey, signed and sealed by a NYS licensed surveyor is required. The survey must show the location of the equipment, elevation, and distances from property lines, structures and above and underground improvements. Survey shall also show the screening provided for any ground-mounted generators.
5.	<u>Noise Mitigation</u> – Applicants are responsible for noise produced by the proposed generator. During operation, if noise complaints are received, applicant shall be required to provide documentation from an appropriate testing firm that the operating installation conforms with the <a href="#">Islip Town Code</a> , Chapter 35 “Noise”.
6.	<u>Generator Maintenance</u> – Exercising of the generator, keeping the equipment “at the ready” shall be performed only between the hours of 8am-6pm, Monday through Friday.

*By signing this permit application, I expressly authorize the Building Division to conduct any inspections of the premises that the Building Division deems necessary to properly administer the building permit. I understand that the Town is relying on the information provided herein, and any inaccuracy may cause delay or additional fees. Further, I understand that if during the review process or inspections, it is determined that additional structures/alterations exist without the benefit of a building permit or certificate, the review process will be delayed and that additional permits and certificates will be required by the Building Division. By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.*

**PROPERTY OWNER SIGNATURE AND AUTHORIZATION**

**Property owner must sign below and have signature notarized**

I declare under penalty of perjury that: I am the property owner for the above subject property, I personally completed or reviewed the above information contained on this application and certify its accuracy, and this application is a true and complete statement of all existing and proposed work on the subject property. I acknowledge that it is my responsibility as the property owner to ensure the accuracy of any and all information provided to the Town, whether the information is provided by myself or any of the third parties (Tenant, Contractor, Design Professional, Expeditor) listed above, if any, throughout the permit and certificate process and that the Town is relying on the information and representations contained therein.

I acknowledge that the Town may also provide information to these authorized third parties throughout the permit and certificate process and that I must notify the Town **in writing** if any third-party authorization is subsequently revoked. I acknowledge that false statements are punishable as a class “A” misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York.

Print Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

NOTARY PUBLIC	NOTARY STAMP
Sworn to me this _____ Day of _____ 20 ____	
Notary Public: _____	