



# DEMOLITION PERMIT APPLICATION AND REQUIREMENTS

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

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

COMPLETE THIS APPLICATION IN ITS ENTIRETY.

DO NOT USE THIS FORM FOR INTERIOR DEMOLITION (AKA "INTERIOR ALTERATION TO VACANT SPACE").

*Permit expires 4 months from the date of issuance; no renewals.*

### TO BE COMPLETED BY APPLICANT:

**Subject Property:** \_\_\_\_\_  
Bldg/House # Street Suite  
 \_\_\_\_\_  
City State Zip

**Property Type:**  Commercial  Residential

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

### FOR OFFICE USE ONLY

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

Zoning Letter for Applicant:  Yes  No As-built Survey Required:  Yes  No

Zoning Approval Date: \_\_\_\_\_ N/A By: \_\_\_\_\_ N/A

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

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

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

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

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

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

**Property Owner\*:** \_\_\_\_\_  
Owner Name Contact Name Email Phone

**Mailing Address:** \_\_\_\_\_  
(If different than subject property address) No / Street City State Zip

*\* If 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, LLC, or Trust, legal documentation stating the person signing the application is an authorized signatory for the Corporation, LLC or Trust is required.*

**Tenant:** \_\_\_\_\_  
(If applicable) Business Name Contact Name Email Phone

**Mailing Address:** \_\_\_\_\_  
No / Street City State Zip

**Contractor:** \_\_\_\_\_  
(If not property owner) Business Name Contact Name Email Phone

**Mailing Address:** \_\_\_\_\_  
No / Street City State Zip

**Expeditor or Design Professional:** \_\_\_\_\_  
(If applicable) Business Name Contact Name Email Phone

**Mailing Address:** \_\_\_\_\_  
No / Street City State Zip

### I. IMPROVEMENTS TO BE DEMOLISHED / REMOVED

**Main Structure\*:**  Yes  No **Detached Garage:**  Yes  No **Shed:**  Yes  No **Pool:**  Yes  No  
**Cesspool / Septic System:**  Yes  No **Driveway (residential):**  Yes  No **Parking Lot (commercial):**  Yes  No  
**Trees (A separate land clearing permit may be required):**  Yes  No **AC System:**  Yes  No

**Other:** \_\_\_\_\_

\*Note: if the main structure is to be demolished, all accessory structures must also be demolished unless there is an issued permit for a new main structure.

**Will the Foundation(s) be removed?**  Yes  No

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## II. SUBMITTAL INSTRUCTIONS / 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 application.

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

Please refer to our website for the [Commercial](#) and [Residential](#) fee schedules in effect at the time of application.

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 two (2) years old is required. The survey must show all existing improvements, be scalable and prepared by a licensed surveyor.
2. Plan – The following must be shown on a site plan, plot plan or copy of the survey:
  - All structures or improvements to be removed must be labeled for removal
  - All structures to remain must be labeled to remain
  - If the main structure is to be demolished, all accessory structures must also be demolished unless there is an issued permit for a new main structure.
3. Erosion Control Plan – Required if the work will result in ground disturbing activity.
4. Work Permits – Any work on Town, County or State property will require the appropriate Right of Way work permit. This may involve the removal of an apron, sidewalk or any work in the roadway or property extending 8-10 ft typically behind the curb to the applicant's property line.
5. 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. Disconnect Letters – Required from the following agencies:
  - PSEGLI
  - Suffolk County Water Authority
  - National Grid (or a letter from National Grid stating there is no gas on the subject property)
  - Sewer District (or a letter from SCDPW Sewer District if the property falls outside of their boundaries)
7. Asbestos Certification:
  - Copy of asbestos certificate (front and back)
  - Copy of asbestos handling license (if asbestos is present)
  - Remediation report and lab results if asbestos was present, or Certification that there is no asbestos present
8. Refrigerant Evacuation and Capture Certification – If an air conditioning system is part of the demolition, a Town of Islip licensed HVAC contractor is required to perform and show proof of the refrigerant evacuation and capture.
9. Other – Additional requirements may be required by the Engineering Division, including a Storm Water Pollution Prevention Plan (SWPPP) if the area of disturbance is one acre or more and drains to a NYS Waterway.
10. Contractors Insurance Requirements – *ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.*
  - 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.
  - 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.

**Exception:** If demolition work is to be done by the Property Owner, an original signed BP-1 Insurance Waiver is required; not applicable for demolition of an owner-occupied dwelling.

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

Once the application is deemed filed, it will be circulated to various departments and outside agencies for review to ensure your plans comply with Islip Town Code, the NYS Uniform Code and all applicable regulations. If the removal involves underground structures, Engineering review will be required.

**IV. REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF COMPLIANCE (CC)**

A list of requirements due prior to CC will be provided to you upon permit issuance. All documentation shall be uploaded to the permit record. If original signed/sealed documents are required, they must be brought to the Building Division-Records Section. This documentation will be evaluated by the respective department(s) before being accepted as complete. Requirements include, but are not limited to the following:

1. New York 811 – You must notify New York 811 prior to the start of any digging/excavating activities; for notification procedures, visit <https://newyork-811.com/>; failure to do so may result in penalties and fines.
2. Inspections – Applicant is responsible for ensuring that their contractors schedule the [required inspections](#).
3. Documentation – Upload all documentation as required by the inspectors.

*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: _____	