



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

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464	Plans Examiners.....631-224-5467
Inspectors/Inspections....631-224-5470	Records.....631-224-5470
Permits.....631-224-5466	Zoning.....631-224-5438

R Building Permit Requirements – RESIDENTIAL Foundation Only

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

Foundation Only applications must be accompanied by, or submitted subsequent to an application for the full building permit. The construction plans for the full building permit must show all code compliant information before the Building Plans Examiner can process the Foundation Only permit.

The applicant is proceeding at their own risk with no assurance that a full Building Permit will be granted. Each project is unique; therefore, additional requirements or corrections may apply in order to comply with Islip Town Code, NYS Uniform Fire Prevention and Building Code, and all applicable regulations.

APPLICATION SUBMISSION REQUIREMENTS:

Applications must be filed electronically. Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. Unless stated otherwise, hardcopies 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. Foundation Only Permit Application – On a completed Building Permit application – next to *other*: indicate Foundation only (this must be accompanied by or subsequent to a permit application for the structure).
2. Permit Fee – The non-refundable fee is due at the time of application. Please refer to our [Fee Schedule](#) on the website for the current pricing.
3. Residential Intake Checklist– The [Residential Plan Intake Checklist](#) details the minimum NYS and TOI requirements that must be reflected on the Construction Documents and accompany the submission prior to acceptance of an application. The Registered Design Professional must complete this document, including references to where these items appear on the plans to help streamline the review.
4. Construction Documents – Signed and sealed foundation plans.
 - a. Complete foundation drawings by all trades for work associated with the foundation.
 - b. Calculations for the design of each element of the foundation.
 - c. All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the foundation, i.e., at each spread footing, wall, hold down anchor, etc.
 - d. A statement of the scope of work on the cover sheet of the plans specifying the limits of the Foundation Only construction, i.e., if the structure slabs and walls for a subterranean garage are to be included, it shall clearly be stated on the drawings.
5. Survey – An accurate survey less than one (1) year old, drawn to scale and signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; and road improvements (including pavement, curbing, sidewalks, drainage, etc.) abutting the site. If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required.

Requirements are subject to change – refer to our website for the most up-to-date forms and requirements.

6. Plot Plans – A proposed plot plan, signed and sealed by a NYS licensed and registered architect, engineer or surveyor is required. The Plot Plan must be a separate document, not embedded into the construction plans. Please refer to the [Plot Plan Minimum Requirements Checklist](#) on the Engineering page of our website to ensure your plans contain the minimum required information. Plans should be 11” x 17”; for large projects, the site plan reviewer may accept 24”x36” plans.
7. Soil Report – A soil report with soil boring information must be provided by a NYS licensed soil engineer.

APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

Applications will be reviewed by various departments within the Town of Islip including Building [Zoning, Plans Examiners] and Engineering. During the course of review, additional approvals may be required such as:

1. Community Improvement – During Elevation and Grading review for new dwellings or structures, Engineering will determine whether street improvements (i.e. curb, sidewalk, drainage) are required along the property frontage.
2. County and/or State Work Permits – If the property has frontage on, or access to a Suffolk County or New York State right of way, a work permit may be required.
3. Town of Islip Right of Way Work Permit – If work is performed within the public right of way (i.e. new driveway, apron, curbing, sidewalk), a permit from DPW 631-224-5610 will be required.
4. Variations – If your plans do not comply with the Town of Islip Zoning Code, you will receive a denial letter from the Building Division – Zoning Department advising you of the options.
5. Wetlands Permit – If the property is in a wetlands area or flood zone, a Wetlands and Watercourses Permit will be required from the Planning Division 631-224-5450. Planning will determine if NYSDEC approval is also required.
6. FEMA Flood Zone Compliance – Plans will be reviewed for compliance with FEMA regulations.
7. Additional Permits – Additional permits may be required for underground work such as plumbing permits.
8. Suffolk County Department of Health Services (SCDHS) Approval – SCDHS approval to construct (red stamp) is required prior to permit issuance, even if the property is in the sewer district. Contact SCDHS 631-852-5700.
9. Construction Activity Agreement – [Agreement](#) must be signed and notarized by the property owner and contractor.
10. 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.

REQUIREMENTS AFTER PERMIT ISSUANCE:

All documentation shall be uploaded to the permit record. If original signed/sealed documents are required, they must also be brought to the Building-Records Section. This documentation will be evaluated by the respective departments before being accepted as complete.

1. New York 811 - You must notify New York 811 prior to the start of any digging/excavation activities. Visit <https://newyork-811.com> for notification procedures; failure to do so may result in penalties and fines.
2. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the [Building](#) and [Engineering](#) Divisions (see the applicable inspection process handout); minimum 48 hours’ notice.
3. Foundation As-Built Survey and Certification (“Foundation 4”) – Prior to backfilling and framing, a Foundation As-Built Survey and Certification must be accepted by the Building Plans Examiner (requirements listed in the [Inspection Process handout](#)).
4. Documentation – Upload all documentation as required by the inspectors, including concrete certification, special inspection reports, etc. as applicable.

NO WORK BEYOND THE SCOPE OF THE APPROVED FOUNDATION ONLY PERMIT SHALL TAKE PLACE PRIOR TO ISSUANCE OF A FULL BUILDING PERMIT.