



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manittion Court, Islip, New York 11751

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

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Building Permit Requirements – RESIDENTIAL Manufactured Homes

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

APPLICATION SUBMISSION REQUIREMENTS:

The processing of applications begins when all required documents are deemed acceptable for intake and the permit fee is paid.

Applications shall 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. Application – A Building Permit Application, completed in its entirety, signed by the property owner, structure owner and installer who must be certified by New York State. **Installers certification number must be provided.**
2. Fee – The non-refundable permit fee is due at the time of application. Please refer to our [Fee Schedule](#) on the website for the current pricing.
3. Installers Certification – For installations, additions, alterations, or repairs the contractor must be a New York Department of State Certified Manufacturer, Installer or Mechanic of Manufactured Homes (as noted on the current approved NYS certified installer list).
4. Soil Boring Report – A Soil Boring Report (not required when information is part of installation instructions).
5. Building Plans –
 - a. A copy of the HUD approved manufactured home plan showing the HUD certification label and location/s in the dwelling unit
 - b. A copy of the manufactured home installation instructions for the specific unit (including but not limited to the pier footing/foundation and anchoring/tie-down locations and details, skirting and venting details)
 - c. Construction shall be in accordance with the 2020 NYSRC Appendix E.
 - d. If the property is located in a flood zone, must be installed as per NYSRC R322.
6. Plot Plans – A plot plan or survey, signed and sealed by a NYS licensed and registered architect, engineer or surveyor is required and must show the location of the project, distance from the “lot line”, and setbacks to the nearest structures. Plans shall be legible, formatted for 11” x 17” paper.

REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

1. Other Agency Approvals – Approvals from other agencies having jurisdiction, (i.e. Department of Environmental Conservation, Conservation Advisory Council, Water, Sewer, etc.) may be required.
2. Suffolk County Board of Health Approval – A BOH red stamp approval is required prior to Building Permit issuance even if the property is in the sewer district. Contact SCBOH 631-852-5700.

3. Construction Activity Agreement – Agreement must be signed and notarized by the property owner and contractor.
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 –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 PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO):

A list of requirements due prior to CO will be provided to you at permit issuance including, but not limited to the following items. Please upload a copy of the documentation to the permit record, and for any signed/sealed documents, submit the original to the Building Records Department:

1. Inspections – Applicant must ensure that all inspections are scheduled with at least 48 hours’ notice; call the Records Department at 631-224-5470 to schedule any inspection:
 - a. 1st Inspection: Footing piers (PRIOR TO POUR)
 - b. 2nd Inspection: Unit installed on piers with anchors and tie-downs (PRIOR TO SKIRTING)
 - c. 3rd Inspection: Final with skirting, all connections, and stairs.
2. Plumbing/HVAC Permit – Separate [Plumbing and HVAC Permits](#) are required for all plumbing, gas and HVAC work performed on site.
3. Suffolk County Board of Health Approval – The BOH final survey green stamp approval is required prior to issuance of a Certificate of Occupancy. Contact SCBOH 631-852-5700.
4. Electrical Certificate – An Electrical Certificate by a Town of Islip qualified electrical inspection agency is required for hookup on site (not required for the manufactured home itself); please refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.
5. Final Survey – Upon completion of work, please upload a final as-built survey to the permit record. An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements is required. “Final Survey” shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; road improvements abutting the site; size and location of any installed drainage structures; final site grading; elevations (referencing NAVD 88) of finished first floors, garage floors, drain inlets, driveways, retaining walls, and road improvements (curbing, pavement, sidewalks, drainage structures, etc.), as applicable.
6. Documentation – Upload all documentation as required by the inspectors, including concrete certification.