





PLACE STICKER HERE

**PERMIT TYPE FOOTNOTES:**

1. GAS PERMITS – Riser diagrams on the Master Plumbers letterhead are required, and must indicate ***by floor***, the type, width, and length of piping to each gas connection. Connections must be labeled as new, direct replacement or existing. Existing appliances must be labeled with the manufacturer date and if not previously permitted, may require a compliance permit.  
Pressure tests are required; the plumber and a Town of Islip Plumbing Inspector must be present during the gas test.
2. GAS FIREPLACES require a separate building permit unless it is a fireplace insert being inserted into an existing masonry fireplace listed on the Certificate of Occupancy (or deemed original by a Building Inspector).
3. GENERATOR PERMITS – See separate handout.
4. PROPANE LP GAS PERMITS – Must be filed by a TOI Licensed Gas Company servicing the account. A diagram showing the proposed placement of the tank is required. The Fire Marshal issues permits for residential installations when the tank is 420 lbs. (100 gallons) or greater, and for ALL commercial installations.
5. HVAC PERMITS – New residential systems require an accurate survey showing the proposed location of the condenser, the elevation (if raised) and floor plans showing the duct layout (mechanical drawings are not required). Manuals S, J and D, prepared by the HVAC contractor or HERS rater, are required. (Manual D is not required for ductless systems). Commercial systems require signed and sealed plans by a NYS RDP and must be approved plans by the Plans Examiner.
6. COMMERCIAL KITCHEN / EXHAUST HOOD PERMITS require Kitchen Hood packet completed by qualified installer.
7. OIL TANK INSTALLATION OR ABANDONMENT PERMITS require a physical inspection (install) or an abandonment certificate (if applicable) from the certified company performing such work. A diagram showing the proposed placement of exterior tanks is required.
8. PLUMBING FIXTURE PERMITS require a fixture riser diagram indicating, ***by floor***, all fixture connections shown on the plumber's letterhead. Be sure to indicate number of fixtures and type in the chart on page 2.
9. NEW BOILER, FURNACE & DIRECT REPLACEMENT of HVAC UNIT require manufacture cut sheets.
10. POOL HEATERS – A diagram showing the proposed placement of the heater is required. Pool must be on CO.
11. LAWN SPRINKLER PERMITS require a diagram of design, rain gauge(s) and backflow prevention device.
12. PLUMBING RECONNECT PERMITS can only be issued in conjunction with a permit for a house lift, addition, interior alteration or relocate structure.
13. CHANGE OF PLUMBER– Provide a letter from the Owner explaining why the plumber is being changed.

**APPLICATION SUBMISSION OPTIONS:**

1. 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
2. Hardcopy Submittal – Please refer to our website for Application Requirements submittal process currently in effect. Submit one copy of each required document upon submission; additional copies may be requested at a later date.

**APPLICATION SUBMISSION REQUIREMENTS:**

1. Application – A Plumbing/HVAC Permit Application completed in its entirety.
2. Fee – a non-refundable fee is due at the time of application. The total permit fee will be calculated and due prior to permit issuance.
3. Plumbers License – The Plumbers License must be valid for the duration of the application.
4. Documentation – Each permit type requires documentation specific to the proposed action; please see the footnotes associated with the permit being sought.

**REQUIREMENTS PRIOR TO PERMIT ISSUANCE:**

1. Suffolk County Board of Health Approval – Toilets are not permitted in accessory structures without Suffolk County Board of Health approval. Contact SCBOH at 631-852-5700.

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2. Two-family Family Use or Accessory Apartment Permits – Only one kitchen is allowed in a single family residence; if more than one kitchen is proposed, a permit for Two-family Family Use or an Accessory Apartment is required.

**REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:**

1. Inspections – Applicant is responsible for ensuring that their plumber schedules all required inspections (please see the Inspection Process - Building & Plumbing handout.) Separate permits will be required for any unpermitted plumbing/fixtures/appliances discovered during inspection.
2. Electrical Certificates – Electrical Certificates are required for all electrical installations. Please refer to the list of Electrical Inspection Agencies Qualified in the Town of Islip handout.
3. Suffolk County Board of Health Approval – if BOH approval was required for construction, a final BOH approval will be required prior to CO.
4. Documentation – Provide all documentation as required by the inspectors.

*I understand that the Town is relying on the information provided herein, any inaccuracy may cause delays and/or additional fees. I swear this application is a true and complete statement of all proposed work on the subject address. 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.*

<b>PROPERTY OWNER:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME (REPRESENTATIVE)</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	
<b>PLUMBER:</b>		
_____	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>TOI PLUMBERS LICENSE #</small>	<small>NOTARY PUBLIC</small>
<b>EXPEDITOR/DESIGN PROFESSIONAL:</b>		
<i>(if applicable)</i>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	