FOUNDATION ONLY PERMIT REQUIREMENTS
(COMMERCIAL ONLY)

The purpose of a Foundation Only permit is to start phased construction of a building. An application for a Foundation Only must be accompanied by, or subsequent to the submission of a full Building Permit application. 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.

Please note, the information provided is a general guide; each project is unique and additional requirements may apply under the New York State Uniform Code. The applicant is proceeding at their own risk with no assurance that a full Building Permit will be granted.

Permit Submission Requirements
1. Building Permit Application – A full Building Permit application must already be on file, or accompany the Foundation Only permit application.
2. Foundation Only Permit Application – On a completed Building Permit application – next to other: indicate Foundation only.
3. Permit Fee – Visit our website at islipny.gov for the current fee schedule.
4. Construction Plans – Three (3) complete sets of signed and sealed foundation plans.
   a. Complete foundation drawings including: all trades associated with the foundation portion of the structure, and relevant details related to these items as specified in the scope of work.
   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. Site Plan – One (1) copy of the approved site plan with all property lines and recorded easements indicated.
6. Soil Report – from a NY State Licensed Soil Engineer, as well as soil test boring information.

Prior to Permit Issuance
1. Review Process – Your application may be reviewed by various departments within the Town of Islip including Zoning, Engineering, Fire Prevention, Engineering and DPW.
2. Additional Permits – Additional permits may be required for underground work such as plumbing permits.
3. Suffolk County Health Department – An approval or letter of non-objection for the proposed work is required before the permit can be issued.

Applicants Responsibilities After Permit Issuance
1. Schedule all necessary inspections, including Building, Engineering and Fire Prevention.
2. Provide documentation as required by the inspectors.
3. Note: No work beyond the foundation shall take place prior to issuance of a full Building Permit.