All plans submitted for approval must contain the following information. You must check complete, incomplete, or N/A for each item and identify the location of the information on the plans. This document is to be signed and submitted with all building permit applications.

For instructions on how to apply for a building permit, refer to the Building Permit Requirements – Residential flyer on our website at [https://islipny.gov/departments/planning-and-development/](https://islipny.gov/departments/planning-and-development/).

### PERMIT APPLICATION

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>C</td>
<td>I</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Email Address of Owner and Design Professional**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**Board of Health Required:** Yes □ No ☐
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**Proper description of work**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

### ELEVATION & GRADING (NEW DWELLINGS ONLY)

<table>
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</table>

**Plot Plan (see the Plot Plan Minimum Requirements Checklist on our website for a full list of Engineering’s requirements):**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- 11” x 17” preferred; can be larger only if necessary to fit data
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Property info
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Applicant info
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Existing and proposed grades (in NAV88 Datum)
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Proposed dwelling with setbacks
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Drainage methods with calculations
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Existing & proposed utility connections
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- TOI construction details
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

- Dwelling entrance platform does not exceed 3’ above grade
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

### ARCHITECTURAL PLANS

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</tr>
</tbody>
</table>

**Original signature and seal of NYS licensed/registered design professional**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**Address and phone number of design professional**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**Location map showing the property**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**All applicable NYS Codes and Reference Standards**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**NYS Registered Design Professional Energy Code Compliance Statement**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A

**Allowable Building Area Calculations, including height (as defined in Islip Town Code 68-3), interior alterations, covered porches, etc.**
- ☐ Complete
- ☐ Incomplete
- ☐ N/A
### Architectural Plans Cont’d.

| Town of Islip Plans Examiner Note: Town of Islip Building Plans Examiner shall review the enclosed document for minimum acceptable plan submittal requirements of the Town of Islip as specified in the Building and/or Residential Code of the State of New York. This review does not guarantee compliance with that code. The seal and signature of the design professional has been interpreted as an attestation that, to the best of the licensee’s belief and information, the work in the document is:  
- Accurate  
- Conforms with governing codes applicable at the time of submission  
- Conforms with reasonable standards of practice and with view to the safeguarding of life, health, property and public welfare  
- Is the responsibility of the licensee | ☐ ☐ ☐ |  |  |
| Window & door schedules with manufacturer, model, sizes, egress, projection factor & calculations, U Value, SHGC, VT, design pressure, and guard information type | ☐ ☐ ☐ |  |  |
| Wind borne debris panel information if project is located in a wind borne debris area | ☐ ☐ ☐ |  |  |
| Table R301.2(1) Climatic and Geographic Design Criteria Table | ☐ ☐ ☐ |  |  |
| All dead, live, roof loads, deflection limits and tables | ☐ ☐ ☐ |  |  |
| Elevation drawings for each side of the structure | ☐ ☐ ☐ |  |  |
| Floor plan of every floor, including basement, with each room labeled and interior access shown | ☐ ☐ ☐ |  |  |
| Foundation Plan / Anchor bolt spacing, diameter, embedment | ☐ ☐ ☐ |  |  |
| Comprehensive Strength for concrete (Table 402.2) | ☐ ☐ ☐ |  |  |
| Crawl space – vents and access panels | ☐ ☐ ☐ |  |  |
| Smoke detectors / Carbon Monoxide detectors | ☐ ☐ ☐ |  |  |
| Cross sections and details (including room heights) | ☐ ☐ ☐ |  |  |
| High wind (130) connections – demonstrating continuous load path | ☐ ☐ ☐ |  |  |
| Rafter to top plate to stud (rafter hangers and strapping at cath ceiling), connection at 1st and 2nd floors, 1st floor attachment at foundation, post column caps and bases, window and door headers at exterior walls | ☐ ☐ ☐ |  |  |
| Collar ties and spacing (upper 1/3 of roof assembly) | ☐ ☐ ☐ |  |  |
| Strapping for framed openings | ☐ ☐ ☐ |  |  |
| Floor joist, ceiling joist, roof ridge beam and rafter spans | ☐ ☐ ☐ |  |  |
| Cantilever and back span | ☐ ☐ ☐ |  |  |
| Elevation certificate for flood hazard areas | ☐ ☐ ☐ |  |  |
| Fireplace Specs | ☐ ☐ ☐ |  |  |
| Chimney Specs | ☐ ☐ ☐ |  |  |
| Clothes dryer exhaust | ☐ ☐ ☐ |  |  |

#### STRUCTURAL PLANS

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<tr>
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<tbody>
<tr>
<td>Method used for structural design (material specific; refer to 2018 WFCM – or- 2020 IRC)</td>
<td>☐ ☐ ☐</td>
<td></td>
</tr>
<tr>
<td>Building components for lateral (shear walls or braced walls) and uplift resistance</td>
<td>☐ ☐ ☐</td>
<td></td>
</tr>
<tr>
<td>Drawings signed and sealed by a NYS Registered Design Professional for all pre-engineered assemblies including wood roof and floor trusses, cold formed construction, open web steel trusses, canopies &amp; awnings, and pre-engineered buildings</td>
<td>☐ ☐ ☐</td>
<td></td>
</tr>
<tr>
<td>Building application for Truss Signage required for pre-engineered building products</td>
<td>☐ ☐ ☐</td>
<td></td>
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</table>
### MECHANICAL / ELECTRICAL / PLUMBING PLANS

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- **Town of Islip Geographical Tables**
  - C
  - I
  - N/A

- **Building heat/cooling loads and systems and duct sizing or Manuals J, S, & D residential up to an including 3 stories. All equipment clearly identified on the plans. Specifications, including but not limited to type, power, fuel, capacity, BHP, HP, KW, and efficiency along with Control Narrative**
  - C
  - I
  - N/A

- **Energy Code mandatory sections addressed**
  - C
  - I
  - N/A

- **Whole house ventilation systems (new residential homes only)**
  - C
  - I
  - N/A

- **Plumbing and gas supply risers, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for design**
  - C
  - I
  - N/A

### ENERGY CODE

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- **All sections of referenced codes noted as mandatory clearly addressed by the Registered Design Professional on the plan (even if a computer analysis is submitted)**
  - C
  - I
  - N/A

- **Air sealing details and Table R402.4.1.1**
  - C
  - I
  - N/A

- **Thermal barrier clearly identified, along with insulation types, thickness, and R (or U) Values noted**
  - C
  - I
  - N/A

- **Energy Codes used – 3 stories or less - Standard 2020 NYSECC Residential Provisions, Chapter 11 Reference**
  - C
  - I
  - N/A

- **Energy Certificate & Energy Certificate Application Statement**
  - C
  - I
  - N/A

---

I attest that the construction documents submitted with this building permit application contain the minimum requirements for review, as required above, and acknowledge that acceptance of this application does not constitute an approval:

Architect/Engineer of Record: ____________________________   Date: ______________

Name: ____________________________   Firm: ____________________________

Signature: ____________________________   Date: ______________

---

### FOR INTERNAL USE ONLY

ADDITIONAL COMMENTS:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

☐ This submittal **DOES NOT** meet the minimum requirements for submission; Please address all deficiencies prior to resubmission.

PE Initials: ________ Date: _____________   Comments: ____________________________

ZI Initials: ________ Date: _____________   Comments: ____________________________

☐ This submittal **meets** the minimum requirements for submission.

PE Initials: ________ Date: _____________   Comments: ____________________________

ZI Initials: ________ Date: _____________   Comments: ____________________________