



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manittion Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing.....631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

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Building Permit Requirements – RESIDENTIAL Additions, Interior Alterations, Accessory Structures & Decks

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

For a list of improvements that require a permit, please refer to the document entitled “When is a Permit Required?”

APPLICATION SUBMISSION REQUIREMENTS:

If you plan to file your application electronically, please refer to our website for the process of electronic submittals. No hardcopies are required with the initial electronic submission.

A completed Building Permit Application is to be submitted to the Permits Department along with the following:

1. Fee – A non-refundable filing fee is due at the time of application. The total permit fee will be calculated and due prior to permit issuance.
2. Survey – Three (3) copies of an accurate survey, 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 abutting the site. The survey must be drawn to scale. Surveys for additions must be less than one (1) year old.

For accessory structures and decks, the location, size and setbacks of the proposed improvements are to be shown on the survey. Setbacks should indicate the distance the proposed structure will be from the side, rear, and front property lines, as well as the distance from any other structures.

For additions, provide three (3) copies of a plot plan. Please refer to the Plot Plan Minimum Requirements Checklist on the Engineering page of our website to ensure your plans meet the minimum required information.

3. Accessory Building Affidavit (if applicable) – If this application is for an accessory building, a completed Residential Accessory Building Affidavit is required.
4. Plans:

- a. Construction Documents – One (1) set of construction documents prepared by a NYS licensed and registered architect or engineer are required unless stated otherwise under 3b. Please refer to the *Pre-Submission Plan Review Checklist-Residential* to ensure your plans contain the minimum information required for submission. Plans should be 24”x 36” unless otherwise approved by the Plans Examiner.

An electronic copy of the plans is required once the application is accepted for submission. When the application is filed, a Record # will be assigned to this application for document uploads. The plans are to be uploaded to <https://pdfupload.islipny.gov> on the same day you make your application so as not to delay the application. Subsequent resubmissions should be uploaded electronically. When the plans are ready for approval, the Plans Examiner will need three (3) sets of construction documents.

- b. Hand Drawn Plans (limited applications only) – Three (3) sets of hand drawn plans may be accepted in lieu of construction documents for the following improvements only:
 - Interior alterations involving non-load bearing systems within a one-family dwelling. Garage conversions do not apply – they require construction documents (see 3a).
 - Decking less than 30 inches high without a roof.
 - Accessory structures no larger than 300 square feet and no taller than 10 feet, containing no interior finishes, plumbing or heat.

Plans may be hand drawn by the homeowner as long as they meet the following minimum standards:

1. Drawn neatly, legibly and to scale on graph paper.

2. Plans can be no smaller than 8 ½” x 11” and no larger than 24” x 36”.
 3. For interior alterations, a floor plan of each floor in the dwelling must be submitted, including basements and cellars. The size and use of all rooms, location and sizing of all windows, doors and stairways must be shown.
- c. Residential Intake Checklist – The Intake Checklist details the minimum NYS and TOI requirements that must be on the Construction Documents prior to acceptance of an application. The RDP must complete this document, including references to where these items appear on the plans to help ensure a quicker review.

APPLICATION REVIEW:

Applications will be reviewed by various departments including Building (Zoning, Plans Examiners) and Engineering (Elevation & Grading). During the course of review, additional approvals may be required such as:

1. Town of Islip Right of Way Work Permit – Work performed within the public right of way (i.e. new driveway, curbing, sidewalk) requires a permit from the Department of Public Works (631-224-5610).
2. Variance – The Building Division (Zoning Dept.) will advise you if the plans don’t comply with the Town of Islip Zoning Code. If you wish to request a variance, you will need to make an appointment with the Building-Zoning Department (631-224-5438) at One Maniton Court in Islip to get a denial letter. The denial letter will describe the relief you are seeking. You will then need to apply for a variance at the Zoning Board of Appeals (631-224-5489) which is located at 40 Nassau Avenue in Islip.
3. Fire Sprinklers – If fire sprinklers are required, a permit is required from Fire Prevention (631-224-5477).
4. 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). During the course of their review, Planning will determine if NYSDEC approval is also required.

REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

1. Suffolk County Board of Health Approval – BOH approval may be required based on the nature of the improvements. Contact SCBOH 631-852-5700.
2. 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 PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

Upon permit issuance, a list of requirements due prior to Certificate of Occupancy will be provided to you including:

1. Inspections – Applicant is responsible for ensuring that their plumber and contractors schedule all required inspections with the Building and Engineering Divisions (please see the applicable Inspection Process handout).
2. Foundation As-Built Survey (required only for detached garages and building additions exceeding 50% of the existing footprint) – Three (3) copies of a survey, signed and sealed by a NYS licensed surveyor, showing foundation (or slab) as-constructed. “Foundation As-Built Survey” shall include exterior dimensions of foundation (or slab); distances from foundation (or slab) to property lines; and elevations (referencing NAVD 88) of the top of foundation (or slab). Review of this survey is required prior to commencement of framing.
3. Plumbing/HVAC Permit – A separate Plumbing and HVAC Permit is required for all plumbing and HVAC work. Permit requirements are listed on the Plumbing/HVAC Permit application.
4. Suffolk County Board of Health Approval – If BOH approval was required, a BOH final survey green stamp approval will be required prior to issuance of a Certificate of Occupancy. Contact SCBOH 631-852-5700.
5. Electrical Certificate – Please refer to the list of *Qualified Electrical Inspection Agencies* on our website.
6. Final Survey – One (1) copy of an accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of site work. “Final Survey” shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; and elevations (referencing NAVD 88) of finished first floors, garage floors. Additional information may be required based on nature of work performed.
7. Documentation – Provide all documentation as required by the inspectors, including concrete certification if applicable.