



**TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
BUILDING DIVISION**

One Manitton Court, Islip, New York 11751

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

BUILDING PERMIT – APPLICATION SUBMITTAL PROCESS

Visit our website for current fees, forms and applications; requirements subject to change without notice.

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

I. BEFORE YOU BEGIN

Please ensure you have all required documents saved on your computer as PDF files before you submit your application. If a document spans multiple pages, merge them into a single PDF file before uploading. For larger commercial projects, categorize construction documents into separate files based on trades (e.g., Architectural, Structural, MEP, etc.).

II. PLANNING AND DEVELOPMENT APPLICATION PORTAL (PREFERRED METHOD)

The new Planning and Development Application Portal (“Portal”) is a convenient platform for filing applications and tracking application statuses online. Introduced in the Fall of 2023, the platform is continually evolving, with plans to incorporate additional features and improvements in the future.

At the time of writing, the Portal supports applications for the following permit types:

Accessory Structure - Addition	Demolition	High Piled Rack Storage	Revision to Issued Permit
Accessory Structure – New	Dwelling - Addition	Interior Alteration	Shell/Vacant Building
Change of Tenant	Dwelling – New	Interior Arrangement	Solar Panels (25kW or more)
Change of Use	Emergency Repair	Main Building - Addition	
Deck (over 18")	Fireplace, Chimney, Wood/Coal Stove	Main Building - New	

To file your application through the Portal:

1. Log In – Visit <https://planning.islipny.gov/> to log into your account. If you have not yet created an account, you can easily do so using this same link.
2. File for A Permit– From the Menu, click the Building Division drop-down button and follow the directions in *How to File*. **IMPORTANT NOTE: If you already sent in your application via email or drop-off, please refrain from submitting it through the portal to avoid duplicate applications on file.**
3. Uploading Documents – See Section IV for information on uploading documents on the Portal.

III. CONVENTIONAL SUBMITTAL PROCESS

Do not use this method if you are filing one of the permit types listed in Section II above.

1. Email a completed [application](#) to the Permits Office at BuildingPermits@islipny.gov.
2. If the application is filled out correctly, you will receive a Record # from Permits, typically within one business day. Follow the upload directions in Section IV below using the Record # provided by Permits.

IV. UPLOAD PROCESS

Documents must be submitted electronically, using one of the following two methods listed below. When submitting revised documents, please make sure the documents are accompanied by a cover letter to provide context on the reason for resubmission.

1. UPLOAD THROUGH THE PORTAL:

- a. Sign in to the Portal at <https://planning.islipny.gov/>, access the Application Manager and locate your application within the relevant tab (Unsubmitted Applications, Pre-Submission Intake Review, or Filed Permits):
 - i. Unsubmitted Applications (initiated but not yet submitted):
 - a) Click the Ticket #
 - b) The application entry screen will appear, after completing Steps 1 through 3, click Step 4 Document Upload
 - c) Scroll to the relevant document type, click Choose File, and proceed as instructed.
 - d) If your document type isn't listed, navigate to the bottom and click Upload Additional Files. If the file type isn't listed, select Other.
 - e) Under Document Name, provide an accurate description (e.g., MEP Plans xx/xx/xx)
 - ii. Pre-Submission Intake Review (application submitted, but not yet accepted for intake):
 - a) Click the Application Status.
 - b) The Permit Information page will appear. Click Upload Additional Files (top right corner). If the file type is not listed, select Other.
 - c) Under Document Name, provide an accurate description (e.g., MEP Plans xx/xx/xx)
 - iii. Filed Permits (application was accepted for intake and the base fee has been paid):
 - a) Click the Permit ID.
 - b) The Permit Information page will appear. Click Upload Additional Files (top right corner). If the file type is not listed, select Other.
 - c) Under Document Name, provide an accurate description (e.g., MEP Plans xx/xx/xx)

2. UPLOAD USING PDF UPLOAD FROM YOUR BROWSER:

- a. Ensure you have your Record # available before proceeding. If you do not have the Record #, please contact Permits at buildingpermits@islipny.gov or 631-224-5466.
- b. Access <https://pdfupload.islipny.gov/> from your browser and complete the following information:
 - i. Record # – Enter the 6-digit Record number mentioned above.
 - ii. Type – Select the document type to be uploaded from the dropdown menu (options vary based on whether it's a Building, Engineering or Planning application).
 - iii. Document Name – Enter a descriptive file name with the document date (e.g., *MEP Plans 04/28/20; HVAC Specifications; BOH green stamp 03/26/20*, etc.); documents with generic names face rejection.
 - iv. Choose File – Select the PDF file you wish to upload. An application submission will not be considered complete until all required documents are received.
 - v. Upload – Press the Upload button and click OK.

V. OVERVIEW OF THE APPLICATION REVIEW PROCESS

1. Intake Review – A permit application is considered filed only when it meets the minimum intake requirements. A Plans Examiner and Zoning Reviewer will conduct a preliminary review for completeness, typically within two business days:
 - a. If the application lacks necessary documents or code references, you will receive an email specifying the reason for intake denial.
 - b. If the application meets the minimum requirements, Permits will request the original signed application and base fee. Upon receipt, your application will be officially filed.
2. Application Review – Once filed, applications are reviewed in the order received. Various offices may be involved in the review process; for more information, refer to the [Permit Requirements](#) form for the applicable permit type.
3. Review Feedback – If the plans do not comply with the Town of Islip Zoning Code, NYS Uniform Code or other municipal regulations, deficiencies will be communicated via email. Revised plans can be uploaded through the Portal or PDF Upload as detailed in Section IV.
4. Permit Approval and Issuance – Upon approval of plans and fulfillment of all the permit requirements including payment of fees, you will receive a link to the approved plans. The requisite number of plans must be printed in color and submitted to Permits to obtain the permit placard.
5. Inspections and CO's – When you receive your permit, you will be given a list of items required for CO. Applicant must schedule all required inspections; please refer to the Inspection Process Handouts for the [Building](#) and [Engineering](#) Divisions. For Fire Prevention inspections when applicable, please contact the Office of Fire Prevention directly at 631-224-5477.