



Town of Islip Fire Marshal's Office

PERMIT SUBMISSION REQUIREMENTS

Chief Fire Marshal Robert Doucet
24 Nassau Avenue, Islip NY 11751
P: (631) 224-5477 F: (631) 224-5458

Last Updated: 4/26/21
Form: FMO-PSR
E-Mail: fireprevention@islipny.gov

Rental Permit Application Requirements:

- Completed, signed & notarized application (Form DFP-2) with fee.
- Copy of Certificate of Occupancy.
- Floor plan (to scale or include dimensions).

Place of/Public Assembly Application Requirements:

- Completed, signed & notarized application (Form DFP-1) with fee.
- Copy of Certificate of Occupancy.
- Floor plan (to scale or include dimensions).

Hazardous Materials Use Permit Application Requirements:

- Completed, signed & notarized application (Form DFP-3) with fee.
- Copy of Certificate of Occupancy.
- Floor plan (to scale or include dimensions). This shall include the location of the hazardous materials storage.
- Complete list of all hazardous materials used/stored (including quantities).

Tank Install/Demo & Underground Associated Piping Application Requirements:

- Completed, signed & notarized application (Form DFP-5) with fee.
- Copy of Building Department Permit or Certificate of Occupancy.
- One (1) copy of the Site Plan or survey.
- Three (3) sets of plans. Plans shall include size and type of tank, distance to all structures on property, distance to property lines and the use of the tank.
- Copy of Workers Compensation, NYS Disability and Liability Insurance Certificates
- Board of Health approval (when required).
- One (1) complete set of cut sheets for all equipment and parts used within the system. If sheets have multiple pieces listed, circle or highlight the parts used.

System Permit Application Requirements (for all **New Fire Protection systems):**

**For modifications to existing systems, see page #2.*

- Completed, signed & notarized application (Form DFP-4) with fee.
- Copy of Building Department Permit or Certificate of Occupancy.
- Three (3) sets of plans signed & stamped by a P.E. or Architect.
- One (1) complete set of cut sheets for all equipment and parts used within the system. If sheets have multiple pieces listed, circle or highlight the parts used.
- Copy of Workers Compensation, NYS Disability and Liability Insurance Certificates.

AND:

Fire Alarm Systems:

- Battery calculations for the entire system.
- A Sequence of operations shall be listed on the plans.
- If CO detection is integrated into the fire alarm system, show all HVAC zones and all fuel-fired appliances.
- Copy of the installer's NYS Fire Alarm License.

Fire Suppression Systems:

- Proof of installer's certification or approval from the system manufacturer indicating the installer is factory trained and/or certified for the specific brand/model of system being installed.
- Copy of installer's Suffolk County FELB license.

Fire Sprinkler Systems

- Three (3) sets of hydraulic calculations stamped by a P.E. or Architect.
- Copy of Suffolk County Water Authority water test data performed within 12 months of submission.
- Copy of valid Islip Town Plumbers License.

Fire Service Main

- Copy of approved Site Plan.
- Plans shall include all thrust blocking detail.
 - **Note:** A visual inspection is required before any trench can be backfilled.

System Permit Application Requirements (for modifications to existing Fire Protection systems):

- Completed, signed & notarized application (Form DFP-4) with fee.
- Copy of Building Department Permit or Certificate of Occupancy.
- Three (3) sets of plans. Shop drawings are acceptable. They **do not** need to be signed & stamped by a P.E. or Architect.
- One (1) complete set of cut sheets for all equipment and parts used within the system. If sheets have multiple pieces listed, circle or highlight the parts used.
- Copy of Workers Compensation, NYS Disability and Liability Insurance Certificates.

AND:

Fire Alarm Systems:

- Battery calculations for the entire system.
- A Sequence of operations shall be listed on the plans.
- If CO detection is integrated into the fire alarm system, show all HVAC zones and all fuel-fired appliances.
- Copy of the installer's NYS Fire Alarm License.

Fire Sprinkler Systems

- Copy of valid Islip Town Plumbers License.

Emergency Responder Radio Coverage Systems (Class A Systems):

- Completed, signed & notarized application (Form DFP-4) with fee.
- Copy of Building Department Permit or Certificate of Occupancy.
- Three (3) sets of plans signed & stamped by a P.E. or Architect. Plans shall be dimensionally scaled and include riser diagram, antenna locations and pre- and post-signal propagation mapping.
 - **Note:** Plans do not have to be stamped if the manufacturer of the system components designs the system.
- One (1) complete set of cut sheets for all equipment and parts used within the system. If sheets have multiple pieces listed, circle or highlight the parts used.
- Battery calculations or documentation of the 24-hour minimum operating period upon loss of power.
- System shall include a means for emergency shutdown.
- Provide copy of lead installation & testing personnel FCC General Radiotelephone Operator License and certification from the system manufacturer.
- Copy of Workers Compensation, NYS Disability and Liability Insurance Certificates.