

## TOWN OF ISLIP PLANNING & DEVELOPMENT OPERATIONS

Updated August 12, 2020

The Planning and Development offices remain closed to the General Public, but our employees are working hard to ensure your applications are being processed as efficiently as possible.

Due to high call volumes, please feel free to email us with any inquires you may have; visit our website at <https://islipny.gov/departments/planning-and-development> for forms, applications and contact information.

Due to changing circumstances surrounding COVID-19, procedures are subject to change without notice.

### **INSPECTIONS**

Building, plumbing and engineering inspections will continue as permitted under the Governor's executive orders. The Town shall issue a stop work order for any project that fails to meet the State's guidelines. Please refer to the [Building & Plumbing Inspection Process Guideline](#) and the [Engineering Inspection Process Guideline](#) on our website for further information. *Please note – Plumbing inspections are now scheduled by the Records Dept.*

### **BUILDING DIVISION SUBMITTALS**

**Town of Islip Building Division, One Manitton Court, Islip NY 11751**

Applications and other paperwork can be submitted electronically, dropped off, or shipped to us (see details below). Applications will be given a cursory review for completeness, typically within 2 business days. If the application is complete and plans contain the minimum information for review, the application will be accepted. Incomplete applications will be returned and no further action will take place until the application is resubmitted and deemed complete.

1. Electronic submissions (preferred) – Applications can be filed electronically; please refer to the [Building Division Electronic Submittal Process flyer](#) on our website for detailed instructions.
2. Drop box submissions (MASKS REQUIRED) – Our drop box is available Monday – Friday between 8:00 am and 3:30 pm. Please make sure the application package is complete and bundled together before placing in the drop box located outside the Building Department front door; please be sure to wear a mask when approaching the drop box.
3. Mail-in submissions – Please make sure the submission is complete before shipping to the address above, attention Permits Department.
4. FOIL Requests – Copies of Building Division Records can be obtained by emailing a completed [Building Division Freedom of Information Law Application \(F.O.I.L.\)](#) to [recordsdepartment@islipny.gov](mailto:recordsdepartment@islipny.gov). You can also place your application in the drop box, or mail it to us. NOTE: If you require records that are issued by departments *other* than the Building Division, you must submit your FOIL request to the Town Clerks Office.

### **ENGINEERING DIVISION SUBMITTALS**

**Town of Islip Engineering Division, Town Hall, 655 Main Street, Islip NY 11751**

Applications and other paperwork can be submitted electronically, dropped off, or shipped to us (see details below). Applications will be given a cursory review for completeness, typically within 2 business days. If the application is complete and plans contain the minimum information for review, the application will be accepted. Incomplete applications will be returned and no further action will take place until the application is resubmitted and deemed complete.

1. Electronic Submissions (preferred) – Applications can be filed electronically; please refer to the [Engineering Division Electronic Submittal Process flyer](#) on our website for detailed instructions.
2. Drop box submissions (MASKS REQUIRED) – Applications can be brought to the lobby of Town Hall Mon–Fri between 8:30 am – 4:15 pm. Please make sure the application package is complete and bundled together. Upon arrival at the Town Hall parking lot, please call Engineering at 631-224-5360 to let them know you are dropping off a package. Engineering staff or a Park Ranger will greet you at the front entrance of Town Hall to take the package. Please make sure you are wearing a mask when approaching the building.
5. Mail-in submissions – Please make sure the submission is complete before shipping to the address above.

## **PLANNING DIVISION SUBMITTALS**

**Town of Islip Planning Division, Town Hall, 655 Main Street, Islip NY 11751**

Applications and other paperwork can be submitted electronically, dropped off, or shipped to us (see details below). Applications will be given a cursory review for completeness, typically within 2 business days. If the application is complete and plans contain the minimum information for review, the application will be accepted. Incomplete applications will be returned and no further action will take place until the application is resubmitted and deemed complete.

1. Electronic submissions (preferred) – Applications can be filed electronically. Please email a copy of your completed application form to [PlanningApplication@islipny.gov](mailto:PlanningApplication@islipny.gov). You will receive an email, typically by the next business day with instructions on how to upload your documents to the Planning Division.
3. Drop box submissions (MASKS REQUIRED) – Applications can be brought to the lobby of Town Hall Mon–Fri between 8:30 am – 4:30 pm. Please make sure the application package is complete and bundled together. Upon arrival at the Town Hall parking lot, please call Planning at 631-224-5450 to let them know you are dropping off a package. Planning staff or a Park Ranger will greet you at the front entrance of Town Hall to take the package. Please make sure you are wearing a mask when approaching the building.
3. Mail-in submissions – Please make sure the submission is complete before shipping to the address above.

## **ZONING BOARD OF APPEALS (ZBA) SUBMITTALS**

**Town of Islip Zoning Board of Appeals, 40 Nassau Avenue, Islip NY 11751**

Applications and other paperwork can be dropped off or shipped to us (see details below); be sure your contact information (phone and email) is included. Should additional information be required, we will request same by phone or email. If the submission is complete, a receipt will be sent via mail or email.

1. Dropped off submissions (MASKS REQUIRED) – Applications can be brought to the ZBA Mon-Fri between 8:30am - 4:30pm. Please call us upon your arrival at 631-224-5489 and we will retrieve your package at the door. Please make sure you are wearing a face mask when approaching the building.
2. Mail-in submissions – Please make sure the submission is complete before shipping to the address above.