



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

One Manitton Court, Islip, New York 11751

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

C Building Permit Requirements – COMMERCIAL Factory Manufactured Fireplaces, Fireplace Stoves and Chimneys (Installed in other than 1- and 2-family detached houses and townhomes)

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

APPLICATION SUBMISSION REQUIREMENTS:

NYS does not regulate installation of unlisted appliances, therefore no permit will be issued for unlisted appliances.

1. Method of submittal:
 - a. Electronic Submittal – Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. No hardcopies of documents are required with the initial electronic submission unless otherwise referenced in the flyer. Our staff will advise you on the total number of hardcopy documents required prior to permit issuance.
 - b. Hardcopy Submittal – Please refer to our website for [Application Requirements](#) submittal process currently in effect. We will advise you on the total number of hardcopy documents required prior to permit issuance.
2. Application and Fee – A Building Permit application must be filled out in its entirety, signed by the property owner, accompanied by the application fee and the items listed below.
3. Survey – 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.
4. Construction Plans – Signed and sealed plans, drawn to scale by a NY State Registered Design Professional showing proper NYSMC, NYSFGC and NYSFC safety code compliance and the location of the proposed unit, will be required. Plans should include:
 - Location of Smoke and CO Detectors – As per the 2020 NYSFC sections FC907 and FC915
 - Location / type of any exterior openings (windows, doors, intakes, etc.)
 - Information noted below
5. Manufacturer’s Specifications – A copy of the manufacturer’s specifications and installation instructions showing the following information:
 - Factory clearances
 - Hearth recommendations / dimensions
 - Factory-built fuel-burning fireplaces shall be installed as per listing and labeling and be tested as per UL 127
 - Fireplace stoves and Room heaters – shall be installed as per listing and labeling. Fireplace stoves shall be tested as per UL 737 and solid-fuel-type room heaters as per UL 1482.
 - Solid fuel type Factory-Built Chimneys and Vents – shall be listed and labeled and installed per manufacturer instructions. Dwelling unit solid fuel chimney shall comply with UL 103 marked “Type HT” or “Residential Type and Building Heating Appliance Chimney”
 - Solid fuel metal chimney – NFPA 211
 - Vented Gas Fireplaces (Decorative Appliances not for heat) – shall be in accordance with ANSI Z21.50/CSA 2.22 and be equipped with a flame safeguard device.

- Decorative Gas Appliances for Installation in Approved Solid Fuel burning Fireplaces shall comply with ANSI Z21.60/CSA 6.26 and have flame safeguard device in accordance and shall be installed as per manufacturer directions.
 - Vented Gas Fireplace Heaters shall be installed as per manufacturer's instructions, shall be tested as per ANSI Z21.88/CSA 2.33 and be equipped with a flame safeguard device
 - Vents for appliance shall be listed and labeled. Type B and BW vents shall be tested as per UL 641. Type L vents shall be tested as per UL 641. Category II and III vents shall be tested as per UL 1738.
 - Factory built chimneys – shall be listed and labeled and installed as per manufacturer's instructions. Where flue gas is less than 1000 degrees Fahrenheit, shall be tested as per UL 103. Over 1000 degrees Fahrenheit, shall be tested as per UL 959
 - Portable outdoor fireplaces shall be used as per the manufacturer's instructions and shall not be operated within 15 feet of a structure or combustible material
 - Separate manufacturer's information regarding chimney materials to be provided
 - Chimney / flue pipe details
5. Plumbing Permit – A Plumbing Permit and gas riser diagram is required for gas installations. The Riser diagram is to be provided on the letterhead of a Town of Islip Licensed Plumber unless prepared by a NYS Registered Design Professional. The Plumbing Permit should accompany the Building Permit Application.
6. Structural Drawings – Any construction affecting structural elements will require signed and sealed plans by a NYS Registered Design Professional.
7. All equipment installations shall be inspected by the Town of Islip Building Inspector and Town of Islip Fire Marshal.