

TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT DIVISION OF BUILDING

One Manitton Court, Islip, New York 11751

Administration	631-224-5464
Permits	631-224-5466
Plans Examiner	631-224-5467

Plumbing	631-595-3756
Records/Inspections.	
Zoning	631-224-5438

Building Permit Requirements – Factory Manufactured Fireplaces, Fireplace Stoves and Related Chimney Inserts 2020 NYS Residential Code

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. <u>Method of submittal</u>:
 - a. <u>Electronic Submittal</u> Please refer to the <u>Building Permit Electronic Submittal Process</u> 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. <u>Hardcopy Submittal</u> Please refer to our website for <u>Application Requirements</u> submittal process currently in effect. We will advise you on the total number of hardcopy documents required prior to permit issuance.
- 2. <u>Application and Fee</u> 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. <u>Survey</u> 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. Floor Plans A floor plan showing the location of the proposed unit, drawn to scale. Plans should include:
 - a. Location of Smoke and CO Detectors As per the NYS Residential Code (R314) and (R315)
 - b. Location / type of any exterior openings (windows, doors, etc.)
- 5. <u>Manufacturer's Specifications</u> A copy of the manufacturer's specifications and installation instructions showing the following information:
 - Factory clearances
 - Hearth recommendations / dimensions
 - Solid fuel type factory-built fireplaces shall be tested in accordance with U.L. 127
 - Vented gas fireplace shall be tested in accordance with ANSI Z21.50 CSA 2.22
 - Chimney / flue pipe details
 - Chimneys must be U.L. approved and designated for the proposed use
 - Solid fuel chimney U.L. 103, Vented Gas Type B vent U.L. 441
 - Separate manufacturer's information regarding chimney materials to be provided
- <u>Plumbing Permit</u> 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. <u>Structural Drawings</u> Any construction affecting structural elements will require signed and sealed plans by a NYS Registered Design Professional.