



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

One Manittion Court, Islip, New York 11751

Administration.....631-224-5464	Plans Examiner.....631-224-5467
Inspections.....631-224-5470	Records.....631-224-5470
Permits.....631-224-5466	Zoning.....631-224-5438

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## Building Permit Requirements – RESIDENTIAL Manufactured Homes

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

### APPLICATION SUBMISSION REQUIREMENTS:

The processing of applications begins when all required documents are deemed acceptable for intake and the permit fee is paid.

Applications shall be filed electronically. Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. Unless stated otherwise, hardcopies are not required with the initial electronic submission but may be required prior to permit issuance. The following items are required for permit intake:

1. Application – A Building Permit Application, completed in its entirety, signed by the property owner, structure owner and installer who must be certified by New York State. **Installers certification number must be provided.**
2. Fee – The non-refundable permit fee is due at the time of application. Please refer to our [Fee Schedule](#) on the website for the current pricing.
3. Installers Certification – For installations, additions, alterations, or repairs the contractor must be a New York Department of State Certified Manufacturer, Installer or Mechanic of Manufactured Homes (as noted on the current approved NYS certified installer list).
4. Installation Manual – The complete manufacturer’s installation manual for the specific unit being installed, including but not limited to pier footing/foundation and anchoring/tie-down locations and details, skirting and venting details.
5. Construction Documents:
  - a. Signed and sealed by a NYS Registered Design Professional, and in compliance with the RCNYS 2020.
  - b. The location of the HUD certification label (aka HUD tag) shall be indicated on the plans.
  - c. If the property is located in a flood zone, installation must conform with RCNYS R322.
  - d. Plans must also comply with the [Town of Islip Zoning Code](#) including [Article XVII](#).
6. Plot Plan – A plot plan or survey, signed and sealed by a NYS licensed and registered architect, engineer or surveyor, showing the location of the installation, distance from the “lot line”, and setbacks to the adjacent structures and roadways. Plans shall be legible and formatted for 11” x 17” paper. (Please note, the plot plan or survey is for the lot this home is being installed on, not of the entire property.)
7. Community Layout Map – A map/plan showing the lots and roadways of the overall community, with the subject parcel clearly identified.

## REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

1. Other Agency Approvals – Approvals from other agencies having jurisdiction, (i.e. Department of Environmental Conservation, Conservation Advisory Council, Water, Sewer, etc.) may be required.
2. Suffolk County Board of Health Approval – A BOH red stamp approval is required prior to Building Permit issuance even if the property is in the sewer district. Contact SCBOH 631-852-5700.
3. Construction Activity Agreement – Agreement must be signed and notarized by the property owner and contractor.
4. Contractors Insurance Certificates:
  - a. NYS Workers Compensation Insurance – Town of Islip must be listed as Certificate Holder. Acceptable forms include NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, signed & dated NYS Form CE-200.
  - b. NYS Disability Insurance – Town of Islip must be listed as the Entity Requesting Proof of Coverage. Acceptable forms include NYS Form DB-120.1, NYS Form DB-155, or if exempt, signed & dated NYS Form CE-200.

*ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.*

## REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO):

A list of requirements due prior to CO will be provided to you at permit issuance including, but not limited to the following items. Please upload a copy of the documentation to the permit record, and for any signed/sealed documents, submit the original to the Building Records Department:

1. Inspections – Applicant must ensure that all inspections are scheduled with at least 48 hours' notice; call the Records Department at 631-224-5470 to schedule any inspection:
  - a. 1st Inspection: Footing piers (PRIOR TO POUR)
  - b. 2nd Inspection: Unit installed on piers with anchors and tie-downs (PRIOR TO SKIRTING)
  - c. 3rd Inspection: Final with skirting, all connections, and stairs.
2. Plumbing/HVAC Permit – Separate [Plumbing and HVAC Permits](#) are required for all plumbing, gas and HVAC work performed on site.
3. Suffolk County Board of Health Approval – The BOH final survey green stamp approval is required prior to issuance of a Certificate of Occupancy. Contact SCBOH 631-852-5700.
4. Electrical Certificate – An Electrical Certificate by a Town of Islip qualified electrical inspection agency is required for hookup on site (not required for the manufactured home itself); please refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.
5. Final Survey – Upon completion of work, please upload a final as-built survey to the permit record. An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements within the subject lot is required. "Final Survey" shall include dimensions of structures; distances from structures to lot boundary lines; road improvements abutting the site; size and location of any installed drainage structures; final site grading; elevations (referencing NAVD 88) of finished first floors, garage floors, drain inlets, driveways, retaining walls, and abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.), as applicable.
6. Documentation – Upload all documentation as required by the inspectors, including concrete certification.