



GENERATOR PERMIT (RESIDENTIAL) APPLICATION & REQUIREMENTS

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Town of Islip Building Division
One Manittion Court, Islip, NY 11751

<https://islipny.gov/departments/planning-and-development>

A separate Plumbing Permit and Fire Prevention Permit may be required, see Section II items 4 and 5.

TO BE COMPLETED BY APPLICANT:

Subject Address: _____
House # Street

City State Zip

Tax Map #: 0500 - _____ - _____ - _____

FOR OFFICE USE ONLY

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Filing Date: _____ By: _____

Zoning Approval Date: _____ By: _____

Plans Examiner Approval Date: _____ By: _____

Approved to Issue Date: _____ By: _____

Issued Date: _____ By: _____

Permit Expiration Date: _____

Special Conditions of Permit: _____

Total Fee: \$ _____ C/C Issued: _____

Property Owner: _____
Owner Name Contact Name (if Business) Email Phone

Mailing Address: _____
House No / Street City State Zip

If the property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Suffolk County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.

Licensed Electrician: _____
Business Name Contact Name Email Phone

License #: _____

Business Address: _____
No / Street City State Zip

Authorized Third Party: _____
(Tenant, Contractor RDP, Expeditor) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

I. SCOPE OF WORK

Check the applicable fuel source and indicate the total number of generators being installed below.

Note: portable generators do not require a permit.

☐ Propane _____ Name of gas company: _____
☐ Natural Gas _____

☐ Self-Contained / All-In-One _____ (no external fuel source)
☐ Diesel _____
☐ Gasoline _____

A separate plumbing permit is required if the generator is powered by any of the fuel sources listed above; a Fire Prevention permit may also be required.

A plumbing permit is not required for self-contained /all-in-one generators.

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II. SUBMISSION REQUIREMENTS

Documents referenced herein can be found on our webpage at <https://islipny.gov/departments/planning-and-development/building-division-permits-section/permit-applications-and-requirements>. Links to many of the documents referenced are provided throughout this document. Requirements are subject to change without notice.

Application processing begins when all required documents are deemed acceptable for intake and the [permit fee](#) is paid.

[Building Permit Applications](#) must be filed electronically. Please refer to the [Building Permit – Application Submittal Process](#) flyer on our website. Unless stated otherwise, hard copies 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. [Survey](#) – An accurate survey less than 1 year old, signed and sealed by a licensed surveyor.
2. [Manufacturer's Information](#) – Provide manufacturer's catalog cut sheets and installation instructions for the proposed unit and any supplemental equipment; if more than one model is shown, indicate which cut sheets are for the proposed installation.
3. [Plans](#) must be drawn to scale on an accurate survey or plot plan which has been signed and sealed by a Registered Design Professional and include the following:
 - a. Proposed generator drawn to scale, with dimensions and setbacks to property lines and other improvements. *(Note: Generators cannot be placed in areas designated as buffers)*
 - b. Means of protecting generator installations from vehicular impact and other potential conflicts.
 - c. Proposed screening to help mitigate noise and to ensure the generator is properly screened from off-site view. Solid panel fencing and evergreen shrubs/trees can be effective mitigation measures.
 - d. [NFPA Compliance](#): Provide proof of compliance with "NFPA Engines Located Outdoors" as referenced in the current NYS Fuel Gas Code. Identify locations of nearest windows, doors or ventilation inlet points and distance separation to generator installations, for adjacent structures, including neighboring property, when applicable.
4. [Plumbing Permits](#) are required for any generators requiring gas piping from the fuel source to the generator. Follow the requirements listed on the [Plumbing/HVAC Permit Application](#). Plumbing permit applications must be filed simultaneously with the generator permit application.

Note: [Propane installations must be permitted](#), regardless of the age of the system. Only A TOI "Master Plumber" or a TOI "Gas" Licensee (in the cases of propane gas being the fuel source) can file for the gas piping Plumbing Permit.
5. [Fire Prevention System Permit](#): Tanks of 420 lbs (100 gallons) or greater require a Fire Prevention [Tank Permit](#) which must be filed at the Office of Fire Prevention (631-224-5477). Applications should be filed simultaneously with the Building Division applications for the generator and plumbing (gas piping).
6. [Elevation Certificate](#) – Required if the generator will be located in a FEMA Flood Zone (generator must be elevated as per the New York State Mechanical Code in effect at the time of application).

III. APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Once your application is deemed filed, it will be evaluated by various departments. Requirements prior to permit issuance include, but are not limited to the following:

1. [Zoning Compliance](#) – Generators are considered Accessory Structures and must comply with the TOI Zoning Code.
2. [Plumbing and Fire Prevention Permits](#) – The generator permit will be issued simultaneously with the Plumbing and Fire Prevention Tank Permit, if applicable.
3. [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](#) – The 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.

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IV. REQUIREMENTS PRIOR TO CERTIFICATE OF COMPLIANCE (CC)

1. New York 811 - You must notify New York 811 prior to the start of any digging/excavation activities. Please visit their website for notification procedures at <https://newyork-811.com>. Failure to do so may result in penalties and fines.
2. Inspections – Applicant is responsible for scheduling all Building and Plumbing inspections (see the [Inspection Process handout](#) on our website). If a Fire Prevention permit was required, contact them directly at 631-224-5477.
3. Electrical Certificate – Electrical Certificates from a [Qualified Inspection Agency](#) are required prior to final inspection. Please upload a copy of the certificate to the permit record, and deliver the original hardcopy to Building-Records.
4. Gas Piping Final Approval – If a Plumbing or Fire Prevention System Permit was required for gas piping, CC's will be issued simultaneously after all final inspections pass.
5. Final Survey or Certification – An as-built survey, signed and sealed by a NYS licensed surveyor is required. The survey must show the location of the equipment, elevation, and distances from property lines, structures and above and underground improvements. Survey shall also show the screening provided for any ground-mounted generators. In lieu of a final survey, certification from a registered design professional may be accepted in certain instances. The certification must attest that the location of the installation is in accordance with NFPA 37 and the approved plans, and must be signed and sealed by the registered design professional.
6. Noise Mitigation – Applicants are responsible for noise produced by the proposed generator. During operation, if noise complaints are received, homeowner shall be required to provide documentation from an appropriate testing firm that the operating installation conforms with the [Islip Town Code](#), Chapter 35 "Noise".
7. Generator Maintenance – Testing to keep the generator "at the ready" may only be done between 8am – 6pm, M-F.

By signing this permit application, I expressly authorize the Building Division to conduct any inspections of the premises that the Building Division deems necessary to properly administer the building permit. I understand that the Town is relying on the information provided herein, and any inaccuracy may cause delay or additional fees. Further, I understand that if during the review process or inspections, it is determined that additional structures/alterations exist without the benefit of a building permit or certificate, the review process will be delayed and that additional permits and certificates will be required by the Building Division. By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

PROPERTY OWNER SIGNATURE AND AUTHORIZATION

Property owner must sign below and have signature notarized

I declare under penalty of perjury that: I am the property owner for the above subject property, I personally completed or reviewed the above information contained on this application and certify its accuracy, and this application is a true and complete statement of all existing and proposed work on the subject property. I acknowledge that it is my responsibility as the property owner to ensure the accuracy of any and all information provided to the Town, whether the information is provided by myself or any of the third parties (Tenant, Contractor, Design Professional, Expeditor) listed above, if any, throughout the permit and certificate process and that the Town is relying on the information and representations contained therein.

I acknowledge that the Town may also provide information to these authorized third parties throughout the permit and certificate process and that I must notify the Town **in writing** if any third-party authorization is subsequently revoked. I acknowledge that false statements are punishable as a class "A" misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York.

Print Owner Name: _____ Date: _____

Property Owner Signature: _____

NOTARY PUBLIC

Sworn to me this _____ Day of _____ 20 ____

Notary Public: _____

NOTARY STAMP