



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

One Manittou Court, Islip, New York 11751

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

C

Building Permit Requirements - COMMERCIAL

Additions, Change of Use / Occupancy, Interior Alterations, Repairs to Existing Commercial and Multiple Dwelling Buildings

Applications, forms and fee schedules located at <https://islipny.gov/departments/planning-and-development/>.

APPLICATION REQUIREMENTS:

1. Method of submittal:
 - a. Electronic Submittal (preferred) – Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. **No hardcopy plans are required with the initial electronic submission.** 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. Submit one copy of each required document upon submission, and two sets of construction documents. If additional copies are required, we will notify you prior to permit issuance.
2. Application – A building permit application completed in its entirety.
3. Fee – A non-refundable fee is due at the time of application. The total permit fee will be calculated after plan approval and due prior to permit issuance.
4. Architectural Elevation Approval – Provide a copy of your architectural elevation approval from the Planning Division. The elevation approval must show all sides of the building along with screening of all equipment (including rooftop equipment), refuse enclosures, utilities, etc. If the approved elevations do not include screening of these items, please submit revised plans to the Planning Division. Any proposed signage should also be shown on the elevations (a separate sign permit is required for signs).
5. Letter of Use – Letter of Intent – A completed [Building Permit Letter of Use-Letter of Intent Requirements](#) form. All requested details must be included on the form.

If the application is for Interior Alteration to Vacant Space (aka interior demolition), the Use on the updated CO will not change from the last Use listed on the CO.
6. As-Built Floor Plans – Plans must be scalable and indicate tenant names and sf of each tenant space.
7. Commercial Plan Intake Checklist-Existing Building – RDP must fill out the [Intake Checklist](#) in its entirety.
8. Construction Plans –Mechanical, Structural, Plumbing, Electrical and Architectural plans are required. Please refer to the reference materials on our website to help ensure your plans are code compliant, including the following:
 - Plans must be signed and sealed by a NYS Registered Design Professional (RDP).
 - Plans must be marked *For Construction*. Drawings marked with any of the following will not be accepted: *Preliminary, For Bidding Only, Not for Construction, See Code Section xxx, For Diagrammatic Use Only.*

- Plans must be drawn to scale on sheets **no larger than 24” x 36”** unless otherwise approved by the Plans Examiner. Plans must be folded; if the plan sets are too large to fold, rolled sets will be accepted.
 - Plans must show all levels of the building, occupancy and use of each space, exterior elevations, door (and hardware) and window schedules with “u” values, SHGC, design pressure and opening requirements, structural plans including foundation, framing and lateral force resisting systems and details and structural affidavit, fire protection, plans for plumbing and gas (with risers and design and NYSECCC compliance), mechanical (include design and NYSEC compliance), and electrical (including NYSECCC compliance), Certified Energy Compliance Report (2020 NYSECCC) and asbestos survey (for renovation and demolition permits).
 - Signed and sealed pre-manufactured steel building plans when applicable. Special inspection statement. All plans shall indicate respective 2020 NYS Uniform codes used (2020 NYSBC, 2020 NYSPC, 2020 NYSECCC, 2020 NYSEFC, 2020 NYSEBC, 2020 NYSMC, 2020 NYSECCC and 2020 NYSPMC all 2019 printing and the ASHRAE 90.1 2016).
 - Signed and sealed structural calculations.
 - If wood floor trusses and/or roof trusses are proposed, a Truss Sign Permit is required. Signed and sealed truss design drawings are required along with bracing requirements, connections and placement plans.
9. Survey – An accurate survey is required. Survey shall be 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; dimension 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 and be less than one (1) year old.
10. Site Plan – *For Building Additions*, an approved site plan is required in addition to a survey.
11. Deed – Required if the ownership on the application conflicts with the information on file with the Town.

APPLICATION REVIEW / REQUIREMENTS FOR PERMIT ISSUANCE:

Applications will be reviewed by various departments including Building (Zoning, Plans Examiners) and Engineering. During the course of review, additional approvals may be required such as:

1. Zoning Review – During review, the Zoning Department may determine that a site plan and/or Board approvals are required.
2. Plumbing / HVAC Permits – If plumbing or HVAC systems are affected, an HVAC/Plumbing Permit is required.
3. Fire Prevention Permits – Fire systems will require permits from Fire Prevention (631-224-5477).
4. Wetlands Permit – If the property is within 100’ of freshwater wetland or 300’ of tidal wetland, a [Wetlands and Watercourses Permit](#) will be required from the Planning Division (631-224-5450). During the course of their review, Planning will determine if NYSDEC approval is also required.
5. Town, County and/or State Work Permits – A work permit is required from the appropriate agency (Town, County and/or State) if construction is planned within the public roadway. In accordance with Section 239F of the General Municipal Law of the consolidated Laws of the State of New York, the Town is also required to notify the appropriate agency for further comment when an applicant has frontage on a roadway that is not administered by the Town.
6. Federal Aviation Administration approval – Refer to CFR Part 77 to determine obstructions to air navigation and navigational and communication facilities.

7. Suffolk County Board of Health Approval – SCBOH approval to construct (black stamp) is required prior to Building Permit issuance even if the property is in the sewer district. Separate approvals are necessary for food establishments and food markets. Contact SCBOH 631-852-5700.
8. Construction Activity Agreement – Must be signed and notarized by the property owner and the contractor.
9. 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.

REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

Upon permit issuance, a list of requirements due prior to Certificate of Occupancy will be provided to you including:

1. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the [Building](#) and [Engineering](#) Divisions (please see the applicable Inspection Process handout).
2. Foundation As-Built Survey / Certification - Required after concrete, before backfilling. The survey must be signed and sealed by a NYS licensed surveyor, showing building foundation (or slab) as-constructed. “Foundation As-Built Survey” shall include exterior dimensions of foundation (or slab); distances from foundation (or slab) to property lines; and elevations (referencing NAVD 88) of the top of foundation (or slab). The Registered Design Professional must certify that the height and location of the structure conforms with the approved construction documents and site plan (or plot plan). Approval of this certification is required prior to backfilling.
3. Suffolk County Board of Health Approval – The BOH final approval (green stamp) is required prior to issuance of a Certificate of Occupancy. Contact SCBOH 631-852-5700.
4. Electrical Certificate – An electrical inspection must be performed by a company qualified in the Town of Islip. Please refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.
5. Final Survey – An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of site work. “Final Survey” shall include ridge heights and dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property 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 road improvements (curbing, pavement, sidewalks, drainage structures, etc.).
6. Documentation – Provide all additional documentation as required by the inspectors.