



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

One Manitton Court, Islip, New York 11751
Plans Examiners 631-224-5467

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RESIDENTIAL PLAN INTAKE CHECKLIST

All plans submitted for approval must contain the following information. You must check complete, incomplete, or N/A for each item and identify the location of the information on the plans. This document is to be signed and submitted with all building permit applications.

For instructions on how to apply for a building permit, refer to the *Building Permit Requirements – Residential* flyer on our website at <https://islipny.gov/departments/planning-and-development/>.

KEY:
“C” = Complete
“I” = Incomplete
“N/A” = Not Applicable

PERMIT APPLICATION	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: <i>A-3</i>	
Email Address of Owner and Design Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Board of Health Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Proper description of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ELEVATION & GRADING (<u>NEW DWELLINGS ONLY</u>)	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: <i>A-3</i>	
Plot Plan (see the Plot Plan Minimum Requirements Checklist on our website for a full list of Engineering’s requirements):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• 11” x 17” preferred; can be larger <u>only if necessary</u> to fit data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Property info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Applicant info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Existing and proposed grades (in NAV88 Datum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Proposed dwelling with setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Drainage methods with calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Existing & proposed utility connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• TOI construction details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dwelling entrance platform does not exceed 3’ above grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ARCHITECTURAL PLANS	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: <i>A-3</i>	
Original signature and seal of NYS licensed/registered design professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Address and phone number of design professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Location map showing the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All applicable NYS Codes and Reference Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NYS Registered Design Professional Energy Code Compliance Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Allowable Building Area Calculations, including height (as defined in Islip Town Code 68-3), interior alterations, covered porches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Architectural Plans Cont'd.

Town of Islip Plans Examiner Note: Town of Islip Building Plans Examiner shall review the enclosed document for minimum acceptable plan submittal requirements of the Town of Islip as specified in the Building and/or Residential Code of the State of New York. This review does not guarantee compliance with that code. The seal and signature of the design professional has been interpreted as an attestation that, to the best of the licensee's belief and information, the work in the document is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> • Accurate • Conforms with governing codes applicable at the time of submission • Conforms with reasonable standards of practice and with view to the safeguarding of life, health, property and public welfare • Is the responsibility of the licensee 					
Window & door schedules with manufacturer, model, sizes, egress, projection factor & calculations, U Value, SHGC, VT, design pressure, and guard information type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wind borne debris panel information if project is located in a wind borne debris area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Table R301.2(1) Climatic and Geographic Design Criteria Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All dead, live, roof loads, deflection limits and tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Elevation drawings for each side of the structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor plan of every floor, including basement, with each room labeled and interior access shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Foundation Plan / Anchor bolt spacing, diameter, embedment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comprehensive Strength for concrete (Table 402.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Crawl space – vents and access panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Smoke detectors / Carbon Monoxide detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cross sections and details (including room heights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
High wind (130) connections – demonstrating continuous load path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rafter to top plate to stud (rafter hangers <u>and</u> strapping at cath ceiling), connection at 1 st and 2 nd floors, 1 st floor attachment at foundation, post column caps and bases, window and door headers at exterior walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Collar ties and spacing (upper 1/3 of roof assembly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Strapping for framed openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor joist, ceiling joist, roof ridge beam and rafter spans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cantilever and back span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Elevation certificate for flood hazard areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fireplace Specs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chimney Specs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clothes dryer exhaust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STRUCTURAL PLANS	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: <i>A-3</i>	
Method used for structural design (material specific; refer to 2018 WFCM –or- 2020 IRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building components for lateral (shear walls or braced walls) and uplift resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Drawings signed and sealed by a NYS Registered Design Professional for all pre-engineered assemblies including wood roof and floor trusses, cold formed construction, open web steel trusses, canopies & awnings, and pre-engineered buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building application for Truss Signage required for pre-engineered building products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

MECHANICAL / ELECTRICAL / PLUMBING PLANS	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: A-3	
Town of Islip Geographical Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building heat/cooling loads and systems and duct sizing or Manuals J, S, & D residential up to an including 3 stories. All equipment clearly identified on the plans. Specifications, including but not limited to type, power, fuel, capacity, BHP, HP, KW, and efficiency along with Control Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Energy Code mandatory sections addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Whole house ventilation systems (new residential homes only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plumbing and gas supply risers, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ENERGY CODE	Required Information			Location On Plans	Internal Use Only
	C	I	N/A	Example: A-3	
All sections of referenced codes noted as mandatory clearly addressed by the Registered Design Professional on the plan (even if a computer analysis is submitted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Air sealing details and Table R402.4.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thermal barrier clearly identified, along with insulation types, thickness, and R (or U) Values noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Energy Codes used – 3 stories or less - Standard 2020 NYSECC Residential Provisions, Chapter 11 Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Energy Certificate & Energy Certificate Application Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

I attest that the construction documents submitted with this building permit application contain the minimum requirements for review, as required above, and acknowledge that acceptance of this application does not constitute an approval:

Architect/ Engineer of Record: _____ Date: _____
Name Firm

Signature: _____ Date: _____

FOR INTERNAL USE ONLY

ADDITIONAL COMMENTS: _____

This submittal DOES NOT meet the minimum requirements for submission; Please address all deficiencies prior to resubmission.

PE Initials: _____ Date: _____ Comments: _____

ZI Initials: _____ Date: _____ Comments: _____

This submittal meets the minimum requirements for submission.

PE Initials: _____ Date: _____ Comments: _____

ZI Initials: _____ Date: _____ Comments: _____