



SITE WORK ONLY PERMIT APPLICATION
Town of Islip Engineering Division
655 Main Street, Islip, NY 11751
www.islipny.gov

EFFECTIVE JULY 2020:

ALL SITE WORK ONLY PERMIT APPLICATIONS
ARE TO BE FILED AT THE ENGINEERING
DIVISION.

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE ENGINEERING DIVISION ALONG WITH ALL THE REQUIRED DOCUMENTATION LISTED BELOW.

APPROVED SITE PLAN #: SP-

Subject Address: _____
Bldg # Street

City State Zip

Tax Map #: 0500 - - - - -

FOR OFFICE USE ONLY

PLACE STICKER HERE

Filing Date: _____ By: _____

Approved to Issue Date: _____ By: _____

Issued Date: _____ By: _____

Permit Expiration Date: _____

Special Conditions of Permit: _____

Permit Fee: \$ _____

Handed copy of Inspection form to Applicant

DESCRIPTION OF PROPOSED WORK:

PERMIT REQUESTED (work cannot commence before permit is issued):	
Check as Applicable	Permit Expiration
Site Work Only: Is a generator involved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit is valid for one year with three consecutive renewals allowed

For the forms and applications referenced below, please visit our website at
<https://islipny.gov/departments/planning-and-development>

Property Owner*: _____
Business Name Contact Name Email Phone

Mailing Address: _____
(If different than subject address) No / Street City State Zip

Contractor: _____
Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Design Professional: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Expeditor: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

** If 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 signatory for the Corporation or LLC is required.*



APPLICATION SUBMISSION REQUIREMENTS:

- 1. Site Plan Approval – There must be a current approved site plan in order to apply for a Site Work Only Permit.
- 2. Method of submittal:
 - a. Hardcopy Submittal – Please submit all documents and/or fees required from your Site Plan approval letter in addition to all original signed forms required below. *Please refer to our website for the [temporary Application Requirements](#) currently in effect.*
- 3. Application and Fee – This application must be filled out in its entirety and accompanied by the non-refundable Site Work Only Permit fee at the time of application (currently listed under the [Building Division Fee Schedule](#).)
- 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 – 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*
- 5. Other – The site plan approval letter will outline requirements for that particular job. Each project is different, but requirements may include items such as right of way work permits from the State, County or Town. Projects that require a SWPPP must include a copy of electronic submission of the Notice of Intent to the New York State Department of Environmental Conservation.

APPLICATION REVIEW:

- 1. Wetlands Permit – If the property is in a wetlands area or flood zone, a Wetlands and Watercourses Permit may be required from the Planning Division (631-224-5450). During the course of their review, Planning will determine if NYSDEC approval is also required.
- 2. You will be given a **copy of your site plan** upon permit issuance which **is required to remain onsite throughout construction**.

AFTER PERMIT ISSUANCE:

- 1. A Site Work Only Permit entitles you to perform site work as per the approved site plan. **Building construction is not permitted until you have secured the applicable building permits.**
- 2. Once your Site Work Only Permit has been issued, all applicable inspections should be made through the Engineering Division. Please refer to the [Engineering Inspection Process](#) flyer on our website.

I understand that before this permit can be issued, adjoining street(s) must meet minimum Town standards or be bonded for same and that a Certificate of Occupancy for work done under this permit will not be issued until road damage caused during construction is repaired or bonded for same. This permit issuance expressly implies approval by the landowner of inspections required of the premises. I understand that the Town is relying on the information provided herein, any inaccuracy may cause delay or additional fees. I swear that this application is a true and complete statement of all proposed work on the described premises, that I have in effect all required insurance, including workers compensation insurance. 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:	SWORN TO ME THIS	NOTARY STAMP
PRINT NAME _____	DAY OF _____, 20 _____	
SIGNATURE _____	NOTARY PUBLIC _____	