



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manitto Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing Inspectors...631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

Building Permit Requirements – Commercial & Residential AWNINGS¹

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

Permits are not required for retractable awnings or awnings on residential structures if a) the awning is supported by an exterior wall, b) it doesn't require additional support, and c) it projects out less than 54".

I. APPLICATION REQUIREMENTS:

1. Method of submittal:
 - a. Electronic Submittal (preferred) – Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. No hardcopies of documents 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. 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 – The non-refundable permit fee is due at the time of application.
4. Architectural Elevation Approval – Architectural elevation approval from the Planning Division is required; permit applications cannot be accepted without it. Any proposed lettering/images should also be shown on the elevations (a separate sign permit is required for any lettering/images).
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.
6. Deed – One (1) copy of the deed is required if the ownership listed on the application conflicts with the information on file with the Town of Islip.
7. Survey – An accurate survey showing existing site structures and improvements, signed and sealed by a licensed NYS licensed surveyor is required. The survey must be drawn to scale and be less than (1) year old. Please note – prior to final approval, a new survey is required as specified in Section III. If unpermitted improvements are discovered during final Zoning review, Applicant will be required to address them prior to a Certificate of Compliance being issued.

¹ Awnings are defined in the NYS Uniform Code as:

AWNING. An architectural projection that provides weather protection, identity or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight *frame structure* over which a covering is attached.

RETRACTABLE AWNING. A retractable *awning* is a cover with a frame that retracts against a building or other structure to which it is entirely supported.

8. Construction Documents – Construction Documents must comply with the New York State Uniform Code (NYSUC). Please refer to the reference documents on our website to help ensure your plans are code compliant, including the following:
 - Imposing loads (wind and snow)
 - Covering material details (fire index)
 - Framing material details
 - Connection details
 - Plans (all pages) must be signed and sealed by a NYS Registered Design Professional (RDP).
 - Building Plan Review Note must be on the title page of each trade plan and energy code statement.
 - 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.
 - Signed and sealed structural calculations.

II. APPLICATION REVIEW / REQUIREMENTS FOR PERMIT ISSUANCE:

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

1. Board Approvals – Town Board, Planning Board or Zoning Board of Appeals approval may be required if your plans do not comply with prior approvals, covenants or Town Code.
2. 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.
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.

III. REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

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

1. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with [Building](#), and for commercial projects [Engineering](#) and Fire Prevention (refer to Inspection Process handout).
2. Final As-Built Survey – An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of construction and 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, decking, patios and road improvements (curbing, pavement, sidewalks, drainage structures, etc.); percentage of rear yard landscaped area; percentage of driveway and walkways occupying the front yard.
3. Documentation – Provide all additional documentation as required by the inspectors.