



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

One Manittion Court, Islip, New York 11751

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|---------------------------------------|----------------------------------|
| Administration.....631-224-5464 | Plans Examiners.....631-224-5467 |
| Inspectors/Inspections...631-224-5470 | Records.....631-224-5470 |
| Permits.....631-224-5466 | Zoning.....631-224-5438 |

R Building Permit Requirements – RESIDENTIAL Temporary Ramps

<https://islipny.gov/departments/planning-and-development/building-division-permits-section>

Temporary ramps are permitted when there is a temporary medical hardship which necessitates the need for a ramp; the permit is conditioned that the structure will be removed upon change of circumstance. Due to its temporary nature, the ramp will not be listed on the CO.

If you require a permanent ramp or one with footers, please refer to the [Permit Requirements for Residential Additions, Alterations, Accessory Structures and Decks](#).

I. 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.

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, signed and sealed by a NYS licensed surveyor is required.
2. Doctor’s Note – A doctor’s note stating that a handicap ramp is required for the occupant on a temporary basis.
3. Plans – A plot plan or survey must show the location and size of the proposed ramp, along with setbacks to the side, rear and front property lines. Distances from any other structures must also be shown.
 - a. Ramps over 30” in height – Construction documents prepared by a NYS licensed and registered architect or engineer are required. Please refer to the [Residential Plan Intake Checklist](#) to ensure your plans contain the minimum information required for submission. Plans should be 24”x 36” unless otherwise approved.
 - b. Ramps under 30” in height without a roof – Plans may be hand drawn by the applicant as long as they are drawn neatly, legibly and to scale on graph paper. Plans can be no smaller than 8 ½” x 11” and no larger than 24” x 36”.

II. APPLICATION REVIEW/ REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Once the application is deemed filed, it will be circulated to various departments and outside agencies for review to ensure your plans comply with Islip Town Code, the NYS Uniform Code and all applicable regulations.

1. Conditional Permit – The permit will be conditioned that the structure will be removed upon change of circumstance.
2. 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 AFTER PERMIT ISSUANCE

1. Inspections – Applicant is responsible for ensuring that their contractor schedules all [required inspections](#) and provide any documentation required by the inspectors.