



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

One Manitton 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 & PLUMBING INSPECTION PROCESS

The following is a general outline of typical inspections; the Building Inspector will advise if additional inspections are required. Applicant must ensure that all inspections are scheduled with at least 48 hours' notice. Construction must comply with the approved plans and each element must be inspected prior to being concealed; any deviation will require approval from the Building Division *prior* to construction.

Please call the Records Department to schedule all inspections; an owner's representative must be on site.

Failure to comply may result in the need for destructive testing or removal of the improvement.

PRECONSTRUCTION MEETING: If a preconstruction meeting is warranted, please ensure all trades are aware of their responsibilities prior to the meeting. Contact the Records Department to schedule a meeting.

FOUNDATION INSPECTIONS: Drop tickets for PSI and Volume are to be on site for the Building Inspector for each previous concrete pour.

Foundation # 1 (Pre-Pour Inspection): Contractor/Surveyor is responsible for verifying placement of footings and foundations as per the approved construction plans.

- **Conventional Pour:** Footings formed on virgin soil, rebar set, and if applicable, rebar pinned to an existing foundation.
- **Trench Pour/Open Excavation:** 12" wide trench dug a minimum of 36" below grade on virgin soil and rebar set (if applicable)
- **Pile Foundation:** Piles installed, pile caps formed, rebar set.
- **Slab:** All slabs require a pre-slab inspection prior to placement of concrete; discuss with a Building Inspector prior to construction.

Foundation # 2 (Foundation Walls): Inspection required for keyway, rebar and doweling into existing foundations, if applicable. Inspection must take place prior to pouring concrete.

Foundation # 3 (Concrete Inspection): After the footings, foundations and walls are poured, an inspection is required (*prior to backfilling*) to confirm that anchor bolts, damp-proofing and perimeter insulation were installed as per the approved plans.

Foundation # 4 (Foundation As-Built Survey and Certification): Prior to backfilling, an as-built foundation survey *and* certification are required for all new buildings, house lifts and additions exceeding 50% of the existing footprint.

- The Foundation As-Built Survey must be signed and sealed by a NYS licensed surveyor. The survey shall include exterior dimensions of the foundation/slab; distances from foundation/slab to property lines; elevations (referencing NAVD 88) of the top of foundation/slab.
- The Certification must be signed and sealed by the Registered Design Professional, and must verify that the height and location of the structure as shown on the survey conforms with the approved

construction documents and site plan (or plot plan).

- The survey and certification must be submitted to the Building Plans Examiner via electronic upload (reference the [Building Permit – Electronic Submittal Process](#) flyer on our website). If the as-built does not match the approved plans, variances and/or a site plan and permit revision may be required.

Construction beyond foundations may not commence until the Foundation As-Built Survey and Certification are accepted by the Town.

PLUMBING UNDERGROUND: Prior to backfilling, pipes must be exposed and pass inspection. Plumber should discuss requirements with a plumbing inspector prior to construction.

STRAPPING (Exterior): After the structure is framed, sheathed and windows installed, strapping inspection can be scheduled (roofing can be installed, but not required). Ridge strapping to be verified. Housewrap (i.e. Tyvek) cannot be installed until the above components have passed inspection. If strapping is to be installed under sheathing, a separate sheathing inspection will be required.

STRUCTURAL (Final Framing Inspection): Prior to the structural inspection, all framing and rough-in work such as HVAC, plumbing and [electric by third party] must pass their respective inspections; temporary stairs are acceptable. Fire caulking must be complete on commercial jobs prior to final framing inspection.

PLUMBING ROUGH-IN: Inspection must take place prior to the installation of any insulation or concealing, and shall include a water test / pressure test for all waste and vent lines. All rough HVAC, if applicable, must be complete.

INSULATION: Insulation cannot be installed until all rough-in inspections have passed, including framing, plumbing, HVAC and [electric by third party]. Insulation must be installed as per the approved Res-Check, and the exterior must be 100% sided. Fire caulking must be complete.

PLUMBING FINAL: All plumbing complete, fixtures installed and operable.

CONSTRUCTION FINAL: A final construction inspection will take place once all work is complete, including exterior grading.

Additional fees may be charged for failed inspections, missed inspections or construction done without inspections. Independent inspections and certifications, if pre-approved by the Chief Building Inspector, must be done by a New York State Licensed Design Professional or Professional Engineer.

Engineering Inspections - please refer to the [Engineering Inspection Process](#) handout for their requirements.

Fire Prevention Inspections - please contact Fire Prevention at 631-224-5477 for their requirements.