

PLACE STICKER HERE

SITE PLAN APPROVAL OR WAIVER (Commercial Only)

Before applying for an EV Permit, you must consult with an Engineering Site Plan Reviewer to determine if a site plan is required for this installation. To get a determination, please email a dimensioned sketch of the proposed improvements on an accurate survey or site plan to engineering@islipny.gov. Please be sure all proposed improvements are shown, and provide the Suffolk County Tax Map Number, address and your contact information.

If a site plan is not required, Engineering will give you a letter to accompany the permit application.

If a site plan is required, refer to the Site Plan Submission Requirements referenced below.

APPLICATION REQUIREMENTS:

1. Site Plan Approval or Waiver of Site Plan (Commercial Only) – Provide your Engineering site plan approval letter or letter from Engineering waiving site plan as applicable (see above).
2. Approved Architectural Elevations – Before applying for a permit, please obtain architectural elevation approval from the Planning Division at 631-224-5450. The architectural elevations should show all sides of the installation, along with screening of the equipment and any proposed signage.
3. Signs – If you are planning to install signage, consult with the Planning Division for permitting requirements.
4. 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 unless otherwise referenced in the flyer. 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.
5. EV Permit Application – Completed in its entirety.
6. Application Fee
 - a. If site plan was waived, EV Permit fee is \$500.
 - b. If a site plan was required, EV Permit fee is \$1,000 (no separate site work only permit required).
7. Survey – An accurate survey, showing the proposed installation with dimensions.
8. Building Construction Documents – In situations where equipment is installed within a structure, provide appropriate construction documents.
9. Manufacturers Specifications – Specifications are required, including the UL Listing. EV charging stations must be installed in accordance with manufacturer’s installation instructions and in accordance with the National Electrical Code and the New York State Uniform Building and Fire Code.
10. Single Line Wiring Diagram – The following information must be included:
 - a. Conductor types and sizes
 - b. Size of the over current device (circuit breaker) supplying the EVCS
 - c. Conduit size, type and location
 - d. The manufacturer and model of the charging stations
 - e. The size of the main electric panel, distribution panels (sub panels) and disconnects
 - f. Type (Level) of charging station
11. Electrical Load Calculation – Provide size of existing electrical panel, existing load on the panel, and proposed load/circuits from the electric vehicle charging system in order to determine if there is adequate capacity in the existing panel.

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APPLICATION REQUIREMENTS (CONT'D):

12. Electrical Service Verification – Owner/Contractor is responsible for verifying that the existing main service panel and all panels in the electrical system used for the EVCS are safe and free of electrical hazards. If electrical violations or hazards are present, the Owner/Contractor will be required to have a licensed contractor correct the violations and/or hazards.
13. Lockable Disconnect – A lockable disconnect is required in a readily accessible location for electric vehicle charging stations >60A or 150V to ground. A phenolic plaque with red background and white letter stating “Emergency Power Off – Electric Vehicle Charging Station” must be installed on each disconnect.
14. Bollard Specs – Provide detail for bollard installations where protection of electrical equipment is required.
15. Engineering Requirements – Any Engineering requirements as stated in their site plan approval or waiver.

SITE PLAN SUBMISSION REQUIREMENTS FOR EV CHARGING STATIONS (if required)

If Engineering determines a site plan is required for this installation, you must obtain site plan approval prior to filing a building permit application.

1. Site Plan Application – See the [Site Plan Application](#) for complete requirements.
2. Method of submittal:
 - a. Electronic Submittal (preferred) – Please refer to the [Engineering Electronic Submittal Process](#) flyer on our website. No hardcopies of documents are required with the initial electronic submission unless otherwise referenced in the flyer. Our staff will advise you on the total number of hardcopy documents required prior to site plan approval.
 - 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 site plan approval.
3. Plan requirements:
 - a. Limits of plan shall include 75’ around the area of disturbance and show the following:
 - b. Location and number of charging stations
 - c. Equipment anchorage and support
 - d. Note whether the spaces are specifically reserved for EV charging
 - e. Note whether there is a time limit for parking and/or charging
 - f. Lighting plan (if lighting is proposed)
 - g. Bollard details for vehicle protection
 - h. Screening of installation may be required (site dependent)
 - i. Pavement markings and dimensions
 - j. Conduit locations and disconnects
 - k. Vehicular movement plan (if the proposed location is such that it may impede traffic flow)
 - l. Manufacturers specifications
 - m. Signage location, details and elevations

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APPLICATION REVIEW:

Applications will be reviewed by various departments including Building (Zoning, Plans Examiners) and Engineering (Elevation & Grading). During the course of review, additional approvals may be required such as:

1. Permits – If you are connecting to a structure that does not have a valid Certificate of Occupancy, additional permits will be required to legalize the structure.
2. Town of Islip Right of Way Work Permit – Work performed within the public right of way (i.e. new driveway, curbing, sidewalk) requires a permit from the Department of Public Works (631-224-5610).
3. Variance – The Building Division (Zoning Dept.) will advise you if the plans don't comply with the Town of Islip Zoning Code. If you wish to request a variance, you will need to make an appointment with the Building-Zoning Department (631-224-5438) at One Manitton Court in Islip to get a denial letter. The denial letter will describe the relief you are seeking. You will then need to apply for a variance at the Zoning Board of Appeals (631-224-5489) which is located at 40 Nassau Avenue in Islip.
4. Wetlands Permit – If the property is in a wetlands area or flood zone, 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.

REQUIREMENTS PRIOR TO PERMIT ISSUANCE:

1. 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.*

REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY

1. Inspections – Applicant is responsible for ensuring that their contractor schedules all required inspections with the Building and Engineering Divisions (please see the applicable Inspection Process handout).
2. Electrical Certificate – Electrical Certificates are required prior to the final inspection. Please refer to the list of *Qualified Inspection Agencies* on our website.
3. Final survey – A final survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements upon completion of work. "Final Survey" shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; and elevations (referencing NAVD 88). Additional information may be required based on nature of work performed.
4. Documentation – Provide all documentation as required by the inspectors, including concrete certification if applicable.

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I understand that before a building permit can be issued, adjoining street 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, and that I presently possess a valid Suffolk County home improvement license, if applicable (not required for new home construction). 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
_____	DAY OF _____, 20 _____	
PRINT NAME		
_____	_____	
SIGNATURE	NOTARY PUBLIC	
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CONTRACTOR:	SWORN TO ME THIS	NOTARY STAMP
_____	DAY OF _____, 20 _____	
PRINT NAME		
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SIGNATURE	COUNTY HOME IMPROVEMENT LIC. # _____	NOTARY PUBLIC
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EXPEDITOR / DESIGN PROFESSIONAL:	SWORN TO ME THIS	NOTARY STAMP
_____	DAY OF _____, 20 _____	
PRINT NAME		
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SIGNATURE	NOTARY PUBLIC	