



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manitton Court, Islip, New York 11751

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** **Additions, Interior & Exterior Alterations, Accessory Structures & Decks**

Visit our website for current fees, forms and applications; Requirements are subject to change without notice.
<https://islipny.gov/departments/planning-and-development/building-division-permits-section>

SUBMISSION REQUIREMENTS

Application processing begins when all required documents are deemed acceptable for intake and the permit fee is paid.

The [Building Permit Application](#) must be filed electronically. Please follow the instructions in the [Electronic Submittal Process](#) flyer on our website. Unless stated otherwise, hardcopies are not required with the initial electronic submission, but may be required prior to permit issuance. The following documentation is required when making a submission:

1. Residential Intake Checklist – RDP must fill out the [Residential Plan Intake Checklist](#) in its entirety.
2. Survey – An accurate survey less than one (1) year old is required. Survey shall be drawn to scale and signed and sealed by a NYS licensed surveyor. Survey must show all existing site structures and improvements; include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimension of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.).

If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required. A site plan is not a substitute for a survey

For accessory structures and decks, the location, size and setbacks of the proposed improvements are to be shown on the survey. Setbacks should indicate the distance the proposed structure will be from the side, rear, and front property lines, as well as the distance from any other structures.

3. Plans:
 - a. Construction Documents – Construction documents must be prepared by a NYS licensed and registered architect or engineer unless stated otherwise under 3b. 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 by the Plans Examiner.

An electronic copy of the plans is required once the application is accepted for submission. When the application is filed, a Record # will be assigned to this application for document uploads. The plans are to be uploaded to <https://pdfupload.islipny.gov> on the same day you make your application so as not to delay the application. Subsequent resubmissions should be uploaded electronically. When the plans are ready for approval, the Plans Examiner will need three (3) sets of construction documents.

- b. Hand Drawn Plans (limited applications only) – Hand drawn plans may be accepted in lieu of construction documents for the following improvements only:
 - Interior alterations involving non-load bearing systems within a one-family dwelling. Please note however, construction documents are required for garage conversions (see 3a).
 - Decking less than 30 inches high without a roof.
 - Accessory structures no larger than 300 square feet and no taller than 10 feet, containing no interior finishes, plumbing or heat.

Plans may be hand drawn by the homeowner as long as they meet the following minimum standards:

- 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".
 - For interior alterations, a floor plan of each floor in the dwelling must be submitted, including basements and cellars. The size and use of all rooms, location and sizing of all windows, doors and stairways must be shown.
- c. Additions – A plot plan is required for additions; please check with Engineering for verification. Please refer to the [Plot Plan Minimum Requirements Checklist](#) on the Engineering webpage to ensure your plans meet the minimum required information.
- d. Accessory Buildings – An [Accessory Building Affidavit](#) is required for any accessory building application.
4. Flood Zone Determination – If any part of the property is located in a flood zone, provide a [Flood Zone Determination](#). Plans must comply with FEMA regulations where applicable.
5. Deed – Provide a copy of the current deed for the subject property; a contract vendee shall provide a copy of the contract of sale.

APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Applications will be reviewed by various departments to ensure compliance with the NYS Uniform Code, TOI Zoning Code and Subdivision and Land Development Regulations. During the course of review, it may be determined that additional permits, Board approvals and other agency approvals are required, such as:

1. Plumbing / HVAC Permits – If plumbing, gas or HVAC systems are affected, [Plumbing and HVAC Permits](#) are required.
2. Fire Prevention Permits – Fire systems will require permits from Fire Prevention (631-224-5477).
3. Town, County and/or State Work Permits – A work permit is required from the appropriate agency (Town, County and/or State) if construction is planned within the public roadway.
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.
5. Suffolk County Board of Health Approval – SCDHS approval to construct may be required prior to permit issuance. Call 631-852-5700.
6. Federal Aviation Administration approval – Due to the proximity of Long Island Macarthur Airport, applications may be subject to the Code of Federal Regulations Part 77.
7. 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 CERTIFICATE OF OCCUPANCY (CO)

A list of requirements due prior to CO will be provided to you upon permit issuance.

1. New York 811 - You must notify New York 811 prior to the start of any digging/excavation activities. Please visit their website for notification procedures at <https://newyork-811.com>. Failure to do so may result in penalties and fines.
2. Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the [Building](#) and [Engineering](#) Divisions (see the applicable inspection process handout); minimum 48 hours' notice required.
3. Foundation As-Built Survey and Certification (detached garages, building additions exceeding 50% of the existing footprint) – Prior to backfilling and framing, a Foundation As-Built Survey and Certification must be accepted by the Building Plans Examiner (requirements listed in the [Inspection Process handout](#)). **Construction beyond foundations may not commence until the Foundation As-Built Survey and Certification are accepted by the Town.**

4. Suffolk County Board of Health Approval – If SCDHS approval was required for permit issuance, a SCDHS green stamped final approval is required prior to close out of permit.
5. Electrical Approval Certificate – Electrical inspection must be performed by a company qualified in the Town of Islip; see the list of [Qualified Electrical Inspection Agencies](#) on our website, and submit the original certificate to the Town.
6. Final Survey – Upon completion of work, a final as-built survey is required. Survey must be signed and sealed by a NYS licensed surveyor, and show all structures and site improvements. Survey shall include dimensions of structures including ridge heights; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; 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; abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.).
7. Documentation – Upload all documentation as required by the inspectors, including concrete certification, special inspection reports, etc. as applicable.

Documentation shall be uploaded to the permit record. In addition, if original signed/sealed documents are required, they must be brought to the Building-Records Department. This documentation will be evaluated by the respective departments before being accepted as complete.