



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF ENGINEERING AND CONTRACTS

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ENGINEERING INSPECTION PROCESS

Applicant is responsible for ensuring that all inspections are scheduled; at least 48 hours' notice is required (may vary). Work must be in compliance with the approved site plan. Any modifications to the approved site plan must be approved prior to construction. Please call Engineering at 631-224-5360 to schedule the following:

1. **Preconstruction Meeting:** If a preconstruction is warranted, please ensure all trades are aware of their responsibilities prior to the meeting.
2. **Erosion & Sediment Control Inspection:** Inspection shall ensure that all sediment & erosion control measures, and construction fencing are in place prior to the commencement of any site work, if applicable.
3. **Drainage Inspection:** Prior to backfilling, Engineering must inspect the footing rings, piping, parging of pipe connections, and installed slabs & castings. **LEACHING POOLS MUST BE COVERED.**
4. **Curb & Sidewalk Inspections:**
 - a. **Formwork Inspection** – Inspector shall ensure the formwork (rebar and/or reinforcing wire) is installed properly. Reinforcing steel will be rejected if it's been sprayed with release oil. Contractor is responsible for verifying the location of curbs and sidewalks. Inspector shall confirm that subbase is compacted before the pour. The ground temperature must be above freezing at the time of placement, and remain above freezing for at least 5 days after installation. Blankets may be required during low temperatures to protect new installations.
 - b. **Curb & Sidewalk Concrete Inspection** – After the formwork has been removed and curbs/sidewalks have been poured, Engineering will ensure that all work has been done as per the approved plans and Town specifications, and that there are no safety issues related to the new construction (tripping hazards, gaps, missing expansion joints etc.).
5. **Final Grading & Paving Inspections:**
 - a. **Final Grading Inspection** – The grading and subbase shall be inspected.
 - b. **Paving Inspection** – Final paving shall be inspected. Please note, the air *and* ground temperature must be at least 40° Fahrenheit and rising prior to / during paving.
6. **Parking Lot Signage & Striping Inspection (commercial only):** Inspector shall ensure proper dimensions, number of stalls, placement and all ADA handicap accessibility guidelines are met.
7. **Landscaping Inspection:** Topsoil, seeding/hyrdoseed, plantings and irrigation systems must be installed prior to inspection. **Nursery tags must remain on the plants until Engineering approves the entire project.**
8. **Dumpster Enclosure-Formwork Inspection (commercial only):** Inspector shall ensure the formwork & reinforcing steel is properly in place. Reinforcing steel that has been sprayed with oil will be rejected.
9. **Dumpster Enclosure-Final Inspection (commercial only):** Inspection shall take place upon completion of the enclosure; gates must be installed.
10. **Lighting Inspections (commercial only):**
 - a. **Formwork and Electrical Conduits** – Inspection shall take place prior to installation of concrete
 - b. **Concrete Inspection** – Inspection shall take place after concrete is poured.

c. Energization – Inspection shall take place after lights are energized to ensure the proper fixtures were used and there is no light trespass onto adjacent parcels.

11. **Final Inspection:** Once all work has been completed, call to schedule a final inspection. The inspector will confirm that all engineering site work has been completed as per the approved plan. (Note: Grass must be established with at least 80% coverage; nursery tags must still be attached to plants.)

Additional fees will be charged for failed inspections, missed inspections or construction done without inspections. Independent Engineering Inspections/Certifications must be done by a New York State Licensed Design Professional or Professional Engineer, are at the discretion of the Town Engineer and must be pre-approved.

Building & Plumbing Inspections - please refer to the *Building & Plumbing Inspection Process* handout for the Building Department requirements.

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