



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

One Manittion 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

## **BUILDING PERMIT – APPLICATION SUBMITTAL PROCESS**

Visit our website for current fees, forms and applications; requirements subject to change without notice.

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

### **IMPORTANT NOTE:**

**Prior to initiating the application process, ensure that all required documents for your permit type are saved on your computer as PDF files to streamline the upload process. If a document spans multiple pages, merge them into a single PDF file before uploading. For commercial projects, categorize construction documents into separate files based on trades (e.g., Architectural, MEP, etc.).**

### **I. PLANNING AND DEVELOPMENT APPLICATION PORTAL (PREFERRED METHOD)**

The new Planning and Development Application Portal (“Portal”) is a convenient platform for filing applications and tracking application statuses online. Introduced in the Fall of 2023, the platform is continually evolving, with plans to incorporate additional features and improvements in the future.

At this time, the Portal supports applications for the following building permits exclusively:

PERMIT TYPES CURRENTLY SUPPORTED BY THE PORTAL:			
Accessory Structure - Addition	Deck (over 18")	Fireplace, Wood/Coal Stove, Chimney	Main Building - Addition
Accessory Structure – New	Dwelling - Addition	High Piled Rack Storage	Main Building - New
Change of Tenant	Dwelling – New	Interior Alteration	Revision to Issued Permit
Change of Use (Occupancy)	Emergency Repair	Interior Arrangement	Shell/Vacant Building
			Solar Panels (25KW or more)

1. Create an Account – Visit <https://its.islipny.gov> and follow the instructions to create an account.
2. File for a Permit – Follow the directions under File For A Permit. It’s that simple! (Before starting the permit application, please refer to the Important Note above).
3. Provide Feedback – After exploring the Portal and utilizing its features, please take a few moments to share your thoughts and suggestions using the Feedback Form at the end of this document. Your input is valuable for identifying areas of improvement, addressing issues and prioritizing future development.

### **II. CONVENTIONAL SUBMITTAL PROCESS**

Do not use this method if you are filing one of the permit types listed in the chart in Section I.

1. Email a completed [application](#) to the Building Division Permits Section (Permits) at [BuildingPermits@islipny.gov](mailto:BuildingPermits@islipny.gov).
2. If the application form is filled out correctly, Permits will send you a Record #, typically within one business day. This Record # is unique to this application; please make a note of it for use when uploading documents.

You may now upload the required documents following the directions in Section III, 2.

### III. UPLOAD PROCESS

Documents must be submitted electronically, using one of the following two methods listed below. When submitting revised documents, please make sure the documents are accompanied by a cover letter to provide context on the reason for resubmission.

1. Upload through the Application Portal (if application was submitted through the Portal):
  - a. Sign in to the Portal at <https://its.islipny.gov>, access the Application Manager and locate your application within the relevant tab (Unsubmitted Applications, Pre-Submission Intake Review, or Filed Permits):
    - i. Unsubmitted Applications (initiated but not yet submitted):
      - a) Click the Ticket #
      - b) The application entry screen will appear, after completing Steps 1 through 3, click Step 4 Document Upload
      - c) Scroll to the relevant document type, click Choose File, and proceed as instructed.
      - d) If your document type isn't listed, navigate to the bottom and click Upload Additional Files. IMPORTANT:
        - If the file type isn't listed, select Other.
        - Under Document Name, provide an accurate description (i.e. MEP Plans xx/xx/xx)
    - ii. Pre-Submission Intake Review (application submitted, but not yet accepted for intake):
      - a) Click the Application Status.
      - b) The Permit Information page will appear. Click Upload Additional Files (top right corner). IMPORTANT:
        - If the file type is not listed, select Other.
        - Under Document Name, provide an accurate description (i.e. MEP Plans xx/xx/xx).
    - iii. Filed Permits (application contains the minimal information required for review and permit filing fee has been paid):
      - a) Click the Permit ID.
      - b) The Permit Information page will appear. Click Upload Additional Files (top right corner). IMPORTANT:
        - If the file type is not listed, select Other.
        - Under Document Name, provide an accurate description (i.e. MEP Plans xx/xx/xx)
  2. Upload using PDF Upload on your browser (available whether you filed using the Portal, the conventional method, or in person):
    - a. Ensure you have your Record # available before proceeding. If you do not have the Record #, please contact Permits at [buildingpermits@islipny.gov](mailto:buildingpermits@islipny.gov) or 631-224-5466.
    - b. Access <https://pdfupload.islipny.gov/> from your browser and complete the following information:
      - i. Record # – Enter the 6-digit Record number mentioned above.
      - ii. Type – Select the document type to be uploaded from the dropdown menu (options vary based on whether it's a Building, Engineering or Planning application).
      - iii. Document Name – Enter a descriptive file name with the document date (i.e. *MEP Plans 04/28/20; HVAC Specifications; BOH green stamp 03/26/20*, etc.); documents with generic names face rejection.
      - iv. Choose File – Select the PDF file you wish to upload. An application submission will not be considered complete until all required documents are received.
      - v. Upload – Press the Upload button and click OK.

#### IV. OVERVIEW OF THE APPLICATION REVIEW PROCESS

1. Intake Review – A permit application is considered filed only when it meets the minimum intake requirements. A Plans Examiner and Zoning Reviewer will conduct a preliminary review for completeness, typically within two business days:
  - a. If the application lacks necessary documents or code references, you will receive an email specifying the reason for intake denial.
  - b. If the application meets the minimum requirements, Permits will request the original signed application and filing fee. Upon receipt, your application will be officially filed.
2. Application Review – Once filed, applications are reviewed in the order received. Various departments may be involved in the review process; for more information, refer to the [Permit Requirements](#) sheet for your specific permit type.
3. Review Feedback – If the plans do not comply with the Town of Islip Zoning Code, NYS Uniform Code or other municipal regulations, deficiencies will be communicated via email. Revised plans can be uploaded through the Portal or PDF Upload as detailed in Section III.
4. Permit Approval and Issuance – Upon approval of plans and fulfillment of all the permit requirements including payment of fees, you will receive a link to the approved plans. The requisite number of plans must be printed in color and submitted to Permits to obtain the permit placard.
5. Inspections and CO's – When you receive your permit, you will be given a list of items required for CO. Applicant must schedule all required inspections; please refer to the Inspection Process Handouts for the [Building](#) and [Engineering](#) Divisions. For Fire Prevention inspections when applicable, please contact the Office of Fire Prevention directly at 631-224-5477.

## Feedback Form for the Town of Islip Planning and Development Application Portal (Building Division)

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

1. How would you rate your overall experience with the Portal?  
☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor
2. What specific features or aspects of the Portal did you find most useful?
3. Were there any features or aspects of the Portal that you found confusing or difficult to use? If yes, please specify.
4. Did you encounter any technical issues or bugs while using the Portal? If yes, please describe in detail.
5. How satisfied are you with the speed and responsiveness of the Portal?  
☐ Very Satisfied      ☐ Satisfied      ☐ Neutral      ☐ Unsatisfied      ☐ Very Unsatisfied
6. Did you find the information and resources provided within the Portal helpful for your permitting needs? If not, please explain why.
7. Do you have any suggestions for additional features or improvements to the Portal that you would like to see in the future?
8. Any other comments, suggestions, or feedback you would like to share regarding the Portal?

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Please email this completed form to [GMulligan@islipny.gov](mailto:GMulligan@islipny.gov). Thank you for taking the time to provide your feedback. Your input is greatly appreciated and will help us enhance the Application Portal to better serve you.