



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

C

Building Permit Requirements – COMMERCIAL Wireless Communications Towers and Facilities

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>

The following requirements are for the construction or modification of all wireless communications facilities, amateur radio towers and antennas, and satellite antennas.

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. **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 (both above and below grade installations); 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; pavement and parking stall striping; abutting road improvements (curbing, pavement, sidewalks, drainage structures, utility installations, 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.
2. **Site Plan**– In addition to the survey, an approved site plan is required for all new facilities. In addition to the [Site Plan Application Requirements](#), please be sure to include the following:
 - a. The location, type and height of the wireless communications facility and whether it is to be located on an existing structure, co-located or a telecommunications tower.
 - b. Adjacent roadways, rights of way, land uses, structures and zoning on land within 1/2 mile.
 - c. Setbacks from property lines.
 - d. Scaled drawing of the site, including elevation drawings of the structure, a visual study showing where, within one mile, the tower could be seen, the distance between all structures and proposed means of access.
 - e. Landscape plan, including fencing and fence screening.
3. **Construction Documents** – Plans must be signed and sealed by a NYS Registered Design Professional, and be in compliance with the New York State Uniform Code in effect at the time of application. The plans must also comply with the [Town of Islip Zoning Code](#).
4. **Planning Board Special Permit** – [Planning Board Special Permit Applications](#) shall meet the requirements of [§ 68-420.1](#).
5. **Installation Manual** – The complete manufacturer’s installation manual for the specific facilities being installed, including but not limited to pier footing/foundation and anchoring/tie-down locations and details, skirting and venting details.
6. **Community Layout Map** – A map/plan showing the lots and roadways of the overall community, with the subject parcel clearly identified (not required for antennas being placed on existing facilities).

7. 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.
8. Existing/Proposed Construction Radio Frequency (RF) Certification – An RF Engineer certification must illustrate the existing and proposed signal strength levels, affirming adherence to FCC RF exposure guidelines.
9. 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.
10. Deed – Provide a copy of the current deed for the subject property.

APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

Applications will be reviewed by various departments within the Town of Islip including Building (Zoning, Plans Examiners), Engineering and Fire Prevention. During the course of review, additional approvals may be 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). Planning will also determine if NYSDEC approval is required.
5. Suffolk County Board of Health Approval – A SCDHS red stamp approval is required prior to Building Permit issuance even if the property is in the sewer district. Call 631-852-5700.
6. Construction Activity Agreement – Agreement must be signed and notarized by the property owner and contractor.
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 – 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. All documentation shall be uploaded to the permit record. If original signed/sealed documents are required, they must be brought to the Building Division - Records Section. This documentation will be evaluated by the respective department(s) before being accepted as complete. Requirements include, but are not limited to the following:

1. New York 811 - You must notify New York 811 prior to the start of any digging/excavating 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, Engineering](#) and [Fire Prevention](#) Divisions (see the applicable inspection process guidelines); minimum 48 hours' notice required.
3. 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.
4. Electrical Approval Certificate – Electrical inspections 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.
5. Final Survey – A final as-built survey is required upon completion of all new ground-mounted facilities, or an increase in height of an existing facility. Survey must be signed and sealed by a NYS licensed surveyor, and show all structures and site improvements (both above and below grade installations). 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.).

6. Documentation – Upload all documentation as required by the inspectors, including concrete certification, special inspection reports, etc. as applicable.
7. Post-Construction Radio Frequency (RF) Certification – An RF Engineer certification is required demonstrating the signal strength is in conformance with FCC RF exposure guidelines.