



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

One Manitton Court, Islip, New York 11751

Permits.....631-224-5469  
Records/Inspections.....631-224-5470  
Commercial Plans Examiner...631-224-5467  
Residential Plans Examiner....631-224-5468

**NEW 2017 COMMERCIAL BUILDING PERMIT REQUIREMENTS**

(2017 NYS Uniform Code, NYS DOS BSC 2017 Uniform Code Supplement and  
NYS DOS BSC 2017 Supplement to the NYSECCC all affective on October 31, 2017)

- A Building Permit application must be completely filled out with the signature of the property owner notarized. All contact information for the owner must be provided, including phone number and email address.
- Five (5) sets of signed and sealed plans drawn by a NYS Registered Design Professional (RDP). Plans must be drawn to scale on sheets no larger than 24"x36". Plans as a minimum must show all levels of the building, occupancy and use of each space, exterior elevations, door (and hardware) and window schedules with "u" values, SHGC, design pressure and opening requirements, structural plans including foundation, framing and lateral force resisting systems and details and structural affidavit, fire protection, plans for plumbing and gas (with risers and design and NYSEC compliance), mechanical (include design and NYSEC compliance), and electrical (including NYSEC compliance), Certified Energy Compliance Report (2017 NYSEC) and asbestos survey (for renovation and demolition permits). Pre-manufactured steel building plans when applicable. Special inspection statement. All plans shall indicate respective 2017 NYS Uniform codes used (2015 IBC 3<sup>rd</sup> printing, 2015 IPC 3<sup>rd</sup> printing, 2015 IFGC 3<sup>rd</sup> printing, 2015 IMC 3<sup>rd</sup> printing, 2015 IFC 3<sup>rd</sup> printing, 2015 IEBC 5<sup>th</sup> printing, 2015 IPMC 4<sup>th</sup> printing, 2015 IECC 2<sup>nd</sup> printing and the ASHRAE 90.1 2013 cover dated July 2014, each as amended by the 2017 NYS DOS BSC UNIFORM CODE and 2017 NYSECCC Supplements).
- Signed and sealed structural calculations for buildings of 2 stories or more.
- If wood floors and roof trusses are proposed, signed and sealed truss design drawings are required. Bracing requirements, connections and placement plans must also be provided.
- Note: Drawings containing a label such as "not for construction", "bidding only" and "for diagrammatic use only" will not be accepted for permit applications.
- Four site plans/surveys
- Copy of Deed
- Town of Islip Planning Department architectural elevation approvals are required before building permit submittal.
- Suffolk County Health Department approval for sanitary systems, food establishments and food markets. Call (631)852-5700.
- A letter from the RDP clearly outlining the scope of the project, along with a list of commodities for mercantile and combustible high rack storage.
- A non-refundable filing fee is due at time of application (see islipny.gov for the fee

schedule in effect at the time of application); The balance of the building permit fee will be calculated after all required approvals have been met and before the permit is issued.

- Town of Islip Building Department NYS Building Code Evaluation Survey (2017 version)
- Town of Islip Structural Affidavit 2017
- See also Town of Islip geographic condition design sheet attached.

For Site Plan approval, please contact the Engineering Division at (631) 224-5360.

For Zoning approval, please contact the Zoning Department at (631) 224-5438.

**ADDITIONAL ITEMS THAT MAY BE REQUIRED (Not Inclusive)**

- Town of Islip Planning Board approval
- Town of Islip Town Board approval
- Town of Islip Zoning Board of Appeals approval
- Suffolk County Department of Public Works approval (if on a county road)
- NYS Department of Transportation approval
- Environmental Assessment and associated fee if construction is within 100' of freshwater wetland or 300' of tidal wetland (Planning Department)
- Federal Aviation Administration approval (if within 1 ½ miles of airport)
- Town of Islip Commercial Cooking Hoods (application and forms by RDP)
- Combustible High Rack Storage (application and forms by RDP)
- NYS Department of Environmental Conservation Air Facility Permits (ex. Automotive body shop spray booths)
- Army Corps of Engineers for dewatering permits (Contact Town of Islip engineering Division at 631-224-5360)

**TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER REQUIRED <sup>h</sup>	FLOOD HAZARDS <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographic effects <sup>k</sup>	Special wind region <sup>l</sup>	Wind-born debris zone <sup>m</sup>		Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>					
<u>20</u>	<u>130</u> <sup>vult</sup>	<u>no</u>	<u>no</u>	<u>1 MILE FROM COAST AND FI</u>	<u>B</u>	<u>SEVERE</u>	<u>BOF 3 FT BFG</u>	<u>MOD TO HEAVY</u>	SEE BELOW	<u>YES</u>	CALL PLANS EXAMINERS OFFICE	<u>599</u>	<u>51</u>

Climate zone is 4a

**IBC CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER REQUIRED <sup>h</sup>	FLOOD HAZARDS <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographic effects <sup>k</sup>	Special wind region <sup>l</sup>	Wind-born debris zone <sup>m</sup>		Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>					
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Climate zone is 4a

INTERIOR SPACES INTENDED FOR HUMAN OCCUPANCY SHALL BE PROVIDED WITH INDOOR TEMPERATURE OF NOT LESS THAN 68 DEGREES FARENHEIT AT A POINT 3 FEET ABOVE THE FLOOR ON THE DESIGN HEATING DAY (2015 IMC 309.1)  
 SYTEM DESIGN SHALL BE BASED ON MAX 72 DEGREES HEATING, MINIMUM 75 DEGREES COOLING  
 DEGREE DAYS (NY LAGUARDIA) 4811, WINTER DESIGN TEMP 15, DRY BULB 89, WET BULB 75 (2015 IPC APPDX D)

Also as per 2015 IBC Chapter 16 section 1609 and ASCE 7 - wind exposure category and surface roughness is B. Use C for both south shore and Fire Island.

**TOWN OF ISLIP IS WITHIN A HURRICANE PRONE REGION**