



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

One Manitton Court, Islip, New York 11751

| | |
|---------------------------------|------------------------------------|
| Administration.....631-224-5464 | Plumbing.....631-595-3756 |
| Permits.....631-224-5466 | Records/Inspections...631-224-5470 |
| Plans Examiner.....631-224-5467 | Zoning.....631-224-5438 |

WHEN IS A PERMIT REQUIRED?

The following is a general guideline of actions that may require a permit.

All actions listed are subject to the New York State Uniform Code and the Town of Islip Zoning Code.

If you do not see a particular action listed, please contact the Permits Department.

This list may be updated periodically – please visit our website at www.islipny.gov for the latest list.

| I. Permits <u>are</u> required for the following actions unless stated otherwise. | | |
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| Other approvals required as listed below. | | |
| Permit Action | Type of Permit / Approval Required | Miscellaneous |
| Accessory Structure | ▪Building Permit – <i>Accessory Structure – New / Addition / Alteration</i> 631-224-5466 | Any structure other than the main building (i.e. barns, garages, carports, gazebos, pergolas, cabanas, etc.) |
| Addition (commercial) | ▪Engineering Site Plan Approval 631-224-5360 ▪Building Permit - <i>Main Building (or Accessory Structure) – Addition</i> 631-224-5466 | Enlarging a structure by adding to the size in any direction. |
| Addition (residential) | ▪Building Permit – <i>Main Building (or Accessory Structure) – Addition</i> 631-224-5466 | Enlarging a structure by adding to the size in any direction. |
| Air Conditioning System | ▪Plumbing / HVAC Permit – <i>AC Unit Install</i> 631-595-3756 | Central and ductless systems. |
| Alteration (interior & exterior) | ▪Building Permit – <i>Interior / Exterior Alteration</i> 631-224-5466 | Any change of structural elements and completing unfinished spaces. |
| Antenna (not including residential TV antenna) | ▪Building Permit – <i>Accessory Structure - Addition</i> 631-224-5466 | |
| Apartment – ▪ Accessory ▪ Two-Family, Family Use ▪ Rental | ▪Zoning Board of Appeals Approval 631-224-5489 ▪Building Permit – <i>Change of Use</i> 631-224-5466 ▪ Code Enforcement Rental Occupancy Permit – 631-224-5548 | Apartments in accessory structures or cellars are prohibited. |
| Awning (commercial) | ▪Building Permit – <i>Other: Awning</i> 631-224-5466 | Exceptions for residential properties are listed under Section II. |
| Barbeque / Outdoor Kitchen (Only if connected to gas / not portable) | ▪Plumbing / HVAC Permit – <i>Gas BBQ / Fire Pit</i> 631-595-3756 And, if over 18" ht.: ▪Building Permit – <i>Accessory Structure</i> 631-224-5466 | |
| Barn | See <i>Accessory Structure</i> | |
| Basement / Cellar | ▪Building Permit – <i>Interior Alteration</i> 631-224-5466 | Including conversions to finished space, dig-outs (crawl space converted to cellar) and/or cellar entrances. |
| Bulkheads | ▪Planning Wetlands & Watercourses 631-224-5450 | |
| Cabana | See <i>Accessory Structure</i> | |

PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued

| Permit Action | Type of Permit / Approval Required | Miscellaneous |
|---|--|---|
| Canopy (Commercial) | <ul style="list-style-type: none"> ▪ Building Permit – <i>Accessory Structure – New / Addition</i> 631-224-5466 ▪ Fire Prevention Systems Permit 631-224-5477 | A separate sign permit is required for copy / graphics on any canopy. |
| Carpport | See <i>Accessory Structure</i> | |
| Cell Tower / Communication Tower | <ul style="list-style-type: none"> ▪ Engineering Site Plan Approval 631-224-5360 ▪ Building Permit – <i>Accessory Structure – New / Addition</i> 631-224-5466 | |
| Change of Occupancy, Change of Tenant, Change of Use | ▪ Building Permit – <i>Change of Use / Change of Tenant</i> 631-224-5466 | See <i>Tenant</i> for Change of Tenant requirements. Change of Use includes converting a dwelling from a single family to 2 family or multi-family home. |
| Chicken / Pigeon Coop | ▪ Building Permit – <i>Accessory Structure – New</i> 631-224-5466 | |
| Covered Shelter | ▪ Building Permit – <i>Accessory Structure – New</i> 631-224-5466 | |
| Curb Cut (new or expanded) | ▪ Department of Public Works 631-224-5160 | |
| Deck | <ul style="list-style-type: none"> ▪ Building Permit – If attached to house: <i>Main Building – Addition</i> If standalone or attached to a pool: <i>Accessory Structure – Addition</i> 631-224-5466 | Any deck greater than 18” above grade. For decks 30” above grade or higher, plans prepared by a Registered Design Professional are required. |
| Demolition | <ul style="list-style-type: none"> ▪ Engineering Approval* 631-224-5360 ▪ Demolition Permit 631-224-5466 | *SWPPP or Erosion and Sediment Control Plan may be required. |
| Docks | ▪ Planning Wetlands & Watercourses 631-224-5450 | |
| Door | ▪ Building Permit - <i>Alteration</i> 631-224-5466 | Permits are required if the new door is larger than the existing opening and the headers or studs need to be modified. |
| Dormer | ▪ Building Permit – <i>Main Building - Addition</i> 631-224-5466 | |
| Driveway Apron (new or expanded) | ▪ Department of Public Works 631-224-5160 | |
| Equine | ▪ Equine Permit 631-224-5466 | Separate permit required for stables/barn. |
| EV Charging Station | ▪ Electronic Vehicle Charging Station Permit 631-224-5466 | |
| Façade (commercial) | <ul style="list-style-type: none"> ▪ Architectural approval – Planning Division 631-224-5450 ▪ Building Permit – <i>Alteration</i> 631-224-5466 | Any façade change on a commercial structure requires architectural approval from the Planning Division. |
| Fire Alarm (commercial) | ▪ Fire Prevention Systems Permit 631-224-5477 | |
| Fire Damage Repair | ▪ Building Permit – <i>Fire Damage Repair</i> 631-224-5466 | |
| Fireplace | <ul style="list-style-type: none"> ▪ Building Permit – <i>Fireplace / Wood Coal Stove</i> 631-224-5466 And, if connected to gas: <ul style="list-style-type: none"> ▪ Plumbing / HVAC Permit – <i>Gas Fireplace</i> 631-595-3756 | |
| Fire Sprinkler (commercial) | ▪ Fire Prevention Systems Permit 631-224-5477 | |
| Gas Pump (new or replacement) | ▪ Fire Prevention Systems Permit 631-224-5477 | |

PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued

| Permit Action | Type of Permit / Approval Required | Miscellaneous |
|--|--|--|
| Garage Conversion | ▪Building Permit – <i>Interior Alteration</i> 631-224-5466 | Garages may only be converted to recreational space and cannot be used for cooking or sleeping. |
| Garage – Detached | See <i>Accessory Structure</i> | |
| Gazebo | See <i>Accessory Structure</i> | |
| Generator (commercial) | ▪Engineering Site Plan Approval 631-224-5360 ▪Plumbing / HVAC Permit – <i>Generator – Gas / Oil</i> 631-595-3756 ▪Fire Prevention Systems Permit for diesel generators 631-224-5477 | |
| Generator (residential) | ▪Plumbing / HVAC Permit – <i>Generator – Gas/Oil</i> 631-595-3756 ▪Fire Prevention Systems Permit - <i>Diesel</i> 631-224-5477 ▪Building Permit – <i>Other: Generator</i> 631-224-5466 | Separate building permit required if the generator is on the roof, or housed in a structure/building. |
| Greenhouse | ▪Building Permit – <i>Accessory Structure – New</i> 631-224-5466 | |
| Handicapped Ramp Permanent / Temporary | ▪Building Permit – <i>Other: Permanent / Temporary Handicapped Ramp</i> 631-224-5466 | |
| Hot Tub (i.e. Jacuzzi) | ▪Pool / Hot Tub / Spa Permit 631-224-5466 | |
| Kitchen Hood (commercial) | ▪Plumbing / HVAC Permit – <i>Commercial Kitchen Hood</i> 631-595-3756 | Kitchen hood packet must be completed by a qualified installer. |
| Lawn Sprinkler | ▪Plumbing / HVAC Permit – <i>Lawn Sprinkler Install</i> 631-595-3756 | |
| Monopole | ▪Engineering Site Plan Approval 631-224-5360 ▪Building Permit – <i>Accessory Structure - New</i> 631-224-5466 | |
| Moving a Structure | ▪Building Permit – <i>Other: Relocation / Moving a Structure</i> 631-224-5466 | |
| New Structure | ▪Engineering Site Plan Approval 631-224-5360 ▪Building Permit – <i>Main Building – New</i> 631-224-5466 | Buildings, dwellings, etc. |
| Oil Tank | ▪Fire Prevention Systems Permit 631-224-5477 | Installation or abandonment of both under- and above ground tanks. |
| Patio | ▪Building Permit – If attached to house: <i>Main Building – Addition</i> If standalone: <i>Accessory Structure – Addition</i> 631-224-5466 | Any patio greater than 18” above grade. For patios 30” or more above grade, stamped plans by a Registered Design Professional are required. |
| Pergola | See <i>Accessory Structure</i> | |
| Plumbing | ▪Plumbing / HVAC Permit 631-595-3756 | Gas piping and/or new fixtures. Direct replacement of fixtures requires a permit if roughing / new piping is involved. A Town of Islip Licensed Plumber must file permit and perform the work. |
| Pond | ▪Pool / Hot Tub / Spa Permit – <i>Pond</i> 631-224-5466 | Ponds over 18” require a permit. |
| Porch / Portico / Roof Over | ▪Building Permit – <i>Other: Porch / Portico / Roof Over</i> 631-224-5466 | |
| Portable Storage Unit (i.e. PODS) | ▪Temporary Trailer / Portable Storage Unit Permit – <i>Portable Storage Unit</i> 631-224-5466 | |
| Retaining Wall | ▪Building Permit – <i>Other: Retaining Wall</i> 631-224-5466 | Retaining walls over 18” high require a permit. |

PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued

| Permit Action | Type of Permit / Approval Required | Miscellaneous |
|---|--|--|
| Road Opening | <ul style="list-style-type: none"> ▪Town of Islip DPW 631-224-5610 ▪Suffolk County DPW 631-852-4010 ▪New York State DPW 631-952-6038 | Required when working within Town, County or State right of way. |
| Roof (commercial) | ▪Building Permit - <i>Alteration</i> 631-224-5466 | Contact a Commercial Plans Examiner at 631-224-5467 to determine if a permit is required. |
| Roof (residential) | ▪Building Permit - <i>Alteration</i> 631-224-5466 | Roofline changes require a permit. |
| Septic / Cesspool (Replacement / New) | No permit required by Town of Islip; however, Suffolk County Health Department approval is required for the replacement or any new septic system. For more information, visit www.reclaimourwater.info or call 631-852-5811. | |
| Satellite Dish | ▪Building Permit – <i>Other: Satellite Dish</i> 631-224-5466 | Required for dishes 1 meter (39.37”) in diameter or over. |
| Shed (commercial) | ▪Building Permit – <i>Accessory Structure - New</i> 631-224-5466 | Sheds of any size require a permit. |
| Shed (residential) | ▪Building Permit – <i>Accessory Structure – New</i> 631-224-5466 | Greater than 144 square feet and/or over 8 feet in height, or when more than one shed is on a property, regardless of size (1 st shed does not need a permit). |
| Sign (new or change to existing / reface) | <ul style="list-style-type: none"> ▪Sign Permit 631-224-5466 ▪Building Permit – <i>Change of Use / Tenancy</i> if applicable 631-224-5466 | |
| Solar Panel / Solar Array | ▪Building Permit – <i>Solar Panels</i> 631-224-5466 | |
| Stove (gas, coal, wood) | <ul style="list-style-type: none"> ▪Building Permit – <i>Fireplace / Wood Coal Stove</i> 631-224-5466 And, if connected to gas: <ul style="list-style-type: none"> ▪Plumbing / HVAC Permit – <i>Gas Stove</i> 631-595-3756 | |
| Spraybooths | ▪Building Permit – <i>Other: Spray Booth</i> 631-224-5466 | |
| Sprinkler | See <i>Lawn Sprinklers</i> or <i>Fire Sprinklers</i> | |
| Stable | ▪Building Permit – <i>Accessory Structure</i> 631-224-5466 | A separate Equine Permit is required for possession of any equine livestock. |
| Swimming Pool (commercial) | <ul style="list-style-type: none"> ▪Engineering Site Plan Approval 631-224-5360 ▪Pool / Hot Tub / Spa Permit – <i>Above Ground Pool</i> or <i>In-Ground Pool</i> 631-224-5466 | Pool must be on approved site plan. |
| Swimming Pool (residential) | ▪Pool / Hot Tub / Spa Permit – <i>Above Ground Pool, In-Ground Pool</i> or <i>Storable/Wading Pool</i> 631-224-5466 | Required for above ground, in-ground and temporary pools (No permit required for pools with a water depth of less than 18” inches do not require a permit). *In-ground pools must be filed and installed by a Town of Islip Licensed Plumber. |
| Tank | For tanks 1,000 lbs./250 gallons and under: <ul style="list-style-type: none"> ▪Building Permit – <i>Other: Tank</i> 631-224-5466 For tanks over 1,000 lbs./250 gallons: <ul style="list-style-type: none"> ▪Fire Prevention Systems Permit 631-224-5477 | |

PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued

| Permit Action | Type of Permit / Approval Required | Miscellaneous |
|--|---|---|
| Temporary Trailer | ▪Temporary Trailer / Portable Storage Unit Permit – <i>Construction Trailer / Temporary Office Trailer / Storage / Temporary Residence</i> 631-224-5466 | Permits are valid for 3 months after issuance. Trailers are entitled to up to two consecutive 3-month renewals. |
| Tenant-New/Change (commercial) | ▪Building Permit – <i>Change of Tenant</i> 631-224-5466 | No alterations, including plumbing, to be done |
| Topography Change | ▪Engineering Land Grading Permit 631-224-5360 | |
| Tree Clearing / Brush Clearing | ▪Planning Tree Clearing Permit 631-224-5450 | |
| Tent | ▪Fire Prevention Systems Permit 631-224-5477 | Permit requirements dependent on size. |
| Unfinished Spaces Converted to Habitable Spaces | ▪Building Permit – <i>Interior Alteration</i> 631-224-5466 | |
| Wetlands | ▪Wetlands and Watercourses Permit 631-224-5450 ▪Building Permit – Dependent on type of work being performed 631-224-5466 | Required when properties are located in proximity to an environmentally sensitive area as identified by the Town of Islip and the NYSDEC. |
| Windows | ▪Building Permit – <i>Other: Windows</i> 631-224-5466 | Permits are required if the new window is larger than the existing opening and the headers or studs need to be modified. |

SEE PAGE 6 FOR A LIST OF ACTIONS THAT MAY NOT REQUIRE A PERMIT IN THE TOWN OF ISLIP.

II. Permits are NOT required for the following actions unless specific circumstances dictate otherwise.

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| Awnings | <ul style="list-style-type: none"> ▪ No permit required for retractable awnings. ▪ No permit required for permanent awnings on residential structures if a) the awning is supported by an exterior wall, b) it doesn't require additional support, and c) it projects out less than 54". ▪ Commercial awnings require a permit (See <i>Section I</i>) |
| Driveway Resurfacing | <ul style="list-style-type: none"> ▪ No permit required for resurfacing. ▪ For changes to the driveway apron, contact DPW 631-224-5160. ▪ If the driveway will be widened, contact Zoning 631-224-5438 to confirm location will conform to Town Code. |
| Fencing | No permit required. |
| Finish Work (for windows and doors, see below) | No permit required for finish work such as paint, wallpaper, tile, carpet, cabinets. |
| Partitions / Movable Cases | No permit required for the installation of partitions or movable cases under 5'-9" ht. |
| Playground Equipment | No permit required for the installation of swings and other playground equipment associated with a one- or two- family dwellings, or multiple single-family dwellings (aka townhouses). |
| Portable Appliance / Equipment | No permit required for portable electrical, plumbing, HVAC equipment or appliances that are tested by a testing agency and labeled as such. |
| Repairs (for windows and doors, see below) | No permit required for repairs, provided that such repairs <u>do not</u> involve: <ul style="list-style-type: none"> ▪ Removal or cutting away of a load bearing wall, partition or portion thereof, or of any structural beam or load bearing component. ▪ Removal or change of any required means of egress. ▪ Enlargement, alteration, replacement or relocation of any building system. |
| Replacement of any Equipment | No permit required for replacement of any equipment provided the replacement does not alter the equipment listing or render it inconsistent with the equipment's original specifications. |
| Retaining Walls | No permit required for construction of retaining walls less than 18" high. |
| Roof antennas (residential TV) | No permit required for residential TV roof antennas. |
| Roofing / Siding / Façade (Commercial) | <ul style="list-style-type: none"> ▪ To confirm if roofing requires a permit, call a Commercial Plans Examiner at 631-224-5467. ▪ Any change in the façade of a commercial property requires building permits as well as architectural approval from the Planning Division at 631-224-5450. |
| Roofing / Siding / Façade (Residential) | No permit required for repair or replacement of roof covering, siding or façade unless structural elements are changed. |
| Shed / Playhouse (For one- or two- family dwellings or multiple single-family dwellings/townhouses) | No permit required for sheds or playhouses with a GFA of 144 sf or less, and less than 8' in height <i>unless</i> there is more than one accessory structure on the property in which case the additional structures will require a permit. |
| Septic / Cesspool (Replacement / New) | <ul style="list-style-type: none"> ▪ Suffolk County Health Department approval is required. For more information, visit www.reclaimourwater.info or call 631-852-5811. ▪ No building permit required by Town of Islip. |
| Swimming Pool under 18" deep (For one- or two- family dwellings or multiple single-family dwellings/townhouses) | No permit required for swimming pools designed for a water depth of less than 18" inches which are installed entirely above ground. |
| Window Awnings (For one- or two- family dwellings or multiple single-family dwellings/townhouses) | No permit required for installation of window awnings supported by an exterior wall. |
| Windows / Doors | No permit required for replacement of a window or door as long as it fits within the existing opening and there is no disturbance to existing headers or studs. |