



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

One Manitton Court, Islip, New York 11751

## 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 for the most up-to-date information at  
<https://islipny.gov/departments/planning-and-development/building-division-permits-section>.

<b>Building &amp; Plumbing Permit Inquiries:</b> 631-224-5466	<b>Engineering Site Plan Inquiries:</b> 631-224-5360	<b>Fire Prevention System Permit Inquiries:</b> 631-224-5477
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### I. Permits are required for the following actions unless stated otherwise.

Permit Action	Type of Permit / Approval Required	Miscellaneous
<b>Accessory Structure</b>	▪ Building Permit – <i>Accessory Structure – New / Addition / Alteration</i>	Any structure other than the main building (i.e. barns, garages, carports, gazebos, pergolas, cabanas, etc.)
<b>Addition</b> (commercial)	▪ Engineering Site Plan Approval ▪ Building Permit - <i>Main Building (or Accessory Structure) – Addition</i>	Enlarging a structure by adding to the size in any direction.
<b>Addition</b> (residential)	▪ Building Permit – <i>Main Building (or Accessory Structure) – Addition</i>	Enlarging a structure by adding to the size in any direction.
<b>Air Conditioning System</b>	▪ Plumbing / HVAC Permit – <i>AC Unit Install</i>	Central and ductless systems.
<b>Alteration</b> (interior & exterior)	▪ Building Permit – <i>Interior / Exterior Alteration</i>	Any change of structural elements or completing unfinished spaces. May include removal/replacement of interior finishes (insulation, sheetrock) – check with a Building Plans Examiner.
<b>Antenna</b> (not including residential TV antenna)	▪ Building Permit – <i>Accessory Structure - Addition</i>	
<b>Apartments:</b>	▪ Building Permit for New Building, Change of Use, Alteration, etc. as applicable, as well as rental permits from the appropriate department:	
▪ Accessory Apt. ▪ 2-Family Fam Use	▪ Zoning Board of Appeals Permit 631-224-5489	
▪ 1-2 Family Dwellings	▪ Code Enforcement Rental Occupancy Permit 631-224-5548	
▪ Rental/Multiple Dwelling (3+ apts)	▪ Fire Prevention Commercial Rental Property Permit	
<b>Awning</b> (commercial)	▪ Building Permit – <i>Other: Awning</i>	Exceptions for residential properties are listed under Section II.
<b>Barbeque / Outdoor Kitchen</b> (when connected to gas or not portable)	▪ Plumbing / HVAC Permit – <i>Gas BBQ / Fire Pit</i> ▪ Building Permit – <i>Accessory Structure</i>	
<b>Barn</b>	▪ Building Permit – <i>Accessory Structure – New /</i>	

	<i>Addition / Alteration</i>	
<b>PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued</b>		
<b>Permit Action</b>	<b>Type of Permit / Approval Required</b>	<b>Miscellaneous</b>
<b>Basement</b>	▪Building Permit – <i>Interior Alteration</i>	Including conversions to finished space, dig-outs (crawl space converted to basement) and/or basement entrances.
<b>Bulkheads</b>	▪Planning Wetlands & Watercourses 631-224-5450	
<b>Cabana</b>	See <i>Accessory Structure</i>	
<b>Canopy</b> (Commercial)	▪Building Permit – <i>Accessory Structure – New / Addition</i> ▪Fire Prevention Systems Permit	May require site plan approval – check with Engineering prior to submission. A separate sign permit is required for copy / graphics on any canopy.
<b>Carport</b>	See <i>Accessory Structure</i>	
<b>Cell Tower / Communication Tower</b>	▪Planning Board Special Permit 631-224-5450 ▪Engineering Site Plan Approval ▪Building Permit – <i>Accessory Structure-New / Addition</i>	
<b>Change of Occupancy, Change of Tenant, Change of Use</b>	▪Building Permit – <i>Change of Use / Change of Tenant</i> And, if intensification of use: ▪Engineering Site Plan Approval	See <i>Tenant</i> for Change of Tenant requirements.
<b>Chicken / Pigeon Coop</b>	▪Building – <i>Accessory Structure – New</i>	
<b>Covered Shelter</b>	▪Building Permit – <i>Accessory Structure – New</i>	
<b>Curb Cut</b> (new or expanded)	▪Department of Public Works 631-224-5160	
<b>Deck</b>	▪Building Permit – If attached to house: <i>Main Building – Addition</i> If standalone or attached to a pool: <i>Accessory Structure – Addition</i>	Any deck greater than 18” above grade. Also, for decks 30” above grade or higher, plans prepared by a Registered Design Professional are required.
<b>Demolition</b>	▪Engineering Approval* ▪Demolition Permit	*SWPPP or Erosion and Sediment Control Plan may be required.
<b>Docks</b>	▪Planning Wetlands & Watercourses 631-224-5450	
<b>Door</b>	▪Building Permit - <i>Alteration</i>	Permits are required if the new door is larger than the existing opening and the headers or studs need to be modified.
<b>Dormer</b>	▪Building Permit – <i>Main Building - Addition</i>	
<b>Driveway Apron</b> (new or expanded)	▪Department of Public Works 631-224-5160	
<b>Equine</b>	▪Equine Permit 631-224-5466	Separate permit required for stables/barn.
<b>EV Charging Station</b>	▪Electronic Vehicle Charging Station Permit 631-224-5466	Site plan review may be required.
<b>Façade</b> (commercial)	▪Architectural approval – Planning Division 631-224-5450 ▪Building Permit – <i>Alteration</i>	Any façade change on a commercial structure requires architectural approval from the Planning Division.
<b>Fire Alarm</b> (commercial)	▪Fire Prevention Systems Permit	
<b>Fire Damage Repair</b>	▪Building Permit – <i>Fire Damage Repair</i>	
<b>Fireplace</b>	▪Building Permit – <i>Fireplace / Wood Coal Stove</i> And, if connected to gas: ▪Plumbing / HVAC Permit – <i>Gas Fireplace</i>	

***PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued***

<b>Permit Action</b>	<b>Type of Permit / Approval Required</b>	<b>Miscellaneous</b>
<b>Fire Sprinkler</b> (commercial)	▪Fire Prevention Systems Permit	
<b>Fuel Dispensing Tank – Diesel and Gasoline</b>	▪Fire Prevention Systems Permit	Installation or removal of under- and above ground tanks.
<b>Fuel Tank – #2 Home Heating Oil</b>	▪Plumbing / HVAC Permit – <i>Oil Tank</i>	Installation or abandonment of both under- and above ground tanks.
<b>Fuel Tank – Propane</b>	Tanks 420 lbs (100 gallons) or greater <u>and</u> all Commercial Installations: ▪Fire Prevention Systems Permit	
	Tanks under 420 lbs (under 100 gallons) – Residential Only: ▪Building Permit – <i>Other: Tank</i>	
<b>Gas Pump</b> (new or replacement)	▪Fire Prevention Systems Permit	New pumps may require Town Board, ZBA and/or Site Plan approval.
<b>Garage Conversion</b>	▪Building Permit – <i>Interior Alteration</i>	
<b>Garage – Detached</b>	See <i>Accessory Structure</i>	Detached garages can only be converted to recreational space and cannot be used for cooking or sleeping.
<b>Gazebo</b>	See <i>Accessory Structure</i>	
<b>Generator</b> (COMMERCIAL)	See Generator Permit Requirements-Commercial handout	
<b>Generator</b> (RESIDENTIAL)	See Generator Permit Requirements - Residential handout	
<b>Greenhouse</b>	▪Building Permit – <i>Accessory Structure – New</i>	
<b>Handicapped Ramp</b> Permanent / Temporary	▪Building Permit – <i>Other: Permanent / Temporary Handicapped Ramp</i>	Check with a Building Plans Examiner for requirements.
<b>Hot Tub</b>	▪Pool / Hot Tub / Spa Permit - 631-224-5466	
<b>Kitchen Hood</b> (commercial)	▪Plumbing / HVAC Permit – <i>Commercial Kitchen Hood</i>	Kitchen hood packet must be completed by a qualified installer.
<b>Lawn Sprinkler</b>	▪Plumbing / HVAC Permit – <i>Lawn Sprinkler Install</i>	
<b>Monopole</b>	▪Planning Board Special Permit - 631-224-5450 ▪Engineering Site Plan Approval ▪Building Permit – <i>Accessory Structure - New</i>	
<b>Moving a Structure</b>	▪Building Permit – <i>Other: Relocation / Moving a Structure</i>	
<b>New Structure</b> (Commercial)	▪Engineering Site Plan Approval ▪Building Permit – <i>Main Building – New</i>	
<b>New Structure</b> (Residential)	▪Engineering Plot Plan Review (elevation and grading) ▪Building Permit – <i>Main Building – New</i>	

***PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued***

<b>Permit Action</b>	<b>Type of Permit / Approval Required</b>	<b>Miscellaneous</b>
<b>Patio</b>	<ul style="list-style-type: none"> <li>▪Building Permit –</li> <li style="padding-left: 20px;">If attached to house: <i>Main Building – Addition</i></li> <li style="padding-left: 20px;">If standalone: <i>Accessory Structure – Addition</i></li> </ul>	Any patio greater than 18” above grade. For patios 30” or more above grade, stamped plans by a Registered Design Professional are required.
<b>Pergola</b>	See <i>Accessory Structure</i>	
<b>Plumbing</b>	<ul style="list-style-type: none"> <li>▪Plumbing / HVAC Permit</li> </ul>	Gas piping and/or new fixtures. Direct replacement of fixtures requires a permit if roughing / new piping is involved. A TOI Licensed Plumber must file permit and perform the work.
<b>Pond</b>	<ul style="list-style-type: none"> <li>▪Pool / Hot Tub / Spa Permit – <i>Pond</i> 631-224-5466</li> </ul>	
<b>Porch / Portico / Roof Over</b>	<ul style="list-style-type: none"> <li>▪Building Permit – <i>Addition</i></li> </ul>	
<b>Portable Storage Unit</b> (i.e PODS)	<ul style="list-style-type: none"> <li>▪Temporary Trailer / Portable Storage Unit Permit – <i>Portable Storage Unit</i> 631-224-5466</li> </ul>	
<b>Repair</b>	Building Permit – <i>Other: Repair xxx Damage</i>	Replacement in kind/no structural damage only; necessitated by vehicle impact, fire or storm damage; otherwise, file for alteration, etc. as applicable.
<b>Retaining Wall</b>	<ul style="list-style-type: none"> <li>▪Building Permit – <i>Other: Retaining Wall</i></li> </ul>	Retaining walls 18” or higher require a permit. Walls under 18” require determination of the necessity of site plan review from Engineering.
<b>Road Opening</b>	<ul style="list-style-type: none"> <li>▪Town of Islip Engineering – 631-224-5360</li> <li>▪Town of Islip DPW – 631-224-5610</li> <li>▪Suffolk County DPW – 631-852-4010</li> <li>▪New York State DOT – 631-952-6038</li> </ul>	Required when working within Town, County or State right of way.
<b>Roof</b> (commercial)	<ul style="list-style-type: none"> <li>▪Building Permit - <i>Alteration</i></li> </ul>	Contact a Commercial Plans Examiner at 631-224-5467 to determine if a permit is required.
<b>Roof</b> (residential)	<ul style="list-style-type: none"> <li>▪Building Permit - <i>Alteration</i></li> </ul>	Roofline changes require a permit.
<b>Septic / Cesspool</b> (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. Visit <a href="http://www.reclaimourwater.info">www.reclaimourwater.info</a> or call 631-852-5811.	
<b>Satellite Dish</b>	<ul style="list-style-type: none"> <li>▪Building Permit – <i>Other: Satellite Dish</i></li> </ul>	Required for dishes 1 meter (39.37”) in diameter or over.
<b>Shed</b> (commercial)	<ul style="list-style-type: none"> <li>▪Building Permit – <i>Accessory Structure - New</i></li> </ul>	Sheds of any size require a permit.
<b>Shed</b> (residential)	<ul style="list-style-type: none"> <li>▪Building Permit – <i>Accessory Structure – New</i></li> </ul>	Permits are required for: <ul style="list-style-type: none"> <li>▪ Any shed greater than 144sf</li> <li>▪ Any shed over 8’ in height</li> <li>▪ Each additional shed on the property, regardless of size or height.</li> </ul> <i>Note: no permit is required for the first shed under 144sf and under 8’ height as long as it has no plumbing or electric</i>

***PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIONS – continued***

<b>Permit Action</b>	<b>Type of Permit / Approval Required</b>	<b>Miscellaneous</b>
<b>Sign</b> (new or change to existing / reface)	<ul style="list-style-type: none"> <li>▪ Sign Permit 631-224-5466</li> <li>▪ Building Permit – <i>Change of Use / Tenancy</i> if applicable</li> </ul>	
<b>Skylights</b> (in excess of 15” wide, or if rafters modified)	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Other</i></li> </ul>	
<b>Solar Panel / Solar Array</b>	<ul style="list-style-type: none"> <li>▪ Unified Solar Permit (systems 25kW or less only)</li> <li>▪ Building Permit – <i>Solar Panels</i> (over 25kW)</li> </ul>	
<b>Stove</b> (gas, coal, wood)	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Fireplace / Wood Coal Stove</i></li> </ul> <p>And, if connected to gas:</p> <ul style="list-style-type: none"> <li>▪ Plumbing / HVAC Permit – <i>Gas Stove</i></li> </ul>	
<b>Spray Booth</b>	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Other: Spray Booth</i></li> </ul>	
<b>Sprinkler</b>	See <i>Lawn Sprinklers</i> or <i>Fire Sprinklers</i>	
<b>Stable</b>	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Accessory Structure</i></li> </ul>	A separate Equine Permit is required for possession of any equine livestock.
<b>Swimming Pool</b> (commercial)	<ul style="list-style-type: none"> <li>▪ Engineering Site Plan Approval</li> <li>▪ Pool / Hot Tub / Spa Permit – <i>Above Ground Pool</i> or <i>In-Ground Pool</i> 631-224-5466</li> </ul>	Pool must be on approved site plan.
<b>Swimming Pool</b> (residential)	<ul style="list-style-type: none"> <li>▪ Pool / Hot Tub / Spa Permit – <i>Above Ground Pool, In-Ground Pool</i> or <i>Storable/Wading Pool</i> 631-224-5466</li> </ul>	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 TOI Licensed Plumber.
<b>Temporary Trailer</b>	<ul style="list-style-type: none"> <li>▪ Temporary Trailer / Portable Storage Unit Permit – <i>Construction Trailer / Temporary Office Trailer / Storage / Temporary Residence</i> 631-224-5466</li> </ul>	Permits are valid for 3 months after issuance. Trailers are entitled to up to two consecutive 3-month renewals.
<b>Tenant-New/Change</b> (commercial)	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Change of Tenant</i></li> </ul>	Site Plan approval may be required. If alterations are proposed, interior alt & plumbing permits may be required.
<b>Topography Change</b>	<ul style="list-style-type: none"> <li>▪ Engineering Land Grading Permit</li> </ul>	Required for importation of Fill greater than 10 Cubic Yards.
<b>Tree Clearing / Brush Clearing</b>	<ul style="list-style-type: none"> <li>▪ Planning Land Clearing Permit 631-224-5450</li> </ul>	For applications not currently in for Site Plan Review.
<b>Tent</b>	<ul style="list-style-type: none"> <li>▪ Fire Prevention Systems Permit</li> </ul>	Permit requirements dependent on size.
<b>Unfinished Spaces Converted to Habitable Spaces</b>	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Interior Alteration</i></li> </ul>	
<b>Wetlands</b>	<ul style="list-style-type: none"> <li>▪ Planning Wetlands &amp; Watercourses Permit 631-224-5450</li> <li>▪ Building Permit – Dependent on type of work being performed 631-224-5466</li> </ul>	Required when properties are located in proximity to an environmentally sensitive area as identified by the Town of Islip, NYSDEC or USACE.
<b>Windows</b>	<ul style="list-style-type: none"> <li>▪ Building Permit – <i>Other: Windows</i></li> </ul>	Permits are required for new window openings, or replacement windows if the headers or studs need to be modified.

**FOR A LIST OF ACTIONS THAT MAY NOT REQUIRE A PERMIT IN THE TOWN OF ISLIP, SEE THE NEXT PAGE**

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

<b>Awnings</b>	<ul style="list-style-type: none"> <li>▪ No permit required for retractable awnings.</li> <li>▪ 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".</li> <li>▪ Commercial awnings require a permit (See <i>Section I</i>)</li> </ul>
<b>Awnings (Window)</b> (For one- or two- family dwellings or multiple single-family dwellings/townhouses)	<ul style="list-style-type: none"> <li>▪ No permit required for installation of window awnings supported by an exterior wall.</li> </ul>
<b>Driveway Resurfacing</b>	<ul style="list-style-type: none"> <li>▪ No permit required for resurfacing.</li> <li>▪ For changes to the driveway apron, contact DPW 631-224-5160.</li> <li>▪ For driveway widening, submit a <a href="#">Zoning Inquiry Form</a> to verify Code compliance</li> </ul>
<b>Fencing</b>	No permit required.
<b>Finish Work</b> (see below for windows and doors)	No permit required for finish work such as paint, wallpaper, tile, carpet, cabinets.
<b>Partitions / Movable Cases</b>	No permit required for the installation of partitions or movable cases under 5'-9" ht.
<b>Playground Equipment</b>	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).
<b>Portable Appliance / Equipment</b>	No permit required for portable electrical, plumbing, HVAC equipment or appliances that are tested by a testing agency and labeled as such.
<b>Repairs</b> (for windows and doors, see below)	<p>No permit required for repairs, provided that such repairs <u>do not</u> involve:</p> <ul style="list-style-type: none"> <li>▪ Removal or cutting away of a load bearing wall, partition or portion thereof, or of any structural beam or load bearing component.</li> <li>▪ Removal or change of any required means of egress.</li> <li>▪ Enlargement, alteration, replacement or relocation of any building system.</li> </ul>
<b>Replacement of any Equipment / Fixtures</b>	<p>Unless otherwise noted, permits are not required for direct replacement of any equipment or fixtures, provided the replacement does not alter the equipment listing or render it inconsistent with the equipment's original specifications.</p> <p>Permits <u>are</u> required for fire protection systems, piping or gas connections.</p>
<b>Retaining Walls</b>	No permit required for construction of retaining walls less than 18" high. However, a determination of the necessity of a site plan review from Engineering is required.
<b>Roof antennas</b> (residential TV)	No permit required for residential TV roof antennas.
<b>Roofing / Siding / Façade</b> (Commercial)	<ul style="list-style-type: none"> <li>▪ To confirm if roofing requires a permit, call a Commercial Plans Examiner at 631-224-5467.</li> <li>▪ 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.</li> </ul>
<b>Roofing / Siding / Façade</b> (Residential)	No permit required for repair or replacement of roof covering, siding or façade unless structural elements are changed.
<b>Shed / Playhouse</b> (For one- or two- family dwellings or multiple single-family dwellings/townhouses)	No permit required for sheds or playhouses 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.
<b>Septic / Cesspool</b> (Replacement / New)	<ul style="list-style-type: none"> <li>▪ Suffolk County Health Department approval is required. For more information, visit <a href="http://www.reclaimourwater.info">www.reclaimourwater.info</a> or call 631-852-5811.</li> <li>▪ No building permit required by Town of Islip.</li> </ul>
<b>Windows / Doors</b>	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.