



**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

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## **Building Permit Requirements - COMMERCIAL**

### **Additions, Change of Use / Occupancy, Interior & Exterior Alterations, Repairs to Existing Commercial and Multiple Dwelling Buildings**

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>

#### 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. Commercial Plan Intake Checklist - Existing Building – RDP must fill out the [Existing Building Intake Checklist](#) in its entirety.
2. 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; 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, 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. A site plan is not a substitute for a survey.
3. Site Plan – *For Building Additions and applications with an intensification of use*, an approved site plan is required in addition to a survey.
4. Certificate of Occupancy – A copy of the Certificate of Occupancy identifying the areas (building, space, suite) subject to this application. Applicant to ensure this application complies with the legal use of the space as indicted on the CO. If there is a conflict, additional requirements may apply.
5. Letter of Use / Intent – Please refer to the [Letter of Use/Letter of Intent Requirements](#) on our website.  
 If the application is for Interior Alteration to Vacant Space (aka interior demolition), the *Use* on the updated CO will not change from the last Use listed on the CO.
6. Architectural Elevation Approval – Planning Division [architectural elevation approval](#) is required for any exterior changes to a building prior to submission of the building permit application. The elevation approval must show all sides of the building along with screening of all equipment (including rooftop equipment), refuse enclosures, utilities, etc. If the approved elevations do not include screening of these items, please submit revised plans to the Planning Division. Any proposed signage should also be shown on the elevations (a separate sign permit is required for signs).
7. As-Built Floor Plans - Plans must be scalable and indicate tenant names and sf of each tenant space.

8. Construction Plans – Mechanical, Structural, Plumbing, Electrical and Architectural plans are required; plans must comply with the NYS Uniform Code in effect at the time of application. Please refer to the reference materials on our website to help ensure your plans are code compliant, including the following:
  - Plans must be signed and sealed by a NYS Registered Design Professional (RDP).
  - Plans must be marked *For Construction*. Drawings marked with any of the following will not be accepted: *Preliminary, For Bidding Only, Not for Construction, See Code Section xxx, For Diagrammatic Use Only*.
  - Plans must be drawn to scale on sheets **no larger than 24” x 36”** unless otherwise approved by the Plans Examiner. Plans must be folded; if the plan sets are too large to fold, rolled sets will be accepted.
  - Plans 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 NYSECCC compliance), mechanical (include design and NYSEC compliance), and electrical (including NYSECCC compliance), Certified Energy Compliance Report (NYSECCC) and asbestos survey (for renovation and demolition permits).
  - Signed and sealed pre-manufactured steel building plans when applicable. Special inspection statement. All plans shall indicate respective NYS Uniform Codes used.
  - Signed and sealed structural calculations.
  - If wood floor trusses and/or roof trusses are proposed, a Truss Sign Permit is required. Signed and sealed truss design drawings are required along with bracing requirements, connections and placement plans.
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; a contract vendee shall provide a copy of the contract of sale.

## APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

All documentation shall be uploaded to the permit record. If original signed/sealed documents are required, they must also be brought to the Building-Permits Department. This documentation will be evaluated by the respective departments. Requirements include, but are not limited to the following:

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 within 100’ of freshwater wetland or 300’ of tidal wetland, a [Wetlands and Watercourses Permit](#) will be required from the Planning Division (631-224-5450). During the course of their review, Planning will determine if NYSDEC approval is also required.
5. Suffolk County Board of Health Approval – SCDHS approval to construct is required prior to Building Permit issuance even if the property is in the sewer district. Separate approvals are necessary for food establishments and food markets. Call 631-852-5700.
6. 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.
7. Construction Activity Agreement – Must be signed and notarized by the property owner and the contractor.
8. 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 – The 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.

## 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 also be brought to the Building-Records Department. This documentation will be evaluated by the respective departments before being accepted as complete.

1. New York 811 - You must notify New York 811 prior to the start of any digging/excavation 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](#) and [Engineering](#) Divisions (see the applicable inspection process handout); minimum 48 hours' notice required.
3. Foundation As-Built Survey and Certification ("Foundation 4") – Prior to backfilling and framing, a Foundation As-Built Survey and Certification must be accepted by the Building Plans Examiner (requirements listed in the [Inspection Process handout](#)). **Construction beyond foundations may not commence until the Foundation As-Built Survey and Certification are accepted by the Town**
4. 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.
5. Electrical Approval Certificate – Electrical inspection 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.
6. Final Survey – Upon completion of work, a final as-built survey is required. Survey must be signed and sealed by a NYS licensed surveyor, and show all structures and site improvements. 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; pavement and parking stall striping; 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).
7. Documentation – Upload all documentation as required by the inspectors, including concrete certification, special inspection reports, etc. as applicable.