



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

One Manittan Court, Islip, New York 11751
Plans Examiners 631-224-5467

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**RESIDENTIAL PLAN
INTAKE CHECKLIST**

The Registered Design Professional must complete this checklist and submit with the building permit application to ensure the plans contain the minimum New York State code requirements for review.

Applications will not be accepted for intake until the minimum requirements for review are provided.

(For instructions on how to apply for a building permit, refer to the *Building Permit Requirements – Residential* flyer on our website at <https://islipny.gov/departments/planning-and-development/>.)

Tax Map #: 0500 - _____

Permit Address: _____

Please check the “C” (*Complete*), “I” (*Incomplete*), or “N/A” (*Not Applicable*) box for each item below, and identify the location of the information on the plans.

PERMIT APPLICATION	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Email Address of Owner and Design Professional					
Board of Health Required?: Yes No					
Soil Test Required?: Yes No					
Building application for Truss Signage required for pre-engineered building products					
ELEVATION & GRADING (<u>NEW DWELLINGS ONLY</u>)	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Plot Plan (see the Plot Plan Minimum Requirements Checklist on our website for a full list of Engineering’s requirements):					
• 11” x 17” preferred; can be larger <u>only if necessary</u> to fit data					
• Property info					
• Applicant info					
• Existing and proposed grades (in NAV88 Datum)					
• Proposed dwelling with setbacks					

• Drainage methods with calculations					
• Existing & proposed utility connections					
• TOI construction details					
• Dwelling entrance platform does not exceed 3' above grade					
ARCHITECTURAL PLANS	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Original signature and seal of NYS licensed/registered design professional					
Address and phone number of design professional					
Location map showing the property					
All applicable NYS Codes and Reference Standards					
NYS Registered Design Professional Energy Code Compliance Statement					
Allowable Building Area Calculations, including height (as defined in Islip Town Code 68-3), interior alterations, covered porches, etc.					
<p>Town of Islip Plans Examiner Note: Town of Islip Building Plans Examiner shall review the enclosed document for minimum acceptable plan submittal requirements of the Town of Islip as specified in the Building and/or Residential Code of the State of New York. This review does not guarantee compliance with that code. The seal and signature of the design professional has been interpreted as an attestation that, to the best of the licensee's belief and information, the work in the document is:</p> <ul style="list-style-type: none"> • Accurate • Conforms with governing codes applicable at the time of submission • Conforms with reasonable standards of practice and with view to the safeguarding of life, health, property and public welfare • Is the responsibility of the licensee 					
Window & door schedules with manufacturer, model, sizes, egress, projection factor & calculations, U Value, SHGC, VT, design pressure, and guard information type					
Table R301.2(1) Climatic and Geographic Design Criteria Table					
All dead loads, live loads and roof loads; deflection limits and tables					
Architectural elevation drawings for each side of the structure(s)					

Floor plan of every floor, including basement, with each room labeled and interior access shown					
Foundation Plan / Anchor bolt spacing, diameter, embedment					
Comprehensive Strength for concrete (Table 402.2)					
Smoke detectors / Carbon Monoxide detectors					
Cross sections and details (including room heights)					
High wind (130) connections – demonstrating continuous load path					
Collar ties and spacing (upper 1/3 of roof assembly)					
Floor joist, ceiling joist, roof ridge beam and rafter spans					
Fireplace Specs					
STRUCTURAL PLANS	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Method used for structural design (material specific; refer to 2018 WFCM –or- 2020 NYSRC)					
Building components for lateral (shear walls or braced walls) and uplift resistance					
Drawings signed and sealed by a NYS Registered Design Professional for all pre-engineered assemblies including wood roof and floor trusses, cold formed construction, open web steel trusses, canopies & awnings, and pre-engineered buildings					
MECHANICAL / ELECTRICAL / PLUMBING PLANS	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
Building heat/cooling loads and systems and duct sizing or Manuals J, S, & D Residential up to and including 3 stories. All mechanical equipment must be clearly identified on the plans. Specifications, including but not limited to type, power, fuel, capacity, BHP, HP, KW, and efficiency along with Control Narrative					
Whole house ventilation systems (new residential homes only)					
Plumbing and gas supply risers, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for design					
Plumbing / HVAC Permits (not required with Building Permit Application submission, but strongly recommended)					

ENERGY CODE	Required Information			Location On Plans	Department Comments
	C	I	N/A	Example: A-3	Department Use Only
All sections of referenced codes noted as mandatory are to be clearly addressed by the Registered Design Professional on the plans, even if a computer analysis is submitted.					
Air sealing details and Table R402.4.1.1					
Thermal barrier clearly identified, along with insulation types, thickness, and R (or U) Values noted					
Energy Certificate & Energy Certificate Application Statement					

I attest that the construction documents submitted with this building permit application contain the minimum requirements for review as indicated above, and acknowledge that acceptance of this application does not constitute an approval:

Architect/ Engineer of Record: _____ Date: _____
Name Firm

Signature: _____ Date: _____

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ADDITIONAL COMMENTS: _____

This submittal **DOES NOT** meet the minimum requirements for submission; please resubmit your plans after addressing all deficiencies noted above.

PE Initials: _____ Date: _____ Comments: _____

This submittal meets the minimum requirements for submission.

PE Initials: _____ Date: _____ Comments: _____