



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

One Manitton Court, Islip, New York 11751

Administration.....	631-224-5464	Plans Examiner.....	631-224-5467
Inspectors.....	631-224-5470	Records/Inspections...	631-224-5470
Permits.....	631-224-5466	Zoning.....	631-224-5438

## BUILDING PERMIT - ELECTRONIC SUBMITTAL PROCESS

In an effort to streamline the Building Division permit application process, applications are now being accepted electronically. This process will continue to evolve and we recommend you check our website often for updated requirements.

To ensure your application is not delayed, please be sure the forms are completed accurately and that you have the proper documentation for the permit you are seeking. For forms, requirements and fee schedules, visit our website at <https://islipny.gov/departments/planning-and-development/building-division-permits-section> and click [View All Building Division Documents A-Z](#).

Once you have all the minimum submission requirements for the permit being sought, please follow the steps below to submit your application:

1. Email a completed application form to [BuildingPermits@islipny.gov](mailto:BuildingPermits@islipny.gov).
2. The Permits Department (Permits) will review the application for completeness and send you a Record #, typically within one business day. This Record # is unique to the application you emailed to Permits and is the code you need in order to upload your documents.
3. You may now upload the PDF files. From your web browser, go to <https://pdfupload.islipny.gov/> and perform the following steps (see the last page for screen shot images of the upload browser):
  - a. **Record #** – Enter the 6-digit record number assigned to your specific application. When making future inquiries on an application, please provide your application number – not this Record #.
  - b. **Type** – From the dropdown menu, click the document type to be uploaded (*see below*). The choices will vary based on whether it's a Building, Engineering or Planning application.
  - c. **Document Name** – **Enter a descriptive file name and the date of the file (i.e. MEP Plans 04/28/20 or HVAC Specifications or BOH green stamp 03/26/20, etc.)** This step is crucial so we can distinguish between the various documents that are uploaded for a project. If a proper name is not entered in this field, you will be asked to upload the documents again.
  - d. **Choose File** – Select the PDF file you wish to upload. **If your document is comprised of multiple pages, be sure to consolidate them into one PDF file before you upload. You can break the Construction Documents up into separate files by trade (i.e. Architectural, MEP, Structural, etc.)** All documents required in accordance with a full submission should be uploaded digitally. An application submission will not be considered complete until all the required documents have been received.
  - e. **Upload** – Press the Upload button and click OK.
4. After the files have been uploaded, a Plans Examiner and Zoning Inspector will give the documents a cursory review for completeness. This review will typically be completed within two business days.

- a. If the application does not meet the minimum requirements for review (information is missing, doesn't comply with the Zoning or Building Codes), an email will be sent to you by the group(s) that denied the submission and you will be required to make the necessary corrections and upload new documents.
  - b. Once it's deemed that the application contains the minimum requirements for review, Permits will send you an email asking you to mail in your original signed application along with the filing fee. The permit record will then be made active and your application reviewed in the order in which it was received.
5. Your application may be reviewed by various departments during the review process; please refer to the Permit Requirements sheet for the permit you are seeking for further details.
  6. During plan review, if the plans do not comply with the NYS Uniform Code, you will be notified of the deficiencies via email. Resubmittals will need to be uploaded using these same instructions.
  7. Once the plans are approved and all other requirements of the permit are met including receipt of the final permit fee, you will receive a link to the approved plans with directions on how to obtain the permit placard.

## DOCUMENT UPLOAD SCREEN IMAGES

### HOME SCREEN

### TYPE (DOCUMENT)