



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

One Manittou 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

R Building Permit Submission Requirements for Residential Interior Alterations, Detached Accessory Structures¹ & Decks

1. **Application and Fee:** Application must be filled out in its entirety, accompanied by the requirements listed below and the non-refundable filing fee. The final fee will be calculated and due prior to permit issuance. Visit islipny.gov for the Building Permit Application and current Fee Schedule.
2. **Survey:** Three copies of a current survey (less than 1 year old) showing the location, size and setbacks of the proposed improvements. Setbacks should indicate the distance the proposed structure will be from the side, rear, and front property lines. Survey must have been prepared by a licensed surveyor, be scalable, and must accurately depict all existing structures on the property.
3. **Hand Drawn Plans:** For the proposed improvement types listed below, hand drawn plans may be acceptable for submission. For proposed improvements that exceed these parameters including garage conversions, construction plans are required.
 - a) Interior alterations involving non-load bearing systems within a one-family dwelling,
 - b) Decking less than 30 inches high without a roof,
 - c) Detached accessory structures no larger than 300 square feet and no taller than 10 feet, containing no finish, plumbing or heat.

Plans may be hand drawn by the homeowner as long as they are neat, accurate and meet the minimum standards listed below (Note: it is against NYS ED Law to pay a third party to prepare these drawings for you unless they are a registered architect or engineer).

- a) Three sets of plans drawn neatly, legibly and to scale on graph paper in ink (garage conversions require architectural plans)
 - b) Plans can be no smaller than 8 ½” x 11” and no larger than 24” x 36”
 - c) For interior alterations, a floor plan for each floor of the home must be submitted, including basements and cellars. The size and use of all rooms, location and sizing of windows, doors and stairways must be shown.
4. **Construction Documents:** If the proposed improvement exceeds the parameters listed under 3 above, a site plan and architectural plans prepared by a licensed architect or engineer will be required.
 5. **Permit Issuance Requirements:** Upon application submission, a list of the requirements due prior to permit issuance will be provided
 6. **Certificate of Occupancy Requirements:** Upon permit issuance, a list of the requirements due prior to Certificate of Occupancy will be provided

¹ Accessory structures up to 144sqft/8' high will not require a building permit if it is the first accessory structure on your property. Any additional accessory structure, regardless of size, will require a building permit.