



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

One Manitton 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

**BUILDING & PLUMBING INSPECTION PROCESS**

Applicant is responsible for ensuring that all inspections are scheduled with at least 48 hours' notice (may vary). Work performed must be in conformance with the approved plans. Any modification to the approved plans must be approved prior to construction.

Please call the Records Department to schedule all building inspections; an owner's representative must be on site for all building inspections. Plumbing/HVAC inspections must be scheduled by the plumber / HVAC contractor through the Plumbing Department; the plumber/HVAC contractor must be on site for all plumbing inspections.

Construction must be done as per the approved drawings, and each element inspected prior to being concealed; failure to comply may result in the need for destructive testing. Please speak to the Inspector if you have any questions.

1. **Preconstruction Meeting:** If a preconstruction is warranted, please ensure all trades are aware of their responsibilities prior to the meeting. To schedule a meeting, please contact the Records Department.
2. **Foundation Inspections:**
  - a. **Foundation # 1 (Pre-pour inspection):** Contractor/Surveyor is responsible for verifying placement of footings and foundations as per the approved construction plans.
    - Conventional Pour: Footings formed on virgin soil, rebar set, and if applicable, rebar pinned to an existing foundation.
    - Trench Pour/Open Excavation: 12" wide trench dug a minimum of 36" below grade on virgin soil and rebar set (if applicable)
    - Pile Foundation: Piles installed, pile caps formed, rebar set.
    - Slab: All slabs require a pre-slab inspection prior to placement of concrete. Discuss with a building inspector prior to construction.
  - b. **Foundation # 2, if applicable (Doweling tied into existing foundation walls or rebar in new foundation walls):** Inspection to take place prior to pouring concrete. If no rebar is to be tied into the foundation walls, walls can be poured.
  - c. **Foundation # 3 (Concrete inspection):** After footings, foundations and walls are poured but prior to backfilling, an inspection is required to confirm anchor bolts are in place, damp-proofing applied and perimeter insulation in place (if required).
3. **Plumbing Underground (if applicable):** Pipes must be exposed and pass inspection prior to backfill. Plumber should discuss requirements with a plumbing inspector prior to construction.
4. **Strapping (exterior):** Inspection to be scheduled after the structure is framed, sheathed and windows are installed. Roofing can be, but is not required to be, installed. Ridge strapping to be verified. No

housewrap (i.e. Tyvek) can be installed until all above components have passed inspection.

5. **Structural (final framing inspection):** All framing and rough-in work must be complete (HVAC, plumbing, electric, etc.) prior to inspection; temporary stairs are acceptable.
6. **Plumbing Rough-in:** Inspection shall take place prior to the installation of any insulation, wall or ceiling finishes, and shall include a water test / pressure test for all waste and vent lines. All rough HVAC, if applicable, must be complete.
7. **Insulation:** Insulation cannot be installed until all rough-in inspections have passed, including framing, plumbing and fire caulking. Insulation must be installed as per the approved Res-Check, and the exterior must be 100% sided.
8. **Plumbing Final:** All plumbing complete, fixtures installed and operable.
9. **Construction Final:** A final construction inspection will take place after the project is completed, including exterior grading.

Additional fees may be charged for failed inspections, missed inspections or construction done without inspections. Independent Inspections / Certifications, if pre-approved by the Chief Building Inspector, must be done by a New York State Licensed Design Professional or Professional Engineer.

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***Engineering Inspections*** - please refer to the *Engineering Inspection Process* handout for their requirements.

***Fire Prevention Inspections*** - please contact *Fire Prevention* at 631-224-5477 for their requirements.