



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

One Manittion Court, Islip, New York 11751

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

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## Building Permit Requirements – RESIDENTIAL New Dwellings

<https://islipny.gov/departments/planning-and-development/building-division-permits-section>

### APPLICATION SUBMISSION REQUIREMENTS:

Applications must be filed electronically. Please refer to the [Building Permit – 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 items are required for permit intake:

1. **Fee** – A non-refundable filing fee is due at the time of application. The total permit fee will be calculated and due prior to permit issuance. Please refer to our [Fee Schedule](#) on the website for the current pricing.
2. **Survey** – An accurate survey *less than one (1) year old*, drawn to scale and signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; and road improvements abutting the site. If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required.
3. **Soil Boring Report** – A Soil Boring Report.
4. **Construction Documents** – Construction documents prepared, signed and sealed by a NYS licensed and registered architect or engineer. Plans should be 24”x 36” unless otherwise approved by the Plans Examiner. (Please refer to the [Residential Plan Intake Checklist](#) referenced below to ensure your plans contain the minimum information required for submission.)
5. **Residential Intake Checklist** – The [Residential Plan Intake Checklist](#) details the minimum NYS and TOI requirements that must be on the Construction Documents prior to acceptance of an application. The RDP must complete this document, including references to where these items appear on the plans to help ensure a quicker review.
6. **Plot Plans** – A proposed plot plan, signed and sealed by a NYS licensed and registered architect, engineer or surveyor is required. The Plot Plan must be a separate document, not embedded into the construction plans. Please refer to the [Plot Plan Minimum Requirements Checklist](#) on the Engineering page of our website to ensure your plans contain the minimum required information. Plans should be 11” x 17”; for large projects, the site plan reviewer may accept 24”x36” plans.

### APPLICATION REVIEW:

Applications will be reviewed by various departments including Building (Zoning, Plans Examiners) and Engineering (Elevation & Grading). During the course of review, additional approvals may be required such as:

1. **Community Improvement** – During Elevation & Grading review for new dwellings, Engineering will determine whether street improvements (e.g. curb, sidewalk, drainage) are required along the property frontage.

2. Town of Islip Right of Way Work Permit – If work is performed within the public right of way (i.e. new driveway, apron, curbing, sidewalk), a permit from the DPW (631-224-5610) will be required.
3. Variances – If your plans do not comply with the Town of Islip Zoning Code, you will receive a denial letter from the Building Division -Zoning Dept advising you of the options.
4. Fire Sprinklers – If fire sprinklers are required, a permit is required from Fire Prevention (631-224-5477).
5. Wetlands Permit – If the property is in a wetlands area or flood zone, 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.
6. Floodplain Development Permit – A [Floodplain Development Permit](#) from the Planning Division is required if any portion of the property to be developed is located within the FEMA designated (FIRM) floodplain.

**REQUIREMENTS PRIOR TO PERMIT ISSUANCE:**

1. Suffolk County Board of Health Approval – A BOH red stamp approval is required prior to Building Permit issuance even if the property is in the sewer district. Contact SCBOH 631-852-5700.
2. Construction Activity Agreement – Agreement must be signed and notarized by the property owner and contractor.
3. 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 –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.

*ACORD Forms are not acceptable proof of NYS Worker's Compensation or Disability benefits insurance coverage.*

**REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO):**

A list of requirements due prior to CO will be provided to you at permit issuance including, but not limited to:

1. Inspections – Applicant is responsible for ensuring that their plumber and contractors schedule all required inspections as detailed in the [Building](#) and [Engineering](#) Inspection Process handouts.
2. Foundation As-Built Survey (Foundation 4 Survey) – After foundations are poured and prior to any additional construction, a Foundation As-Built Survey and Certification must be uploaded to the permit record and accepted by the Building Division (see [Building Inspection Process handout](#) for details).
3. Plumbing/HVAC Permit – Separate [Plumbing and HVAC Permits](#) are required for all plumbing and HVAC work. Permit requirements are listed on the application.
4. Suffolk County Board of Health Approval – The BOH final survey green stamp approval is required prior to issuance of a Certificate of Occupancy. Contact SCBOH 631-852-5700. The approved plan must be uploaded to the permit record.
5. Electrical Certificate – Please upload the Electrical Certificate to the permit record. Refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.
6. Final Survey – Upon completion of work, please upload a final as-built survey to the permit record. An accurate survey, signed and sealed by a NYS licensed surveyor, showing structures and site improvements is required. “Final Survey” shall include dimensions of structures; heights of perimeter improvements (fences, walls, etc.); distances from structures and perimeter improvements to property lines; road improvements abutting the site; 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, and 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.