



**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

**INSPECTION PROCESS FOR BUILDING AND PLUMBING PERMITS**

Permit holders must schedule inspections at various times during construction. Inspections are made to verify compliance with the adopted building codes. Each element must be inspected prior to being covered; failure to comply may require the need for destructive testing.

Please contact Records at 631-224-5470 to schedule Building Inspections. The Plumber or HVAC contractor must schedule their respective inspections by calling Plumbing at 631-595-3756.

A representative must be on site for all inspections unless pre-approved by the Inspector. Any missed or failed inspections are subject to fees.

1. **Foundation # 1:** Inspection to be completed and approved prior to pouring concrete:  
Conventional: Footings formed on virgin soil, rebar tied into place, doweling installed into existing foundation (*when required*).  
Trench Pour: 12" wide trench dug a minimum of 36"  
Slabs: Discuss with a Building Inspector
2. **Foundation # 2 (if applicable):** Rebar inspection is required prior to walls being poured:  
Conventional: Walls poured, anchor bolts in place, damp-proofing applied prior to backfilling  
Trench Pour: Concrete poured, anchor bolts in place (*perimeter insulation in place if required*)
3. **Plumbing Underground (if applicable):** Pipes exposed, no backfill. Discuss with a Plumbing Inspector.
4. **Strapping:** All strapping and windows installed (*to verify proper size for egress*). All sheathing installed and properly nailed. Roofing can be installed. No Tyvek or siding.
5. **Structural:** All framing complete. All rough in trades complete (*HVAC, plumbing, electric, etc.*). Stairs installed (*temporary stairs are acceptable*).
6. **Rough Plumbing Inspection:** Water test/pressure test (*all waste and vent lines*). All rough HVAC complete (*if applicable*). No wall, ceiling or floor insulation installed.
7. **Insulation:** Insulation installed as per approved Res-Check. Fire caulking and all framing issues from structural inspection completed. Exterior must be watertight.
8. **Plumbing Final:** All plumbing complete and operable.
9. **Construction Final:** Project completed, including exterior grading.

*Please contact Fire Prevention at 631-224-5477 directly for their inspection requirements.*

*(See reverse side for Engineering Inspection Process)*



TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF ENGINEERING AND CONTRACTS

**Angie M. Carpenter, Supervisor**  
Christopher H. Poelker, P.E., Town Engineer  
655 MAIN STREET, ISLIP NEW YORK 11751  
TEL: (631) 224-5360  
FAX: (631) 224-5365  
EMAIL: Engineering@islipny.gov

**INSPECTON PROCESS FOR ENGINEERING PERMITS - COMMERCIAL**

Applicant is responsible for ensuring that all inspections are scheduled with at least **48 hours' notice**. Installations must be in compliance with the approved site plan. Any modifications to the approved site plan must be approved prior to construction. Please call Engineering at 631-224-5360 to schedule the following meetings or inspections:

1. **Preconstruction Meeting:** If a meeting prior to the start of construction is warranted, please contact Engineering to schedule such meeting. All trades must be aware of their responsibilities prior to the meeting.
2. **Erosion & Sediment Control Inspection:** All sediment and erosion control measures, and all construction fencing must be in place prior to the commencement of any site work.
3. **Drainage Inspection:** Drainage shall be inspected prior to backfilling. The inspector should be able to see the footing rings, piping, parging of pipe connections, and installed slabs & castings. **DO NOT LEAVE LEACHING POOL COVERS OPEN.**
4. **Curb & Sidewalk Inspection (formwork-including rebar and/or reinforcing wire):** Contractor is responsible for verifying the location of the curb and sidewalk. Reinforcing steel shall be rejected if it's been sprayed with release oil. The ground temperature must be above freezing at the time of placement, and remain above freezing for at least 5 days after installation. Blankets may be required during low temperatures to protect new installations.
5. **Final Grading and Paving Inspection:** Final grading of subbase shall be inspected, as well as final paving. Air & ground temperature must be at least 40 degrees Fahrenheit and rising.
6. **Parking Lot Signage & Striping Inspection:** Signage and striping shall be inspected to ensure proper dimensions, spacing, number of stalls, placement, and all ADA handicap accessibility guidelines are met.
7. **Landscaping Inspection:** Topsoil, seeding/hydroseed, plantings and irrigation (watering) systems must be installed prior to inspection. (Grass must be established with at least 85% coverage for final.) Nursery tags must be on the plants and may only be removed *after* Engineering has signed off on the entire project.
8. **Dumpster Enclosure Inspection:** Dumpster Enclosures shall be inspected once the formwork & reinforcing steel is in place, and after completion of the enclosure (including the installed gates). Reinforcing steel that has been sprayed with oil will be rejected.
9. **Lighting Inspection:** Pole foundations form work must be inspected prior to pouring concrete and when electrical conduits are in place. Lighting shall be inspected after energization to ensure lights are operational, less than 20 feet in height and there is no light trespass onto adjacent parcels.
10. **Final Inspection:** Once all work has been completed, call to schedule a final inspection.

Additional fees will be charged for failed inspections, missed inspections or construction done without inspections. Independent Engineering Inspections/Certifications must be done by a New York State Licensed Design Professional or Professional Engineer, are at the discretion of the Town Engineer and must be pre-approved.

*(See reverse side for Building and Plumbing Inspection Process)*