INCORPORATED VILLAGE OF ISLANDIA
1100 OLD NICHOLS RD, ISLANDIA, NEW YORK 11749
(631) 348-1133 FAX (631) 348-7650 www.newvillageofislandia.com

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST
DOCUMENTS REQUIRED

_____ PERMIT APPLICATION – Submit all 3 copies. Must be signed by Owner, Contractor and Plumber, as necessary. IF FIRE SUPPRESSION SYSTEM IS PART OF THE PROJECT, PERMIT **MUST BE** FILED SEPARATELY WITH FIRE MARSHAL.

_____ Filing Fee as scheduled by the Village of Islandia. Additional permit fee for square footage, if required, due when permit approved.

_____ Copy of Deed or Title of Property and current Certificate of Occupancy

_____ Original Survey (Existing Building Footprint and Existing Parking)

_____ Site Plans (3 Sets) Required for: New Construction or Additions
Additions with Modifications or Parking Additions

_____ Signed and Sealed Plans - (3 Sets) by Architect or Engineer: Architectural, Mechanical, Electrical & Plumbing

_____ GENERAL CONTRACTOR – Submit copy of license. Certificates for both General Liability (Combined Single Limit $1,000,000) and Worker's Compensation naming the Village as Certificate Holder and Additional Insured. List job location on certificate. §144-17

_____ PLUMBING CONTRACTOR – Submit copy of Town of Islip or Suffolk County License and Certificates of Insurance for both General Liability (Combined Single Limit $1,000,000) and Worker's Compensation naming the Village as Certificate Holder and Additional Insured. List job location on certificate. §144-17

_____ ELECTRICAL CONTRACTOR – Final inspection certificate on all work by job location & Permit # by any independent service company approved by the Islandia Village Board

_____ Suffolk County Board of Health Approval – when required

CALL VILLAGE INSPECTOR FOR EACH PHASE OF CONSTRUCTION
Gerald Peters, Building Inspector 631-348-1133

SEPARATE PERMIT APPLICATION FORMS AND FEES FOR THE FOLLOWING:

(1) Fire Sprinkler System, Fire Alarm System, Knox Box – Contact Fire Marshal (631) 348-1133

(2) SIGNS – Facial and Ground Signs