



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) & One (1) Digital Required for:**

New Construction or Additions, Additions with Modifications or Parking Additions

_____ **Signed and Sealed Plans (3 Sets) & One (1) Digital** by Architect or Engineer:

Architectural, Mechanical, Electrical & Plumbing

_____ **GENERATOR** – Provide Manufacturer Specifications

_____ **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.

_____ **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.

_____ **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 x 214 ←

SEPARATE PERMIT APPLICATION FORMS AND FEES FOR THE FOLLOWING:

- (1) Fire Sprinkler, Fire Alarm, Fire Suppression, Public Assembly, Hazardous Materials, Knox Box
Contact Fire Marshal Kevin Peterson (631) 348-1133 x 210
- (2) SIGNS – Facial and Ground Signs (Include Insurance Certificates and all Sign Dimensions)