



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

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST
DOCUMENTS REQUIRED

- _____ Permit Application – Must Be Signed and Notarized by Owner, Contractor and Plumber, as necessary. Submit all 3 copies.
- _____ Filing Fee as scheduled by the Village of Islandia. Permit fee for square footage, if required, due upon issuing permit
- _____ Copy of Deed or Title of Property and current Certificate of Occupancy
- _____ Most Recent Survey (3 Copies)
- _____ Signed and Sealed Architectural Plans (3 Sets), if necessary
- _____ **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. 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 required on all work by job location
- _____ Suffolk County Board of Health Approval – when required

CALL VILLAGE INSPECTOR FOR EACH PHASE OF CONSTRUCTION

GERALD PETERS, Building Inspector 631-348-1133

HOMEOWNERS:

If a homeowner is doing the **Construction** work, an affidavit form for waiver of Worker's Compensation must be signed and notarized, available in the Village office. Homeowner may draw to scale interior or exterior alterations or additions. For any **Plumbing** alterations or additions, a riser diagram must be submitted with Permit Application. **Electrical** work may be done without a permit as long as it is done in keeping with all code requirements.

VILLAGE OF ISLANDIA BUILDING DEPARTMENT

RESIDENTIAL