



# COMPLIANCE PERMIT – RESIDENTIAL APPLICATION & REQUIREMENTS

Town of Islip Building Division  
1 Manitton Court, Islip, NY 11751  
[www.islipny.gov](http://www.islipny.gov)

**R** RESIDENTIAL COMPLIANCE PERMITS ARE REQUIRED FOR:

- Structures built over 4 years ago without a permit
- Permits that exceed their maximum renewals
- Accessory apartments built without a permit, regardless of age.

**This permit expires 1 year from date of issuance and is not renewable.**

**Subject Address:** \_\_\_\_\_  
House # Street Suite

\_\_\_\_\_  
City State Zip

**Tax Map #: 0500 -** \_\_\_\_\_  
Section Block Lot

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Filing Date: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Letter for Applicant:  Yes  No As-built Survey Required:  Yes  No

Zoning Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Plans Examiner Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved to Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Special Conditions of Permit: \_\_\_\_\_

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Base Fee: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ C/C Issued: \_\_\_\_\_

**Property Owner\*:** \_\_\_\_\_  
Full Name Email Phone

**Owners Address:** \_\_\_\_\_  
(if different from above) House No / Street City State Zip

*\* If property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Suffolk County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.*

**Owners Representative:** \_\_\_\_\_  
(if applicable) Business Name Contact Email Phone

**Business Address:** \_\_\_\_\_  
House No / Street City State Zip

**LIST ALL ITEMS CONSTRUCTED WITHOUT A BUILDING PERMIT.  
DO NOT LIST IMPROVEMENTS ALREADY ON YOUR CERTIFICATE OF OCCUPANCY.**

Dimensions / Square footage	Floor i.e. 1.st, Basement	List each structure or improvement requiring a permit that is <u>not</u> listed on your Certificate of Occupancy*	Year Built

\*I.e. Main Dwelling, Addition, Garage Conversion (i.e. garage to bedroom), Pool (above ground or in-ground), Solar Panels, Shed, Deck, Pool House, Plumbing, Detached Garage, Stove/Fireplace, Accessory Apartment, 2 Family – Family Use, Basement (Entrance/Alteration/Egress Windows), Handicapped Ramps, Skylights (over 15" wide), Retaining Walls, Ponds.  
For **Gas Piping and/or Propane installations**, a separate Plumbing/HVAC permit is required.

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## SUBMITTAL INSTRUCTIONS

Documents referenced below can be found on our website at <https://islipny.gov/departments/planning-and-development/building-division-permits-section/permit-applications-and-requirements>. Where possible, links to the referenced documents are provided.

Prior to submitting your application, please review the Certificate of Occupancy (CO) for your property to ensure all unpermitted improvements are listed on this application. If you do not have your CO, you may request one at <https://islipny.gov/foil>. To find out what improvements require a permit, refer to [When is a Permit Required?](#)

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 fee is due at the time of application. The total permit fee will be calculated and due prior to permit issuance. Please refer to the [Fee Schedule](#) on our website for the current pricing. If additional unpermitted structures are discovered during the inspection process, additional fees may apply (including, but not limited to structural changes to previously CO'd improvements, use of space changes, interior alterations, added plumbing fixtures, new or altered HVAC systems, etc.
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; ridge heights; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; 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. **Floor Plans** – If this application is for an interior alteration, addition, or accessory building, floor plans must be provided for the entire structure including the basement. Floor plans may be hand drawn (refer to item 3.f for exclusions), but must include:
  - a. Label the type of room/space (i.e. kitchen, closet, hallway, etc.)
  - b. Indicate location of doors and windows
  - c. Provide dimensions of the exterior of the structure, and the dimensions of all the rooms/spaces
  - d. Ceiling height of basements must be provided.
  - e. Show stairs, ramps, elevators and label them accordingly.
  - f. Plan must be neat and legible or it will not be accepted; use lined paper and a ruler. See last page for example.
  - g. If this application is for an accessory apartment and the work is less than 4 years old, professional construction documents are required. Plans must be prepared, signed and sealed by a NYS licensed and registered architect or engineer. Plans must be 24" x 36" unless otherwise approved by the Plans Examiner. A [Residential Plan Intake Checklist](#), completed by the Registered Design Professional will be required for permit intake review.
  - h. If a NYS Variance is required for relaxation of the applicable Residential Building Code, signed and sealed drawings including elevations and building sections may be required for the NYS Variance application.
4. **Accessory Building Affidavit** – If this application is for an accessory structure, an [Accessory Building Affidavit](#) is required, affirming that the structure will not be used for habitable purposes.

## APPLICATION REVIEW

Applications may be reviewed by various departments based on the scope of work involved. During the course of review, additional approvals may be required such as:



1. Right of Way Work Permits – If work was performed within the public right of way (i.e. new driveway, apron, curbing, sidewalk), a permit from the Town, County or State will be required.
2. Zoning Variances – If the work performed does not comply with the Town of Islip Zoning Code, you will receive a denial letter from the Building Division -Zoning Dept. and must apply for a variance at the Zoning Board of Appeals (631-224-5489), located at 40 Nassau Avenue in Islip. The application will not receive further review until the plans are revised or the variance is granted.
3. Plumbing/HVAC – If plumbing or HVAC work was done over 4 years ago without permits, it shall be added to this application and plumbing inspections will be required. However, a separate plumbing permit is required for all gas and propane installations.
4. 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.
5. Floodplain Development Permit – If any portion of the property is located within the FEMA designated (FIRM) floodplain, the work must comply with FEMA regulations and additional requirements will apply.

**REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF COMPLIANCE (CC)**

1. Inspections – Once the permit is issued, contact the Building Records Department at 631-224-5470 to schedule to schedule Building and Plumbing inspections. If site work was performed such as bringing in fill and altering grades, contact the Engineering Department at 631-224-5360 for an inspection.

After the inspections, the inspector(s) will advise if any additional documentation, certifications, corrective work or additional permits are required. If corrective work is required, the inspector will advise whether permits are required prior to starting the work.

If the inspector finds that the survey does not accurately depict the site conditions, an updated survey may be required.

2. Suffolk County Board of Health Approval – If it is determined that Board of Health approval was required for the work performed, their approval is required before the CO is issued. Contact SCBOH 631-852-5700.
3. Electrical Certificate – If any electrical work was done, an Electrical Certificate must be provided. Refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.

*I understand that the Town is relying on the information provided herein, any inaccuracy may cause delays and/or additional fees. I swear this application is a true and complete statement of all work on the desired premises. This permit issuance expressly implies approval by the landowner of inspections required of the premises.*

*By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.*

<b>PROPERTY OWNER:</b> _____ <small>PRINT NAME</small>	<b>SWORN TO ME THIS</b> _____ DAY OF _____, 20 _____	<b>NOTARY STAMP</b>
_____ <small>SIGNATURE</small>	_____ <small>NOTARY PUBLIC</small>	
<b>OWNERS REPRESENTATIVE:</b> _____ <small>PRINT NAME</small>	<b>SWORN TO ME THIS</b> _____ DAY OF _____, 20 _____	<b>NOTARY STAMP</b>
_____ <small>SIGNATURE</small>	_____ <small>NOTARY PUBLIC</small>	

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**EXAMPLE OF FLOOR PLAN REQUIRED:**

See Section 3 under Submittal Instructions for detailed requirements.



**FOR OFFICE USE ONLY:**

Description	Square Footage	Fee
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL FEE:</b>		<b>\$</b>