



**MULTIPLE-UNIT DWELLING / MULTIPLE-RESIDENCE FACILITY / MIXED-USED BUILDING
RENTAL PERMIT APPLICATION**

TOWN OF ISLIP FIRE MARSHALS OFFICE

24 NASSAU AVENUE, ISLIP, NY 11751 • (631) 224-5477 / 5478

PERMITS REQUESTED: (Check one)

- Multiple-Unit Dwelling / Multiple-Residence Facility
Number of Dwelling Units: _____
- Mixed-Use Building (with Residential less than 3 units)
Number of Dwelling Units: _____

REQUIREMENTS (Please provide the following):

- Copy of Certificate of Occupancy
- Floor Plan (to scale or include dimensions)
- Fee (as follows):
 - Multiple-Unit Dwelling / Multiple-Residence Facility
 - o 3-10 Dwelling Units: **\$525** (3 year permit)
 - o > 10 Dwelling Units: **\$525 + \$25** each unit over 10 (3 year permit)
 - Mixed-Used Building (with Residential)
 - o **\$375** (3 year permit)

(For Internal Use Only)

TM# 0500 _____

Receipt #: _____

Approved: Date: _____ By: _____

1. PROPERTY OWNER: (PLEASE PRINT)

Name: _____

D/B/A: _____

Address: _____

Phone #: _____

(If Corporation)

Corporate Officer Name: _____

Title: _____

Phone #: _____

(If Partnership)

Partner Names: _____

Partner Addresses: _____

Partner Phone #s: _____

2. PERMITTED PROPERTY LOCATION: (PLEASE PRINT)

Business Name: _____

Address: _____

Phone #: _____

I swear that this application is a true and complete statement of the proposed use or process on the described locations or described persons or businesses. I understand that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the N.Y.S. Penal Law.

AFFIRMATIONS

(Notary Stamp and Signature)

Property Owner - Print Name

Property Owner Signature

NOTARY PUBLIC

APPLICATION INFORMATION

DEFINITIONS

- Dwelling Unit: A structure or building, one-, two- or three-family dwelling, apartments, multiunit apartments, apartment houses, condominiums, cooperatives, garden apartments or townhouses, occupied or to be occupied by one or more persons as a home or residence
- Multiple-Unit Dwelling: Any building or structure which contains three or more individual dwelling unit or spaces with a common roof or otherwise physically connected, and shall include structures commonly known as "townhouses", "garden apartments," "motels," "hotels," "apartment houses" and condominiums."
- Multiple-Residence Facility: Any building, structure or portion thereof in which more than four persons, unrelated to the owner, occupy space, rooms or suites. This shall include but not be limited to hotels, motels, apartment houses, rooming houses, boardinghouses, garden apartments, nursing homes, convalescent homes, adult homes and residential and care facilities. This shall not apply to accessory apartments nor to condominiums nor cooperatives wherein the living units are individually owned nor to hospitals.
- Mixed-Use Building: A building in which residential uses are permitted to exist simultaneously with legally permitted commercial uses.

REQUIREMENTS

- Application must be signed and notarized.
- A copy of a Certificate of Occupancy must accompany the Application.
- All required fees must accompany the Application. All checks or money order are to be made payable to "TOWN OF ISLIP."
- A Floor Plan – drawn to scale or including dimensions must accompany the Application (see example below).

