



BUILDING PERMIT APPLICATION

Town of Islip Building Division

One Manitto Court, Islip, NY 11751

<https://islipny.gov/departments/planning-and-development>

COMPLETE THIS APPLICATION IN ITS ENTIRITY AND FOLLOW THE SUBMISSION PROCESS ON PAGE 4 INCLUDING DIRECTIONS ON FILING ELECTRONICALLY.

TO BE COMPLETED BY APPLICANT:

Subject Address: _____
Bldg/House # Street Suite

City State Zip

Tenant Name: _____ Unit #: _____
(if applicable)

Property Type: Commercial Residential

Tax Map #: 0500 - _____ - _____ - _____

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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: _____

Filing Fee: \$ _____

Permit Fee:\$ _____

Total Fee: \$ _____ C/O Issued: _____

Property Owner*¹: _____
Business Name/Homeowner Contact Name (if Business) Email Phone

Mailing Address: _____
House No / Street City State Zip

Tenant: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Contractor: _____
(If not property owner) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Design Professional: _____
Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

Expeditor: _____
(If applicable) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

BRIEF DESCRIPTION OF PERMIT REQUEST

Empty box for brief description of permit request.

¹ 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.

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| COMMERCIAL PERMITS | | | | |
|--|---|---|---|-----------------------------|
| | PERMIT TYPE (COMMERCIAL ONLY) | APPLICATION REQUIREMENTS Click the hyperlink or download from our website | PERMIT | |
| | | | Duration | Renewals² |
| | Main Building - New (Commercial) | Building Permit Requirements – New Commercial Buildings | 1 year | 3 |
| | Main Building - Addition (Commercial) | Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs | 1 year | 3 |
| | Accessory Structure – New (Commercial) | Building Permit Requirements – New Commercial Buildings | 1 year | 3 |
| | Accessory Structure - Addition (Commercial) | Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs | 1 year | 3 |
| | Shell Building Speculative Shell Vanilla / White Box | Procedures for Permitting Shell/Vacant Buildings | 1 year | 3 |
| | Change of Use / Occupancy (Commercial) | Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs | 1 year | 3 |
| | Change of Tenant (Commercial) | Building Permit Requirements - Commercial Change of Tenant | 1 year | 3 |
| | Interior Alteration (Commercial) | Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs | 1 year | 3 |
| | Interior Arrangement (Buildout of Shell Building) | Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs | 1 year | 3 |
| | Emergency Repair (Commercial) | Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage | 1 year | 3 |
| | Revision to Issued Permit (Commercial) | The requirements of original permit apply. | Expires on the date of the original permit. | |
| | High Piled Rack Storage (Commercial) | Building Permit - High Pile Rack Questionnaire | 1 year | 3 |
| | Fireplace (Commercial) | Building Permit Requirements – Commercial Factory Manufactured Fireplaces, Fireplace Stoves and Chimneys | 1 year | 3 |
| | Solar Panels (25KW or more) (Commercial) | Building Permit - Commercial Solar Panel Requirements | 1 year | 3 |
| | Truss Sign (Commercial) | Paperwork to be filled out by the Plans Examiner | Closes out when the building is CO'd | |
| | Other (please ensure the permit type is not listed below): _____ | | | |
| | If Master Plan, indicate TOI Master Plan # & Building Identification: _____ | | | |
| DO NOT USE THIS APPLICATION FOR THE FOLLOWING PERMIT TYPES; Tailored applications are on our website: | | | | |
| ▪ Certificate of Compliance | ▪ Elevator | ▪ Plumbing/HVAC | ▪ Solar (25KW or less) | |
| ▪ Demolition (<i>Note: An interior 'demolition' should be filed as an Interior Alteration to vacant space</i>) | ▪ PODS / Portable Storage | ▪ Signs (other than Truss) | ▪ Temporary Trailers | |
| | ▪ Pools | ▪ Site Work Only (Engineering permit) | | |

² Renewals are consecutive to the date of the original permit.

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| RESIDENTIAL PERMITS | | | | |
|---|---|---|---|-----------------------------|
| | PERMIT TYPE (RESIDENTIAL ONLY) | APPLICATION REQUIREMENTS Click the hyperlink or download from our website | PERMIT | |
| | | | Duration | Renewals³ |
| | Dwelling - New (Residential) | Building Permit Requirements - Residential New Dwellings | 1 year | 3 |
| | Dwelling – Addition (Residential) | Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks | 1 year | 3 |
| | Accessory Structure – New (Residential) | Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks | 1 year | 3 |
| | Accessory Structure - Addition (Residential) | Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks | 1 year | 3 |
| | Interior Alteration (Residential) | Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks | 1 year | 3 |
| | Emergency Repair (Residential) | Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage | 1 year | 3 |
| | Revision to Issued Permit (Residential) | The requirements of original permit apply. | Expires on the date of the original permit. | |
| | Deck (over 18’’) (Residential) | Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks | 1 year | N/A |
| | Fireplace / Wood Coal Stove (Residential) | Building Permit Requirements - Residential Factory Manufactured Fireplaces, Fireplace Stoves and Related Chimneys (Inserts) | 1 year | 3 |
| Other (please ensure it is not listed below): _____ | | | | |

The following permit types have customized applications; please do not use this form for the following:

| | | | |
|--|---------------------------|---------------------------------------|----------------------|
| ▪ Certificate of Compliance | ▪ Elevator | ▪ Plumbing/HVAC | ▪ Temporary Trailers |
| ▪ Demolition (<i>Note: An interior ‘demolition’ should be filed as an Interior Alteration to vacant space</i>) | ▪ Equine | ▪ Signs (other than Truss) | ▪ Truss Signs |
| | ▪ PODS / Portable Storage | ▪ Site Work Only (Engineering permit) | |
| | ▪ Pools | ▪ Solar (25KW or less) | |

³ Renewals are consecutive to the date of the original permit.

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APPLICATION SUBMITTAL

1. Application Requirements – Please review the application requirements for the specific permit type you are seeking. The requirements can be found on our website, or by clicking the hyperlink in the chart above. (Please refer to the handout entitled [When is a Permit Required](#) if you are unsure what actions require a permit.)
2. Submission Options – Once you have all the required documents for the permit you are seeking, you can submit your application to the Building Division electronically. Please refer to the [Electronic Submittal Process](#) instruction on the Building Division webpage. In limited instances, a hardcopy application may be accepted but you will be required to upload your documents electronically.
3. Application Acceptance – Once received, your application will be reviewed for completeness. If it meets the minimum requirements, a permit record will be created and your application will be forwarded to the appropriate departments for review. If your application does not meet the minimum requirements, you will be notified of the deficiencies and an application will not be accepted for submission until the proper documentation is received.
4. Application Processing – Refer to the permit requirements handout for further information.
5. Additional Permits – To avoid delay, be sure to file applications timely for [other improvements requiring permits](#), such as plumbing, HVAC, signs, etc.

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

| FOR OFFICE USE ONLY | |
|-------------------------|-----------|
| Description | Fee |
| Flat Fee or Filing Fee: | \$ |
| Base Fee: | \$ |
| Square Footage Fee: | \$ |
| Truss Sign: | \$ |
| Fireplace: | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Fee: | \$ |

| | | |
|---------------------------------------|---|---------------------|
| PROPERTY OWNER: | SWORN TO ME THIS | NOTARY STAMP |
| | DAY OF _____, 20____ | |
| PRINT NAME _____ | _____ | |
| SIGNATURE _____ | NOTARY PUBLIC _____ | |
| <hr/> | | |
| CONTRACTOR: | SWORN TO ME THIS | NOTARY STAMP |
| | DAY OF _____, 20____ | |
| PRINT NAME _____ | _____ | |
| SIGNATURE _____ | COUNTY HOME IMPROVEMENT LIC. # _____ NOTARY PUBLIC _____ | |
| <hr/> | | |
| EXPEDITOR/DESIGN PROFESSIONAL: | SWORN TO ME THIS | NOTARY STAMP |
| | DAY OF _____, 20____ | |
| PRINT NAME _____ | _____ | |
| SIGNATURE _____ | NOTARY PUBLIC _____ | |