



# COMPLIANCE PERMIT – COMMERCIAL APPLICATION & REQUIREMENTS

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

**C** COMMERCIAL COMPLIANCE PERMITS ARE REQUIRED FOR:

- Structures built over 4 years ago without a permit
- Permits that exceed their maximum renewals

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

**Subject Address:** \_\_\_\_\_  
Street No Street Name Bldg # (if applicable)

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

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

**Tenant Name:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
(if applicable)

**FOR OFFICE USE ONLY**

PLACE STICKER HERE

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: \_\_\_\_\_

---

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

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

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

**Property Owner\*:** \_\_\_\_\_  
Business Name Contact Name Email Phone

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

*\* If the 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.*

**Expeditor/Applicant:** \_\_\_\_\_  
(if applicable) Business Name Contact Name Email Phone

**Mailing Address:** \_\_\_\_\_  
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 <sup>st</sup> , Basement	List each structure or improvement requiring a permit that is <u>not</u> listed on your Certificate of Occupancy*	Year Built

\*I.e. Accessory Building, Interior/Exterior Alteration, Additions, Plumbing, Solar, Change of Use/Occupancy, etc.  
 For **Gas Piping and/or Propane installations**, a separate Plumbing/HVAC permit is required.  
 For **Manufacturing or Storage**, list specific product or material (i.e. plastic manufacturing, tire storage).  
 For **Change of Use/Occupancy**, list the former and current occupancy type (i.e. Storage to Office).

PLACE STICKER HERE

### COVENANTS / SPECIAL PERMITS:

Are there any property covenants, conditions or special permits which would affect the development of this property?  YES (please attach)  NO

### 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, change of use/occupancy, 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.

A site plan is not a substitution for a survey.

3. **Letter of Use** – Please refer to the [Letter of Use/Letter of Intent Requirements](#) on our website.
4. **Plans** – As-built plans, signed and sealed by a NYS licensed and registered architect or engineer are required:
  - a. Plans shall include basic building data such as scope of completed work, construction type, occupancy use group, fire hazard rating, building type, fire sprinkler and fire alarm information.
  - b. Egress information including travel distances, occupant load, size of doors, swing of doors, illuminated exit signs, corridors, stairs and rating of walls, smoke detectors, and carbon monoxide detectors/alarms must be detailed.
  - c. Plans must be 24"x 36"

### APPLICATION REVIEW

Applications may be reviewed by various departments based on the scope of work involved. During the course of review, additional information, variances, relaxations, applications and/or permits may be required such as:

- Site Plan
- Wetlands/Floodzone
- Signs
- Planning Board
- Zoning Board of Appeals
- Board of Health
- Plumbing/HVAC (including gas piping and propane)
- Right of Work Permits (Town, County and/or State)
- Fire Sprinkler/Fire Suppression

