COMMERCIAL COMPLIANCE PERMIT - SUBMITTAL REQUIREMENTS / PROCESS

In order to obtain a Certificate of Compliance (CC) to legalize structures or occupancies built over four years ago (structures or occupancies not on your Certificate of Occupancy (CO)), the following general guidelines apply:

**Permit Submission Requirements**
1. Commercial Compliance Permit Application completed in its entirety.
2. Accurate survey done by a licensed Land Surveyor.
3. Base / Filing fee; final fee will be calculated prior to permit issuance.
4. Letter of Use – Please refer to the Letter of Use/Occupancy Requirements handout at islipny.gov.
5. Two (2) sets of professionally drawn floor plans showing interior fit-out, including, but not limited to:
   a. Basic building data such as scope of work done, 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, corridors, stairs, rating of walls

**Application Review Process**
Your application will be reviewed by various departments within the Town of Islip, including Fire Prevention, Engineering and Zoning. Additional approvals, variances, relaxations or permits may be required, such as:
- Sign Permits
- Site Plan approval
- Board of Health approval
- Planning Board Special Permit
- Zoning Board of Appeals approval
- Fire Sprinkler/Fire Suppression System permits (through the Fire Prevention Division)
- Plumbing / HVAC permits (through the Building Division)

**Applicants Responsibilities After Permit Issuance**
1. Schedule all necessary inspections, including Building, Engineering and Fire Prevention.
2. Provide documentation as required by the inspectors, such as:
   - Board of Health approval
   - Electrical Certificate
   - Certification by a Registered Architect or Professional Engineer that they have inspected the building and it conforms to all applicable Building, Fire and Zoning codes.