



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF BUILDING**

One Manittan Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing.....631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

**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](http://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.