



**Town of Islip**  
**Department of Planning and Development**  
**Building Division – Administration Department**  
One Manitton Court, Islip, NY 11751  
Phone 631-224-5464 • Fax 631-224-5462

**Plumbers' Examining Board**  
James Lange, Chairman  
Sean Conlon  
Peter Russo  
Anthony DiFede  
Michael Barone  
James Alcus  
Dale A. Gross

Linda Stone, Secretary  
LStone@IslipNY.gov

## Requirements for Shelving Plumbers License

In order to shelf your Town of Islip Plumbers License, the following information must be submitted to the Administration Department of the Building Division.

1. Notarized letter from the licensed Plumber stating:
  - a. Plumbers name and license number
  - b. Business name, address and phone number
  - c. Request for license to be shelved from the current month and year, to the same month in the following year
2. Check payable to the Town of Islip in the amount of \$25.00.

The license will be shelved for a one-year period. If you wish to continue shelving your license after the one-year period, the same procedures as above must be followed in the month in which the shelving of your license has expired.

If you have any questions, or require additional information, please feel free to contact Building Administration at 631-224-5464.