



Town of Islip
Division of Fire Prevention
Office of the Fire Marshal

24 Nassau Ave, Islip NY 11751
Phone: (631)224-5477 Fax: (631)224-5458

Office Use - Received Date

Place of/Public Assembly Permit Application

Submission Requirements

1. Copy of Certificate of Occupancy

2. Floor Plan (to scale or include dimensions)

Fee Schedule (Checks Payable to Town of Islip)

Place of Assembly - Less than 49	\$200.00	2 Years
Public Assembly - 50 to 300	\$250.00	1 Year
Public Assembly - 301 +	\$300.00	1 Year

For Office Use Only

Tax Map# _____ - _____ - _____
Receipt# _____

Occupant Load

1 to 49 50 to 300 301 or more

Location Use Details

Performing Arts Venue/Concert Hall/Theater
Conference Hall/Meeting Room
Restaurant/Food Service
Gym or Sports Facility
Catering Facility
Special Event
Other: _____

Permitted Premises Information

Business Name: _____ Location Address: _____

Business Information

Business Owner: _____ Corp. Name: _____
Business Address: _____ Business Phone: _____
_____ Business E-mail: _____

Property Owner Information

Name: _____ Phone: _____
Address: _____ E-Mail: _____

Affirmations

Signature of the **Property Owner**

Signature of the **Business Owner**

Notary Stamp & Signature

Notary Stamp & Signature

False statements made on this form are punishable as a class A misdemeanor pursuant to section 210.45 of the NYS Penal Law.