



BUILDING PERMIT APPLICATION

Town of Islip Building Division

One Manitton Court, Islip, NY 11751

<https://islipny.gov/departments/planning-and-development>

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND FOLLOW THE SUBMISSION PROCESS ON PAGE 4 INCLUDING DIRECTIONS ON FILING ELECTRONICALLY.

TO BE COMPLETED BY APPLICANT:

Subject Property: _____
Bldg/House # Street Suite

City State Zip

Tenant Name: _____ Unit #: _____
(if applicable)

Property Type: Commercial Residential

Tax Map #: 0500 - _____ - _____ - _____

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: _____

Filing Fee: \$ _____

Permit Fee: \$ _____

Total Fee: \$ _____ C/O Issued: _____

Property Owner*: _____
Owner Name Contact Name Email Phone

Mailing Address: _____
(If different than subject property address) No / Street City State Zip

* If 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, LLC, or Trust, legal documentation stating the person signing the application is an authorized signatory for the Corporation, LLC or Trust is required.

Tenant: _____
(If applicable) Business Name Contact Name Email Phone

Mailing Address: _____
No / Street City State Zip

Contractor: _____
(If not property owner) Business Name Contact Name Email Phone

Mailing Address: _____
No / Street City State Zip

Design Professional: _____
(If applicable) Business Name Contact Name Email Phone

Mailing Address: _____
No / Street City State Zip

Expeditor: _____
(If applicable) Business Name Contact Name Email Phone

Mailing Address: _____
No / Street City State Zip

BRIEF DESCRIPTION OF PERMIT REQUEST

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COMMERCIAL PERMITS

	PERMIT TYPE (COMMERCIAL ONLY)	APPLICATION REQUIREMENTS Click the hyperlink or download from our website	PERMIT	
			Duration	Renewals ¹
<input type="checkbox"/>	Main Building - New (Commercial)	Building Permit Requirements – New Commercial Buildings	1 year	3
<input type="checkbox"/>	Main Building - Addition (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
<input type="checkbox"/>	Accessory Structure – New (Commercial)	Building Permit Requirements – New Commercial Buildings	1 year	3
<input type="checkbox"/>	Accessory Structure - Addition (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Shell Building Speculative Shell Vanilla / White Box	Procedures for Permitting Shell/Vacant Buildings	1 year	3
<input type="checkbox"/>	Change of Use / Occupancy (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
<input type="checkbox"/>	Change of Tenant (Commercial)	Building Permit Requirements - Commercial Change of Tenant	1 year	3
<input type="checkbox"/>	Interior Alteration (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
<input type="checkbox"/>	Interior Arrangement (Buildout of Shell Building)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
<input type="checkbox"/>	Emergency Repair (Commercial)	Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage	1 year	3
<input type="checkbox"/>	Revision to Issued Permit (Commercial)	The requirements of original permit apply.	Expires on the date of the original permit.	
<input type="checkbox"/>	High Piled Rack Storage (Commercial)	Building Permit - High Pile Rack Questionnaire	1 year	3
<input type="checkbox"/>	Fireplace (Commercial)	Building Permit Requirements – Commercial Factory Manufactured Fireplaces, Fireplace Stoves and Chimneys	1 year	3
<input type="checkbox"/>	Solar Panels (25KW or more) (Commercial)	Building Permit - Commercial Solar Panel Requirements	1 year	3
<input type="checkbox"/>	Truss Sign (Commercial)	Provide copy of truss sign. (Truss Sign Approval Form to be completed by Plans Examiner.)	Closes out when the building is CO'd	
<input type="checkbox"/>	Other (please ensure the permit type is not listed below): _____			

If Master Plan, indicate TOI Master Plan # & Building Identification: _____

DO NOT USE THIS APPLICATION FOR THE FOLLOWING PERMIT TYPES; Tailored applications are on our website:

▪ Certificate of Compliance	▪ Equine	▪ Plumbing/HVAC	▪ Solar (25KW or less)
▪ Demolition	▪ PODS / Portable Storage	▪ Signs (other than Truss)	▪ Temporary Trailers
▪ Elevator	▪ Pools	▪ Site Work Only (Engineering permit)	

¹ Renewals are consecutive to the date of the original permit.

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RESIDENTIAL PERMITS

	PERMIT TYPE (RESIDENTIAL ONLY)	APPLICATION REQUIREMENTS Click the hyperlink or download from our website	PERMIT	
			Duration	Renewals ¹
<input type="checkbox"/>	Dwelling - New (Residential)	Building Permit Requirements - Residential New Dwellings	1 year	3
<input type="checkbox"/>	Dwelling – Addition (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
<input type="checkbox"/>	Accessory Structure – New (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
<input type="checkbox"/>	Accessory Structure - Addition (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
<input type="checkbox"/>	Interior Alteration (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
<input type="checkbox"/>	Emergency Repair (Residential)	Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage	1 year	3
<input type="checkbox"/>	Revision to Issued Permit (Residential)	The requirements of original permit apply.	Expires on the date of the original permit.	
<input type="checkbox"/>	Deck (over 18") (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	N/A
<input type="checkbox"/>	Fireplace / Wood Coal Stove (Residential)	Building Permit Requirements - Residential Factory Manufactured Fireplaces, Fireplace Stoves and Related Chimneys (Inserts)	1 year	3
<input type="checkbox"/>	Other (please ensure it is not listed below): _____			

If Master Plan, indicate TOI Master Plan # & Building Identification: _____

DO NOT USE THIS APPLICATION FOR THE FOLLOWING PERMIT TYPES; Tailored applications are on our website:

▪ Certificate of Compliance	▪ Equine	▪ Plumbing/HVAC	▪ Temporary Trailers
▪ Demolition	▪ PODS/Portable Storage	▪ Signs (other than Truss)	▪ Truss Sign
▪ Elevator	▪ Pools	▪ Solar (25W or less)	

¹ Renewals are consecutive to the date of the original permit.

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APPLICATION SUBMITTAL

1. Please review the application requirements and submission process for the specific permit type you are seeking. The requirements can be found on our [website](#), or by clicking the hyperlinks in the tables above. If you are unsure what actions require a permit, please refer to the handout entitled [When is a Permit Required](#).
2. Your application will be given a cursory review for completeness. The Permits Department will advise you of the filing fee due if your application meets the minimum requirements for submission. Upon receipt of the filing fee, your application will be deemed filed.
3. Once the application is deemed filed, it will be circulated to various departments and outside agencies for review to ensure your plans comply with Islip Town Code, the NYS Uniform Code and all applicable regulations.
4. Please be sure to file related applications (i.e. Plumbing, HVAC, etc.) for other improvements requiring permits simultaneous with this application, to avoid delays in processing.

By signing this permit application, I expressly authorize the Building Division to conduct any inspections of the premises that the Building Division deems necessary to properly administer the building permit. I understand that the Town is relying on the information provided herein, and any inaccuracy may cause delay or additional fees. Further, I understand that if during the review process or inspections, it is determined that additional structures/alterations exist without the benefit of a building permit or certificate, the review process will be delayed and that additional permits and certificates will be required by the Building Division. By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

FOR OFFICE USE ONLY	
Description:	Fee
Flat Fee or Filing Fee:	\$
Base Fee:	\$
Square Footage Fee:	\$
Truss Sign:	\$
Fireplace:	\$
	\$
	\$
	\$
Total Fee:	\$

PROPERTY OWNER SIGNATURE AND AUTHORIZATION

Property owner must sign below and have signature notarized

I declare under penalty of perjury that: I am the property owner for the above subject property, I personally completed or reviewed the above information contained on this application and certify its accuracy, and this application is a true and complete statement of all existing and proposed work on the subject property. I acknowledge that it is my responsibility as the property owner to ensure the accuracy of any and all information provided to the Town, whether the information is provided by myself or any of the third parties (Tenant, Contractor, Design Professional, Expeditor) listed above, if any, throughout the permit and certificate process and that the Town is relying on the information and representations contained therein.

I acknowledge that the Town may also provide information to these authorized third parties throughout the permit and certificate process and that I must notify the Town *in writing* if any third-party authorization is subsequently revoked. I acknowledge that false statements are punishable as a class "A" misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York.

Print Owner Name: _____ Date: _____

Property Owner Signature: _____

NOTARY PUBLIC	NOTARY STAMP
Sworn to me this _____ Day of _____ 20 ____	
Notary Public: _____	