



# COMPLIANCE PERMIT – COMMERCIAL APPLICATION & REQUIREMENTS

Town of Islip Building Division  
1 Manitton Court, Islip, NY 11751  
[www.islipny.gov](http://www.islipny.gov)

## C COMMERCIAL COMPLIANCE PERMITS ARE REQUIRED FOR:

- Structures/alterations built over four (4) years ago without a permit
- Permits that exceed their maximum renewals

**This permit will expire one (1) year from the date of issuance and is not renewable.**

**Subject Address:** \_\_\_\_\_  
Street No Street Name Bldg # (if applicable)

\_\_\_\_\_  
City State Zip

**Tax Map #: 0500 -** \_\_\_\_\_  
Section Block Lot

**Tenant Name:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
(if applicable)

Are there any covenants, conditions, or special permits that would affect the development of this property?  YES (please attach)  NO

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Fee: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ C/C Issued: \_\_\_\_\_

**Property Owner\*:** \_\_\_\_\_  
Business Name Contact Name Email Phone

Mailing Address: \_\_\_\_\_  
No / Street City State Zip

*\*If the property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.*

**Authorized Third Party:** \_\_\_\_\_  
(Tenant, Contractor, Business Name Contact Name Email Phone RDP, Expeditor)

Mailing Address: \_\_\_\_\_  
No / Street City State Zip

### I. LIST ALL ITEMS CONSTRUCTED WITHOUT A BUILDING PERMIT OR COMPLETED AFTER PERMIT EXPIRATION (INCLUDING ALL ALLOWABLE RENEWALS). DO NOT LIST IMPROVEMENTS ALREADY ON YOUR CO.

Dimensions / Square footage	Floor i.e. 1 <sup>st</sup> , Basement	List each structure or improvement requiring a permit that is <u>not</u> listed on your Certificate of Occupancy*	Year Built

\*i.e. Accessory Building, Interior/Exterior Alteration, Additions, Plumbing, Solar, Change of Use/Occupancy, etc.  
For Gas Piping and/or Propane installations, a separate Plumbing/HVAC permit is required.

PLACE STICKER HERE

## II. SUBMITTAL INSTRUCTIONS / REQUIREMENTS

Documents referenced below can be found on our webpage at <https://islipny.gov/departments/planning-and-development/building-division-permits-section/permit-applications-and-requirements>. Where possible, links to the referenced documents are provided throughout this document. Requirements are subject to change without notice.

**Application processing begins when all required documents are deemed acceptable for intake and the base [permit fee](#) is paid.**

Prior to submitting your application, please review the Certificate of Occupancy (CO) for your property to ensure all unpermitted improvements are listed on this application. If you do not have your CO, you may request one at <https://islipny.gov/foil>. To find out what improvements require a permit, refer to [When is a Permit Required?](#)

Applications must be filed electronically. Please refer to the [Building Permit – Application Submittal Process](#) flyer on our website. Unless stated otherwise, hard copies are not required with the initial electronic submission but may be required prior to permit issuance. The following items are required for permit intake:

1. Deed – Provide a copy of the current deed(s) for the subject property(s).
2. Survey – An accurate survey **less than one (1) year old**, drawn to scale and signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. The survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions of existing structures; ridge heights; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; pavement and parking stall striping; abutting road improvements (curbing, pavement, sidewalks, drainage structures, etc.).  
  
If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required. A site plan is not a substitution for a survey.
3. Letter of Use / Intent – Please complete the [Letter of Use/Letter of Intent Requirements](#) form from our website.
4. Plans – As-built plans, signed and sealed by a NYS licensed and registered architect or engineer are required:
  - a. Plans shall include basic building data such as the scope of completed work, construction type, occupancy use group, use of each space, exterior elevations, 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, illuminated exit signs, corridors, stairs and rating of walls, smoke detectors, and carbon monoxide detectors/alarms must be detailed.
  - c. Plans must be 24"x 36".
5. Flood Zone Determination – If any part of the property is located in a flood zone, provide a [Flood Zone Determination](#).
6. Federal Aviation Administration approval – Due to the proximity of Long Island MacArthur Airport, applications may be subject to the Code of Federal Regulations Part 77.
7. Proof of Age – Documentation showing improvements were completed more than four (4) years ago.

## III. APPLICATION REVIEW / REQUIREMENTS PRIOR TO PERMIT ISSUANCE

1. Applications may be reviewed by various departments based on the scope of work involved. During the course of review, additional information, variances, relaxations, applications and/or permits may be required such as:

▪ Site Plan	▪ Planning Board	▪ Plumbing/HVAC (including gas piping and propane)
▪ Wetlands/Flood zone	▪ Zoning Board of Appeals	▪ Right of Work Permits (Town, County and/or State)
▪ Signs	▪ Board of Health	▪ Fire Sprinkler/Fire Suppression
2. The total permit fee will be calculated and due prior to permit issuance. Note: In the event that additional improvements are discovered during the inspection process that don't have a valid permit or Certificate of Occupancy (CO), additional fees may apply. These fees include, but are not restricted to, modifications to previously CO'd improvements, changes in use or occupancy, interior alterations, installation of additional plumbing fixtures, and modifications to HVAC systems.



**IV. REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF COMPLIANCE (CC)**

- Inspections – Once the permit is issued, contact Building Records at 631-224-5470 to schedule [Building and Plumbing inspections](#); [Engineering](#) at 631-224-5360; Fire Prevention at 631-224-5477.  
Inspectors will advise if any additional documentation, certifications, corrective work or permits are required; permits may be required prior to starting corrective work.
- Suffolk County Department of Health Services – If it is determined that SCDHS approval was required for the work performed, their approval is required before the CO is issued. Contact SCDHS 631-852-5700.
- Electrical Certificate – If any electrical work was done, an Electrical Certificate must be provided. Refer to the list of [Qualified Electrical Inspection Agencies](#) on our website.

*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 delays and/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.*

**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: _____	

