



**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
**SCHEDULE OF FEES - BUILDING DIVISION ( COMMERCIAL APPLICATIONS )**

*Effective May 1, 2024*

Please see our [webpage](#) for application requirements

**BUILDING PERMITS - COMMERCIAL (Valid for 1 yr with 3 consecutive renewals permitted unless otherwise noted)**

Accessory Structures	\$1,060 plus .47/sf
Addition / Alteration	\$1,060 plus .47/sf
Awnings	\$210 each
Change of Tenant	\$225
Change of Use / Change of Occupancy	\$800 plus .47/sf
Communication Towers / Antennas / Antenna replacement	\$1,050
Demolition Permit: Over 50,000 sf (valid 4 mos only)	\$1,050 plus \$200 ea add'l bldg
Demolition Permit: Up to 49,999 sf (valid 4 mos only)	\$530 plus \$200 ea add'l bldg
Electric Vehicle (EV) Charging Station: When scope requires a Site Plan	\$1,050
Electric Vehicle (EV) Charging Station: When scope does <u>not</u> require a Site Plan	\$525
Electric Vehicle (EV) Charging Station: Direct Replacement	\$265
Elevators, Escalators, Dumbwaiter, Conveyor, Lift	\$160 each
Emergency Repair - Non-structural repairs only/replace in kind (e.g. fire, storm, vehicular)	\$735 plus .47/sf
Exterior Alteration (see Façade if cosmetic changes only)	\$1,060 plus .47/sf
Façade (cosmetic changes only; all other work falls under Exterior Alteration)	\$525
Field Change	File as revision
Fireplace (separate plumbing permit required for gas piping)	\$530
Foundation Only	\$500
Generator (a separate plumbing permit is required for gas piping)	\$525
Inspection Fee: no-show, failed or skipped inspections	\$125
Interior Arrangement	\$1,050 plus .47/sf
Master Plan (permits required for each individual structure after master plan approval)	\$525
New Building	\$1,060 plus .47/sf
Plan Review Fee: Review of third denied plan and each denial thereafter	\$265
Plan Review Fee: Scope change on <i>unissued</i> permit	\$790 plus .47/sf
Pools: Pools, Spa, Hot Tub (no renewals)	\$250
Racking System	\$1,050 plus .10/sf
Renewal ( <i>exception-no fee for 1st renewal of Industrial / Office Buildings 100,000 sf or greater in Industrial Zones</i> )	½ original fee
Revision (expires on the expiration date of original permit)	\$790 plus .47/sf
Roof replacement	\$1,050
Satellite Dish	\$160
Seasonal Merchandise/Pop-up Store/Temporary Store (Valid for 6 mos only)	\$525
Signs	\$265 plus \$2/sf
Site Work Only Permit	File with Engineering
Solar Panels	\$550
Stop Work Order: After permit issuance (in addition to permit revision fee)	1.5x permit fee (\$200 min)
Stop Work Order: Before permit issuance	3x permit fee
Trailer (temporary): Construction, Storage, Office (valid 3 mos with max. 2 consecutive 3-mos renewals)	\$525 each
Truss Sign	\$50
Walk-In Boxes (when work is not in conjunction with a building permit)	\$525 each
Work Without Permit <u>less</u> than 4 years ago (exception: if a Stop Work Order was issued, Stop Work Order fees apply)	1.5x permit fee

*See page two for additional fees, payment and refund policy*

<b>PLUMBING PERMITS - COMMERCIAL (valid for 1 yr with 3 consecutive renewals permitted unless otherwise noted)</b>	
Change of Plumber	\$55
Field Change	File as revision
Fire Sprinklers	File with Fire Prevention
Fixtures (e.g. toilet, tub, shower, sink, washing machine, floor drain, pump, etc.)	\$265 plus \$25 each
Fuel Tank Demo/Abandonment/Replacement/Installation	File with Fire Prevention
Gas: Generator (separate building permit required for the generator)	\$370
Gas: Line Modification (incl gas test)	\$265 each
Gas: Piping / Gas Test Only (pressure test, meter install/change)	\$265 each
Gas/Oil: Connection / Removal (appliances/fixtures; includes gas piping)	\$265 plus \$55 each
HVAC: Air Exchange Components - MUA, ERV, HRV, VAV (and similar components)	\$125 each
HVAC: Duct Work Only	\$370 per system
HVAC: Units/Systems - Rooftop Units, Chillers, Ductless Mini-Split, Split, Heat Pumps, Geo Thermal	\$420 first system
•HVAC: Units/Systems - Additional Systems (if applicable)	\$125 each add'l system
•HVAC: Units/Systems - Ductwork (if applicable)	\$125 each system
Inspection Fee: no-show, failed or skipped inspections	\$125
Kitchen Hood & Ductwork	\$265
Lawn Sprinklers	\$265
Plan Review Fee: Review of third denied plan and each denial thereafter	\$265
Plan Review Fee: Scope change on <i>unissued</i> permit	1x permit fee
Propane (LP) Tank (file tank with Fire Prevention; Gas Piping with Building Division)	Fire Prevention / Bldg Permit
Renewal ( <i>exception-no fee for 1st renewal of Industrial / Office Buildings 100,000 sf or greater in Industrial Zones</i> )	½ original fee
Revision (expires on the expiration date of the permit)	1x permit fee
Stop Work Order: After permit issuance (in addition to permit revision fee)	1.5x permit fee (\$150 min)
Stop Work Order: Before permit issuance	3x permit fee
Work Without Permit <u>less</u> than 4 years ago (exception: if a Stop Work Order was issued, Stop Work Order fees apply)	1.5x permit fee
<b>COMPLIANCE PERMITS - COMMERCIAL (Work completed 4+ years ago without permits; valid for 1 year)</b>	
<i>If permit is not closed out prior to expiration, a reactivation fee equal to the current compliance fee is required (no application required).</i>	
Compliance Permit (all permits unless otherwise listed below)	2x permit fee
Pre-1938 structure (original structure with no subsequent additions or alterations)	\$750
<b>OTHER - COMMERCIAL</b>	
Additional Fees May Apply as Regulated in the <a href="#">Town of Islip Zoning Code</a> and/or <a href="#">Subdivision &amp; Land Development Regulations</a> .	
Certificates of Occupancy (CO) Copies:	
•Certified C of O (legacy or new) - first page	\$100
- plus \$5 each additional page	\$5 each page
•Unofficial C of O (legacy or new) - each page	\$0.25 each page
Custom Maps: Refer to the Planning Division Fee Schedule and Map Request Form on the <a href="#">Planning Division Webpage</a> .	
FOIL: For documents available under the Freedom of Information Law, submit an online request form at <a href="http://islipny.gov/foil">islipny.gov/foil</a> , or contact the Town Clerks office at 631-224-5490.	
<b>PAYMENT &amp; REFUND POLICY</b>	
Base fee is due when application is accepted for intake; square footage fees due prior to permit issuance.	
Payment may be made by credit/debit card, cash, or check made payable to the Town of Islip. Receipts will be issued for all transactions.	
<b>Note: Credit/Debit card payments are subject to a non-refundable 3% processing fee which is paid directly to the service provider. American Express is not accepted.</b>	
A \$50 fee will be charged for any returned checks	
Fees are non-refundable.	
Fees are subject to change without notice - please visit our website at <a href="http://www.islipny.gov">www.islipny.gov</a> for the current Fee Schedule.	