



COMPLIANCE PERMIT - COMMERCIAL
Town of Islip Building Division
1 Manitton Court, Islip, NY 11751
www.islipny.gov

C STRUCTURES 4 YEARS & OLDER ONLY
COMMERCIAL PERMIT

COMPLETE THIS APPLICATION AND SUBMIT TO THE PERMITS DEPARTMENT ALONG WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

This Permit EXPIRES 1 year from date of issuance.
NO RENEWALS ALLOWED.

Subject Address: _____
House No / Street

City State Zip

Property Owner: _____
Full Name Email Phone

Owners Address: _____
House No / Street City State Zip

Expeditor / Applicant: _____
(If different than property owner) Business Name Contact Name Email Phone

Business Address: _____
No / Street City State Zip

LIST ALL STRUCTURES BUILT WITHOUT A PERMIT WHICH REQUIRE A CERTIFICATE OF COMPLIANCE (STRUCTURES 4 YEARS AND OLDER ONLY):

SIZE	PERMIT TYPE <i>(Accessory Structure, Change of Use, Interior Alteration, Main Building, Plumbing, Solar Panels)</i>	AGE

REQUIRED DOCUMENTATION:

- Site Plan or Survey** – Must be signed and sealed; All survey’s must be prepared by a licensed surveyor, and must accurately depict all existing structures on the property; structures cannot be hand drawn on the survey.
- Covenants / Special Permits** – Are there any property covenants or conditions or special permits which would affect the development of this property? YES: _____ NO: _____
(If yes, please attach)

FOR OFFICE USE ONLY

0500- _____
 ADDRESS _____
 POST OFFICE _____ ZONE _____
 SPECIAL CONDITIONS _____

DATE FILED _____ BY _____
 DATE ISSUED _____ BY _____

TOTAL FEE _____
 RECEIPT # _____ C/C ISSUED _____

3. **Application Fee** – Please visit <http://islipny.gov/departments/planning-and-development/building-division-permits-section> for our current fee schedule. The final fee will be determined by the Permits Department.
4. **Other Requirements** – I have reviewed the appropriate Requirements Checklist for this application, have supplied all appropriate deliverables and understand that this application may require review/approval from different departments/agencies. Applicant Initials: _____

I understand that the Town is relying on the information provided herein, any inaccuracy may cause delays and/or additional fees. I swear this application is a true and complete statement of all work on the desired premises. This permit issuance expressly implies approval by the landowner of inspections required of the premises.

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:

SWORN TO ME ON THIS

PRINT

_____ DAY OF _____, 20 ____

SIGNATURE

NOTARY PUBLIC

OFFICE USE ONLY

ZONING REVIEW

- DCR _____
- SITE PLAN _____
- WETLANDS _____
- ZBA _____

DATE _____ ZONING INSPECTOR _____ APPLICANT _____

FEE	DESCRIPTION
TOTAL FEE:	

**CERTIFICATE OF COMPLIANCE
COMMERCIAL BUILDINGS
Requirements Checklist**

1. Upon submission of application, Applicant will provide:

- Certificate of Compliance Commercial Application
- Letter of Use – State proposed use, previous use, square footage and a tenant list if it is a multi-tenant building.
- Professionally drawn floor plan showing interior fit-out. Basic building data such as scope, occupancy, use, fire hazard rating, building type, exiting, fire sprinkler and fire alarm information must be included. Egress information must include travel distances, occupant load, size of doors, corridors, stairs, rating of walls.
- Site Plan (must be signed and sealed) or Survey
- Plot plan or letter of use showing all tenant spaces and their use
- Base Fee

2. To be determined:

- Special Permit may be required.
- Board of Appeals may be required.
- Board of Health may be required.
- Fire Underwriters Certificate may be required.
- Certification by Architect or Engineer that they have inspected the building and it conforms to all New York State, Federal and Town of Islip codes. A NYS Code analysis of the building may be required.
- Final Fee.

3. The Town's Actions:

- Zoning approval will be required.
- Building inspections will be required.
- Engineering inspections will be required.
- Fire Prevention inspections will be required.
- Review of documents and release.