



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

**R** STRUCTURES 4 YEARS & OLDER ONLY  
RESIDENTIAL 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:** \_\_\_\_\_  
 Bldg/House # Street Suite  
 \_\_\_\_\_  
 City State Zip

**Property Owner\*:** \_\_\_\_\_  
 Full Name Email Phone

**Owners Address:** \_\_\_\_\_  
 (if different from above) House No / Street City State Zip

**Expeditor / Applicant:** \_\_\_\_\_  
 (if different from property owner) Business Name Email Phone

**Business Address:** \_\_\_\_\_  
 House 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 or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.*

**A Certificate of Compliance Permit is required for structures built over 4 years ago (a) without the benefit of a permit, (b) when a permit has exceeded its maximum renewals, or (c) for accessory apartments built without a permit, regardless of age.**

**PLEASE COMPLETE ALL SECTIONS BELOW - BE AS DETAILED AS POSSIBLE**

Size dimensions or s.f. of improvement <u>only</u>	Floor 1 <sup>st</sup> , 2 <sup>nd</sup> , basement	Un-permitted Improvement – List each improvement <u>separately</u> i.e. Main Dwelling, Addition, Interior Alteration (describe alteration. i.e. garage to bedroom), Pool (above ground or in-ground), Solar Panels, Plumbing, Accessory Structure (i.e. Shed, Deck, Pool House, Detached Garage), Stove/Fireplace, Accessory Apartment, 2 Family – Family Use, Cellar Entrance/Alteration/Egress Windows, Handicapped Ramps, Skylights over 15" wide, Retaining Walls, Ponds, Garage Conversion,	Year Built

**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: N/A By: N/A

Approved to Issue Date: \_\_\_\_\_ By: \_\_\_\_\_

Issued Date: \_\_\_\_\_ By: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Special Conditions of Permit: \_\_\_\_\_

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Filing Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

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

PLACE STICKER HERE

**REQUIRED DOCUMENTATION:**

1. **Survey:** All surveys must have been prepared by a licensed surveyor, be scalable, and must accurately depict all existing structures on the property. Structures cannot be hand drawn on the survey.
2. **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 based on actual site conditions from the Towns inspections.
3. **Floor Plans:** If this application is for an interior alteration or addition, floor plans must be provided for the entire structure – including cellar/basement. Floor plans may be hand-drawn, but requirements below must be met (see Fig 2.1 Plan Example):
  - Indicate name of various spaces (e.g. kitchen, bath, dining, etc.)
  - Draw windows and doors
  - Give interior & exterior dimensions
  - Draw stairs, ramps, and/or elevators

**Note:** If it is determined that a New York State Variance is required, professionally drawn plans may be required.
4. **Other:** I understand that this application may require review/approval from different departments and/or outside agencies.



Fig 2.1

*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.*

<b>PROPERTY OWNER:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	

<b>CONTRACTOR (if applicable):</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>COUNTY HOME IMPROVEMENT LIC. #</small>	<small>NOTARY PUBLIC</small>

<b>EXPEDITOR/DESIGN PROFESSIONAL:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	

<b>FOR OFFICE USE ONLY:</b>		
Description	Square Footage	Fee
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL FEE:</b>		<b>\$</b>