



# COMPLIANCE PERMIT - RESIDENTIAL

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

**R** STRUCTURES 4 YEARS & OLDER ONLY  
RESIDENTIAL PERMIT

**REQUIRED FOR STRUCTURES BUILT OVER 4 YEARS AGO WITHOUT A PERMIT; FOR PERMITS THAT EXCEED THEIR MAXIMUM RENEWALS; OR FOR ACCESSORY APARTMENTS BUILT WITHOUT A PERMIT, REGARDLESS OF AGE.**

**SUBMIT THIS COMPLETED APPLICATION TO THE PERMITS DEPT ALONG WITH THE REQUIRED DOCUMENTATION LISTED BELOW.**

**This Permit EXPIRES 1 year from date of issuance.**

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

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

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

**Subject Address:** \_\_\_\_\_

Bldg/House #                  Street                  Suite

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City    State                  Zip

**Property Owner\*:** \_\_\_\_\_

Full Name    Email    Phone

**Owners Address:** \_\_\_\_\_

*(if different from above)* 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.*

**Owners Representative:** \_\_\_\_\_

*(if different from property owner)* Business Name    Email    Phone

**Business Address:** \_\_\_\_\_

House No / Street    City    State                  Zip

<b>LIST ALL ITEMS CONSTRUCTED WITHOUT A BUILDING PERMIT;            DO NOT LIST IMPROVEMENTS THAT ARE ALREADY ON YOUR CERTIFICATE OF OCCUPANCY:</b>			
Dimensions / Sq Ft <i>of improvement</i>	Floor <i>(i.e. 1<sup>st</sup>, Basement)</i>	List each structure/improvement not listed on your Certificate of Occupancy <i>(see examples below; list each item on a separate line.)</i>	Year Built

**Examples of unpermitted improvements can include:** Main Dwelling, Addition, Garage Conversion (i.e. garage to bedroom), Pool (above ground or in-ground), Solar Panels, Plumbing, Shed, Deck, Pool House, Detached Garage, Stove/Fireplace, Accessory Apartment, 2 Family – Family Use, Basement (Entrance/Alteration/Egress Windows), Handicapped Ramps, Skylights (over 15” wide), Retaining Walls, Ponds.

PLACE STICKER HERE

**REQUIRED DOCUMENTATION:**

- 1. Survey:** Survey must be less than 1-year-old, show existing site structures and improvements, drawn to scale, signed and sealed by a NYS licensed surveyor. Survey must include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimension of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; and road improvements abutting the site.
- 2. Application Fee:** Please visit <http://islipny.gov/departments/planning-and-development/building-division-permits-section> for our current fee schedule.
- 3. Floor Plans:** If this application is for an interior alteration or addition, floor plans must be provided for the entire structure – including basement. Floor plans may be hand-drawn, but must include the following (see 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
- 4. Accessory Building Affidavit:** Required for accessory structure applications, affirming the structure will not be used for habitable purposes.



*Note: Applicant will be notified if any additional approvals or paperwork are required after review and/or inspections.*

*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 _____	
PRINT NAME		
_____	_____	
SIGNATURE	NOTARY PUBLIC	

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

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