



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



STRUCTURES 4 YEARS & OLDER ONLY  
 COMMERCIAL PERMIT

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

**Compliance Permit Applications shall be used for:**

- Structures built more than 4 years ago without permits
- Permits that have exceeded their allowable renewals

**Submit this completed application to the Permits Dept. along with all required documentation.**

**This permit expires 1 year from date of issuance.**

**Subject Address:** \_\_\_\_\_  
 Bldg. /House No Street Suite

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

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

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

Owners Address: \_\_\_\_\_  
 House No / Street City State Zip

*\* If the 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.*

**Expeditor/Applicant:** \_\_\_\_\_  
 (if applicable) Business Name Contact Name Email Phone

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

**LIST ALL ITEMS CONSTRUCTED WITHOUT A BUILDING PERMIT.**  
**DO NOT LIST IMPROVEMENTS THAT ARE ALREADY ON YOUR CERTIFICATE OF OCCUPANCY.**

Dimensions / Sq Ft of improvement	Floor (i.e. 1 <sup>st</sup> , Basement)	List each structure / improvement not listed on your Certificate of Occupancy See examples below; list each item on a separate line (attach a separate sheet of paper if necessary)	Year Built

**Examples:** Examples of unpermitted improvements can include Accessory Building, Change of Use<sup>1</sup>, Interior Alteration, Exterior Alteration, Additions, Plumbing, Solar Panels, Interior Arrangement. If manufacturing or storage, list specific product or material (i.e. plastic manufacturing, tire storage).

<sup>1</sup>Change of Use – List former and current occupancy type (i.e. Storage to Office)

