



TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464
Permits.....631-224-5466
Plans Examiner.....631-224-5467

Plumbing Inspectors...631-224-3756
Records/Inspections...631-224-5470
Zoning.....631-224-5438

C Compliance Permit Requirements - COMMERCIAL

For work done over 4 years ago without a permit

<https://islipny.gov/departments/planning-and-development/building-division-permits-section>

In order to obtain a Certificate of Compliance (CC) to legalize structures or occupancies built over four years ago (structures/occupancies not on your Certificate of Occupancy (CO)), the following general guidelines apply:

APPLICATION SUBMISSION REQUIREMENTS:

If you plan to file your application electronically, please refer to our website for the [Electronic Submittal Process](#). No hardcopies are required with the initial electronic submission.

A completed [Commercial Compliance Permit Application](#) must be completed in its entirety and submitted to the Permits Department, along with the following:

1. **Fee** – A non-refundable filing fee is due at the time of application. The total permit fee will be calculated and due prior to permit issuance.
2. **Survey** – Three (3) copies of an accurate survey, signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions 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. The survey must be drawn to scale and be less than one (1) year old. **An approved site plan is no substitution for an accurate survey.**
3. **Letter of Use** – Please refer to the [Letter of Use / Letter of Intent Requirements](#) on our website.
4. **Plans** – Two (2) sets of professionally drawn floor plans showing the completed work including, but not limited to:
 - a. Basic building data such as scope of work done, construction type, occupancy use group, fire hazard rating, building type, fire sprinkler and fire alarm information.
 - b. Egress information including travel distances, occupant load, size of doors, swing of doors, corridors, stairs, rating of walls.

APPLICATION REVIEW:

Various departments including Building, Engineering and Fire Prevention will review the application. Additional approvals, variances, relaxations or permits may be required, such as:

- Sign Permits
- Site Plan approval
- Board of Health approval
- Planning Board Special Permit
- Zoning Board of Appeals
- Fire Sprinkler/Fire Suppression System permits (through the Fire Prevention Division)
- Plumbing / HVAC permits (through the Building Division)

REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY/COMPLIANCE:

1. **Inspections** – Applicant is responsible for scheduling all required inspections as applicable (i.e. Building, Engineering, Fire Prevention).
2. **Documentation** – Provide documentation required by the inspectors, such as Board of Health approval, Electrical Certificate, Certifications by a Registered Architect or Professional Engineer.