



**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.....631-595-3756
Records/Inspections...631-224-5470
Zoning.....631-224-5438

PLACE STICKER HERE

**LETTER OF USE / LETTER OF INTENT
REQUIREMENTS**

A Letter of Use / Letter of Intent is required for all commercial building permit applications (new construction, additions, interior alterations, repairs, change of use/occupancy, change of tenancy, certificate of compliance), as NYS Building Code and Town of Islip Code requirements differ for different uses. Please fill out the following information completely; examples are shown at the end of this form. If you require more room, please attach additional pages.

For help completing this form, please see examples on the last page.

PROPERTY / APPLICATION INFORMATION	
Subject Address:	
Section / Block / Lot	Section: _____ Block: _____ Lot: _____
Type of Business Proposed:	
Building Information:	Construction Type _____ Sprinklered (Y/N) _____ # of Stories ____ Building Area _____
Health Department:	Application # _____ (or) Not Applicable <input type="checkbox"/>
Description of Work – Please describe any construction planned, including plumbing. If none, check here: <input type="checkbox"/>	

CURRENT				PROPOSED				
EXISTING OCCUPANCY BEING ALTERED <u>AS LISTED ON THE CERTIFICATE OF OCCUPANCY</u>				NEW OCCUPANCY BEING CREATED				
Existing tenant name: _____				Proposed tenant name: _____				
				Proposed hours of operation: _____				
	Occupancy	Use Group	Area (sf)		Occupancy	Use Group	Area (sf)	Parking Requirements (new bldg, additions, change of use/occupancy)
	Main Use				Main Use			
	Accessory Use				Accessory Use			
Existing Total Tenant Area _____				New Total Tenant Area _____				
Existing Total Building Area _____				New Total Building Area _____				

ADDITIONAL APPLICATION REQUIREMENTS

- This is a multi-tenant building. If yes, attach an Occupant Key Plan for all tenants (see example on next page)
- This is a new building or addition. (Note: An approved site plan is required for all new buildings and additions; an approved site plan may also be required for applications that result in an intensification of use.)
- Parking Calculations are required (even if there is no intensification of use.) Visit <https://islipny.gov/> and search “Table of Minimum Required Parking Spaces”

TENANT INFORMATION (if more than one tenant is party to this application, please attach list of the additional tenants)

Name _____
Business Contact Name

Mailing Address _____
Street City State Zip

Email Address _____

Phone Number _____

DESIGN PROFESSIONAL INFORMATION

Name _____
Firm Contact Name Signature

Address _____
Street City State Zip

Phone Number _____

ADDITIONAL COMMENTS

Letter of Use / Letter of Intent Examples

EXAMPLE A – COMMERCIAL PROPERTY:

Description of work: The proposed tenant space was CO'd as a Retail tenant space for Super Fashion (M use), occupying the entire 5,000 sf of the building according to the CO. However, there were two business offices tenants occupying this space (B use), which now is vacant. This application is to section the existing 5,000 sf (as CO'd) into 2 spaces. We will take 800 sf for the proposed JavaHouse (B use). We are changing the interior layout and proposing 2 new accessible toilet rooms. An existing mechanical system will be kept and modified accordingly for the new use. No cooking equipment as part of this renovation. See parking calculations for this Change of Use/Occupancy (from Retail M to small food establishment B use). The overall building footprint will not increase. Other spaces applications to be filed separately.

Building Information: Construction type: III B Sprinklered (Y/N): NO Stories: 1 Building Area: 5,000 SF

CURRENT				PROPOSED				
EXISTING OCCUPANCY BEING ALTERED AS LISTED ON THE CERTIFICATE OF OCCUPANCY				NEW OCCUPANCY BEING CREATED				
Existing tenant name: <u>Super Fashion</u>				Proposed tenant name: <u>JavaHouse</u>				
Tenant space breakdown				Tenant space breakdown				
	Occupancy	Use Group	Area (sf)		Occupancy	Use Group	Area (sf)	Parking (New Bldgs, Additions or Change of Use/Occupancy)
Main Use	<u>Retail Area</u>	<u>M</u>	<u>3,500</u>	Main Use	<u>Food establishment</u>	<u>B</u>	<u>800</u>	
Accessory Use	<u>Storage</u>	<u>S-1</u>	<u>1,500</u>	Accessory Use				
Existing Total Tenant Area: <u>5,000 sf</u>				New Total Tenant Area: <u>800 sf</u>				
Existing Total Building Area: <u>5,000 sf</u>				New Total Building Area: <u>5,000 sf - Java House 800 sf, Superior Fashion 4,200 sf (800 sf taken from 3500 retail area. Interior alteration permit will be filed separately). Two tenants now occupy.</u>				

Include Occupant Key Plan (example shown below)

EXAMPLE B – INDUSTRIAL PROPERTY:

Description of work: The existing industrial building unit 3 is currently occupied by Five Stars industries which occupies 10,000 sf feet of warehousing and industrial space, S-2 and F-2 as per the Certificate of Occupancy. The new tenant ABC Corporation is taking this space and will convert it into a mix use of office, warehouse of supplies; such as paper, furniture and paint products and a small shop for some furniture maintenance. The change of occupancy from S-2, F-2 to B, S-1 and F-1 triggers an intensification in the number of parking spots which has been calculated according to the site plan and the table below. We have contacted the Department of Health Services for the density increase (exceeding 15% of the allowable office area of the building). We are installing two new RTU's and replacing half of the existing lighting system. See the attached tenant key plan for the rest of the building.

Building Information: Construction Type 2B Sprinklered (Y/N): YES Stories 1 Building Area: 25,000 sf

CURRENT				PROPOSED				
(Existing space being altered) AS LISTED ON THE CERTIFICATE OF OCCUPANCY				(New occupancy / use being created)				
Existing tenant name: <u>Five Stars</u>				New/Proposed tenant name: <u>ABC Corporation</u>				
Tenant space breakdown				Tenant space breakdown				
	Occupancy	Use Group	Area (sf)		Occupancy	Use Group	Area (sf)	Parking (New Bldgs, Additions or Change of Use/Occupancy)
Main Use	<u>Warehouse</u>	<u>S-2</u>	<u>8,000 sf</u>	Main Use	<u>Office</u>	<u>B</u>	<u>5,500 sf</u>	<u>1 x 200 = 27.5</u>
Accessory Use	<u>Industrial</u>	<u>F-2</u>	<u>2,000 sf</u>	Accessory Use	<u>Warehouse</u>	<u>S-1</u>	<u>3,000 sf</u>	<u>1 x 600 = 5</u>
					<u>Industrial</u>	<u>F-1</u>	<u>1,500 sf</u>	<u>1 x 600 = 2.5</u>
Existing Total Tenant Area <u>10,000 sf</u>				New Total Tenant Area <u>10,000 sf</u>				
Existing Total Building Area <u>25,000 sf</u>				New Total Building Area <u>25,000 sf</u>				

Include Occupant Key Plan (example shown below)

OCCUPANT KEY PLAN (attach as separate sheet):

Suite	Name	Occupancy/use	Area
Unit 1	Phoenix	S-2	2,500 sf
Unit 2	Provest	F-1	2,500 sf
Unit 3	ABC Corp.	B, S-1, F-1	10,000 sf
Unit 4	King Asso.	S-1, F-1	7,500 sf
Unit 5	Vacant	(CO'd as S-2, B)	2,500 sf
Total			25,000 sf

