



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF BUILDING**

One Manitton Court, Islip, New York 11751

Administration.....	631-224-5464	Plumbing.....	631-595-3756
Permits.....	631-224-5466	Records/Inspections...	631-224-5470
Plans Examiner.....	631-224-5467	Zoning.....	631-224-5438

## **C Building Permit Requirements for Commercial Additions, Change of Use / Occupancy, Interior Alterations, Repairs**

(Town of Islip applications, forms and fee schedules can be found at <https://islipny.gov/departments/planning-and-development/>.)

1. **Application and Fee** – A *Building Permit Application* must be filled out in its entirety, signed by the property owner, accompanied by the non-refundable filing fee and the items listed below. The final fee will be calculated after plan approval, due prior to permit issuance.
2. **Letter of Use – Letter of Intent** – A completed *Building Permit Letter of Use-Letter of Intent Requirements* form. If the requested details on the form are not included, the application will be returned.
3. **As-Built Floor Plans** – Plans must be scalable and indicate tenant names and sq. ft. of each tenant space.
4. **Construction Plans** – Four (4) sets of construction plans (including Mechanical, Structural, Plumbing, Electrical, Architectural) are required. Please refer to the reference materials on our website to help ensure your plans are code compliant.  
  
Plans must be signed and sealed by an architect licensed in the State of New York. Plans must be marked “For Construction” (drawings marked Preliminary or not for construction will not be accepted). Plans must be 24 x 36 and folded; if the plan sets are too large to fold, rolled sets will be accepted.
5. **Architectural Elevation Approval** – Prior to submitting an application to the Building Division, Planning Division approval is required for Architectural Elevations. Screening of mechanical equipment is also required – if your Planning approval did not include mechanical equipment, please resubmit to the Planning Division. Please include a copy of Planning’s approval with your permit submission.
6. **Site Plan or Survey** – Two (2) copies of the approved site plan or two (2) copies of an accurate survey are required. *For Building Additions*, approved site plans and surveys are required.
7. **Permit Issuance Requirements** – A list of items due prior to permit issuance will be provided to you when you submit your application. If any plumbing or HVAC systems are affected, an HVAC/Plumbing Permit is required. Additional requirements may be identified during the plan review process. Right of Way work permits, Fire Systems Permits and Special Operating Permits may also be required for permit and/or CO issuance.
8. **Certificate of Occupancy Requirements** – When you receive your building permit, you will be provided with a list of items needed before a Certificate of Occupancy can be issued. Other items may be required as requested by the inspectors.