



**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 – Commercial Change of Tenant

A Change of Tenant permit is required when a new tenant is moving into a space with an existing Certificate of Occupancy (CO). The new use, *as defined by the NYS Uniform Code*, cannot be different than the last documented use listed on the CO. If the use is different, a Building Permit – Change of Use is required; if the building layout has changed without benefit of a permit, a Building Permit – Interior Alteration is required (see the *Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs* form).

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 permit fee and the items listed below.
2. **Letter of Use – Letter of Intent** – A completed *Building Permit Letter of Use - Letter of Intent Requirements* form. If the details requested on the form including the tenant key plan are not included, the application will be returned.
3. **Floor Plans** – Two (2) copies of floor plans (leased space only) are required. Plans must be professionally drawn to scale. *Note: If the configuration of the leased space is changing from the last approved plan as listed on the Certificate of Occupancy, an Interior Alteration permit is required (see Interior Alteration Permit Requirements).*
4. **Site Plan or Survey** – Two (2) copies of the approved site plan or two (2) copies of an accurate survey are required.
5. **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, including inspections. Additional items may be required as requested by the inspectors.

Visit <https://islipny.gov/departments/planning-and-development/> for applications, forms and fee schedules.