



Town of Islip
Division of Fire Prevention
Office of the Fire Marshal

24 Nassau Ave, Islip NY 11751
Phone: (631)224-5477 Fax: (631)224-5458

Office Use - Received Date

Place of/Public Assembly Permit Application

Submission Requirements	
1. Copy of Certificate of Occupancy	2. Floor Plan (to scale or include dimensions)

Fee Schedule (Checks Payable to Town of Islip)		
Place of Assembly - Less than 49	\$100.00	3 Years
Public Assembly - 50 to 300	\$150.00	1 Year
Public Assembly - 301 +	\$200.00	1 Year

For Office Use Only	
Tax Map#	_____ - _____ - _____
Receipt#	_____

Occupant Load		
1 to 49	50 to 300	301 or more

Location Use Details
Performing Arts Venue/Concert Hall/Theater
Conference Hall/Meeting Room
Restaurant/Food Service
Gym or Sports Facility
Catering Facility
Special Event
Other: _____

Permitted Premises Information	
Business Name: _____	Location Address: _____
_____	_____

Business Information	
Business Owner: _____	Corp. Name: _____
Business Address: _____	Business Phone: _____
_____	Business E-mail: _____

Property Owner Information	
Name: _____	Phone: _____
Address: _____	E-Mail: _____
_____	_____

Affirmations

Signature of the **Property Owner**

Signature of the **Business Owner**

Notary Stamp & Signature

Notary Stamp & Signature

False statements made on this form are punishable as a class A misdemeanor pursuant to section 210.45 of the NYS Penal Law.