



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

One Maniton Court, Islip, New York 11751

Administration.....631-224-5464

Plumbing Inspectors...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 Pop-Up Store / Temporary Permit**

**POP-UP STORE PERMITS ARE VALID FOR 6 MONTHS ONLY.**

**NO INTERIOR ALTERATIONS OF ANY KIND ARE ALLOWED.**

**IF ALTERATIONS ARE PROPOSED, AN INTERIOR ALTERATION PERMIT IS REQUIRED.**

Applications, forms and fee schedules are located at <https://islipny.gov/departments/planning-and-development>.

## **I. APPLICATION REQUIREMENTS:**

Applications can be submitted [electronically](#), mailed or placed in our drop-box. Please refer to our website for our submission [Application Requirements](#) currently in effect.

1. Application – One copy of a building permit application completed in its entirety.
2. Fee – The non-refundable fee is due at the time of application.
3. Letter of Use - Letter of Intent – A completed [Building Permit Letter of Use-Letter of Intent Requirements](#) form. All requested details must be included on the form, including a description of what is to be stocked and stored.
4. Floor Plans – Two copies of an accurate floor plan, drawn to scale.

## **II. APPLICATION REVIEW / REQUIREMENTS AFTER PERMIT ISSUANCE:**

Your application will be reviewed by the Zoning Department, Fire Prevention and Engineering.

1. Fire Protection Inspections – All fire protection systems in place must be maintained and inspected, and documentation provided to the Fire Marshal's office. Contact 631-224-5477 for further information.
2. Building & Engineering Inspections – Applicant is responsible for ensuring that their contractors schedule all required inspections with the [Building](#) Division and, if applicable, [Engineering](#) Division (please see the applicable Inspection Process handout).
3. Documentation – Provide any documentation as required by the inspectors, including an Electrical Certificate by a TOI [Qualified Electrical Inspection Agency](#) if applicable.
4. Operations – Once you receive approval from the Fire Prevention, Building and Engineering inspectors, you may commence operations for up to six months.
5. Expiration/Move Out – The pop-up store temporary permit expires six months from date of issuance. Applicant is required to schedule an inspection with the Building Division-Records Department at 631-224-5470, after they have vacated the space.