



**COMPLIANCE PERMIT - COMMERCIAL**  
**Town of Islip Building Division**  
**1 Manitton Court, Islip, NY 11751**  
**www.islipny.gov**

**C** STRUCTURES 4 YEARS & OLDER ONLY  
**COMMERCIAL PERMIT**

COMPLETE THIS APPLICATION IN ITS ENTIRITY AND SUBMIT TO THE PERMITS DEPARTMENT ALONG WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

SEE BELOW FOR PERMIT DURATION.

**This Permit EXPIRES 1 year from date of issuance.**  
**NO RENEWALS ALLOWED**

<b>Subject Address:</b> _____			
Bldg. /House No	Street	Suite	
City	State	Zip	
<b>Tenant Name:</b> _____		<b>Unit #:</b> _____	
(if applicable)			

FOR OFFICE USE ONLY			
PLACE STICKER HERE			
Filing Date:	_____	By:	_____
Zoning Letter for Applicant:	<input type="checkbox"/> Yes <input type="checkbox"/> No	As-built Survey Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Approval Date:	_____	By:	_____
Plans Examiner Approval Date:	N/A	By:	N/A
Approved to Issue Date:	_____	By:	_____
Issued Date:	_____	By:	_____
Permit Expiration Date:	_____		
Special Conditions of Permit:	_____		
Filing Fee: \$	_____	Receipt #:	_____
Permit Fee:\$	_____	Receipt #:	_____
Total Fee: \$	_____	C/C Issued:	_____

**Property Owner\*:** \_\_\_\_\_  
 Business Name Contact Name Email Phone

**Owners Address:** \_\_\_\_\_  
 House No / Street City State Zip

**Expeditor/Applicant:** \_\_\_\_\_  
 (if applicable) Business Name Contact Name Email Phone

**Business Address:** \_\_\_\_\_  
 No / Street City State Zip

*\* If the property was purchased within the last 6 months, a copy of the deed, or closing papers indicating the deed was sent to Suffolk County to be recorded is required. If property owner is a corporation or LLC, legal paperwork stating the person signing the application is an authorized signator for the Corporation or LLC is required.*

**A Certificate of Compliance Permit is required for structures built over 4 years ago  
 (a) without the benefit of a permit, or (b) when a permit has exceeded its maximum renewals.**

**PLEASE COMPLETE ALL SECTIONS BELOW - BE AS DETAILED AS POSSIBLE**

Size Dimensions or s.f. of improvement <i>only</i>	Floor	List each structure / improvement not listed on your Certificate of Occupancy – each item should be listed on a separate line Accessory Building, Change of Use, Interior Alteration, Exterior Alteration, Addition, Plumbing, Solar Panels, Interior Arrangement <b>Change of Use</b> – List former and current occupancy type (i.e. Storage to Office) <b>Manufacturing or Storage</b> - List specific product or material (i.e. plastic manufacturing, tire storage)	Year Built

PLACE STICKER HERE

- REQUIRED DOCUMENTATION:**
1. **Submittal Requirements:** For a list of documentation required for this submission, please refer to the handout entitled *Commercial Compliance Permit - Submittal Requirements* located on the Town of Islip website at <https://www.islipny.gov/departments/planning-and-development/building-division-permits-section>.
  3. **Covenants/Special Permits:** Are there any property covenants, conditions, or special permits which would affect the development of this property?  Yes (*please attach*)  No
  4. **Application Fee:** Visit <http://islipny.gov/departments/planning-and-development/building-division-permits-section> for our current *Fee Schedule*.
  5. **Other:** This application may be reviewed by various departments and outside agencies; additional approvals, variances, relaxations or permits may be required.

*I understand that the Town is relying on the information provided herein, any inaccuracy may cause delays and/or additional fees. I swear this application is a true and complete statement of all work on the desired premises. This permit issuance expressly implies approval by the landowner of inspections required of the premises.*

*By submitting this application, I acknowledge and agree that a modification or addition may be made to the Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.*

<b>PROPERTY OWNER:</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	
<b>CONTRACTOR (if applicable):</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>COUNTY HOME IMPROVEMENT LIC. #</small>	<small>NOTARY PUBLIC</small>
<b>EXPEDITOR/DESIGN PROFESSIONAL: (if applicable)</b>	<b>SWORN TO ME THIS</b>	<b>NOTARY STAMP</b>
_____	DAY OF _____, 20 _____	
<small>PRINT NAME</small>		
_____	_____	
<small>SIGNATURE</small>	<small>NOTARY PUBLIC</small>	

<b>FOR OFFICE USE ONLY:</b>		
Description	Square Footage	Fee
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL FEE:</b>		<b>\$</b>