



TOWN OF ISLIP

DEPARTMENT OF
PLANNING & DEVELOPMENT
One Manitton Court
Islip, NY 11751
Phone (631) 224-5464
Fax (631) 224-5462

Building Division

Permits (631) 224-5466

Records/Inspections (631) 224-5470

Plans Examiners (631) 224-5467

CHANGE OF TENANT REQUIREMENTS

- Building permit application completely filled out with PROPERTY OWNER'S signature notarized.
- Permit Fee - \$200.00
- A Change of Tenant Letter is required from the landlord; this letter must be on the landlord's letterhead and state the following:
 1. Name of old tenant.
 2. Name of new tenant.
 3. Use of space.
 4. Hours of operation & seating capacity.
 5. State that there will be NO interior alterations or added plumbing to the existing space.
- List of tenants in entire building.
- Three (3) copies of floor plan.
- Copy of existing survey.
- Inspection by commercial building inspector.
- Zoning approval will be required.
- Electrical certificate may be required - see building inspector.

