



BUILDING PERMIT APPLICATION

Town of Islip Building Division

One Manittion Court, Islip, NY 11751

<https://islipny.gov/departments/planning-and-development/building-division>

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND FOLLOW THE SUBMISSION PROCESS ON PAGE 4 INCLUDING DIRECTIONS ON FILING ELECTRONICALLY.

TO BE COMPLETED BY APPLICANT:

Subject Property:

Bldg/House # Street Suite

City State Zip

Tenant Name: Unit #:

(if applicable)

Property Type: ☐ Commercial ☐ Residential

Tax Map #: 0500 - - -

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Filing Date: By:

Zoning Letter for Applicant: ☐ Yes ☐ No

As-built Survey Required: ☐ Yes ☐ No

Zoning Approval Date: By:

Plans Examiner Approval Date: By:

Approved to Issue Date: By:

Issued Date: By:

Permit Expiration Date:

Special Conditions of Permit:

Filing Fee: \$

Permit Fee: \$

Property Owner*:

Owner Name Contact Name Email Phone

Mailing Address:

(If different than subject property address) No / Street City State Zip

* If 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, LLC, or Trust, legal documentation stating the person signing the application is an authorized signatory for the Corporation, LLC or Trust is required.

Tenant:

(if applicable) Business Name Contact Name Email Phone

Mailing Address:

No / Street City State Zip

Contractor:

(If not property owner) Business Name Contact Name Email Phone

Mailing Address:

No / Street City State Zip

Design Professional:

(if applicable) Business Name Contact Name Email Phone

Mailing Address:

No / Street City State Zip

Expeditor:

(if applicable) Business Name Contact Name Email Phone

Mailing Address:

No / Street City State Zip

BRIEF DESCRIPTION OF PERMIT REQUEST

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COMMERCIAL PERMITS

	PERMIT TYPE (COMMERCIAL ONLY)	APPLICATION REQUIREMENTS Click the hyperlink or download from our website	PERMIT	
			Duration	Renewals ¹
☐	Main Building - New (Commercial)	Building Permit Requirements – New Commercial Buildings	1 year	3
☐	Main Building - Addition (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
☐	Accessory Structure – New (Commercial)	Building Permit Requirements – New Commercial Buildings	1 year	3
☐	Accessory Structure - Addition (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
☐ ☐ ☐	Shell Building Speculative Shell Vanilla / White Box	Procedures for Permitting Shell/Vacant Buildings	1 year	3
☐	Change of Use / Occupancy (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
☐	Change of Tenant (Commercial)	Building Permit Requirements - Commercial Change of Tenant	1 year	3
☐	Interior Alteration (Commercial)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
☐	Interior Arrangement (Buildout of Shell Building)	Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs	1 year	3
☐	Emergency Repair (Commercial)	Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage	1 year	3
☐	Revision to Issued Permit (Commercial)	The requirements of original permit apply.	Expires on the date of the original permit.	
☐	High Piled Rack Storage (Commercial)	Building Permit - High Pile Rack Questionnaire	1 year	3
☐	Fireplace (Commercial)	Building Permit Requirements – Commercial Factory Manufactured Fireplaces, Fireplace Stoves and Chimneys	1 year	3
☐	Solar Panels (25KW or more) (Commercial)	Building Permit - Commercial Solar Panel Requirements	1 year	3
☐	Truss Sign (Commercial)	Provide copy of truss sign. (Truss Sign Approval Form to be completed by Plans Examiner.)	Closes out when the building is CO'd	
☐	Other (please ensure the permit type is not listed below): _____			

If Master Plan, indicate TOI Master Plan # & Building Identification: _____

DO NOT USE THIS APPLICATION FOR THE FOLLOWING PERMIT TYPES; Tailored applications are on our website:

▪ Certificate of Compliance	▪ Equine	▪ Plumbing/HVAC	▪ Solar (25KW or less)
▪ Demolition	▪ PODS / Portable Storage	▪ Signs (other than Truss)	▪ Temporary Trailers
▪ Elevator	▪ Pools	▪ Site Work Only (Engineering permit)	

¹ Renewals are consecutive to the date of the original permit.

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RESIDENTIAL PERMITS

	PERMIT TYPE (RESIDENTIAL ONLY)	APPLICATION REQUIREMENTS Click the hyperlink or download from our website	PERMIT	
			Duration	Renewals ¹
☐	Dwelling - New (Residential)	Building Permit Requirements - Residential New Dwellings	1 year	3
☐	Dwelling – Addition (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
☐	Accessory Structure – New (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
☐	Accessory Structure - Addition (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
☐	Interior Alteration (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	3
☐	Emergency Repair (Residential)	Consult with Building Plans Examiner for permit requirements for fire and/or vehicle impact damage	1 year	3
☐	Revision to Issued Permit (Residential)	The requirements of original permit apply.	Expires on the date of the original permit.	
☐	Deck (over 18") (Residential)	Building Permit Requirements - Residential Additions-Interior Alterations-Accessory Structures and Decks	1 year	N/A
☐	Fireplace / Wood Coal Stove (Residential)	Building Permit Requirements - Residential Factory Manufactured Fireplaces, Fireplace Stoves and Related Chimneys (Inserts)	1 year	3
☐	Other (please ensure it is not listed below): _____			

If Master Plan, indicate TOI Master Plan # & Building Identification: _____

DO NOT USE THIS APPLICATION FOR THE FOLLOWING PERMIT TYPES; Tailored applications are on our website:

▪ Certificate of Compliance	▪ Equine	▪ Plumbing/HVAC	▪ Temporary Trailers
▪ Demolition	▪ PODS/Portable Storage	▪ Signs (other than Truss)	▪ Truss Sign
▪ Elevator	▪ Pools	▪ Solar (25W or less)	

¹ Renewals are consecutive to the date of the original permit.

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APPLICATION SUBMITTAL

1. Please review the application requirements and submission process for the specific permit type you are seeking. The requirements can be found on our [website](#), or by clicking the hyperlinks in the tables above. If you are unsure what actions require a permit, please refer to the handout entitled [When is a Permit Required](#).
2. Your application will be given a cursory review for completeness. The Permits Office will advise you of the filing fee due if your application meets the minimum requirements for submission. Upon receipt of the filing fee, your application will be deemed filed.
3. Once the application is deemed filed, it will be circulated to various departments and outside agencies for review to ensure your plans comply with Islip Town Code, the NYS Uniform Code and all applicable regulations.
4. Please be sure to file related applications (i.e. Plumbing, HVAC, etc.) for other improvements requiring permits simultaneous with this application, to avoid delays in processing.

By signing this permit application, I expressly authorize the Building Division to conduct any inspections of the premises that the Building Division deems necessary to properly administer the building permit. I understand that the Town is relying on the information provided herein, and any inaccuracy may cause delay or additional fees. Further, I understand that if during the review process or inspections, it is determined that additional structures/alterations exist without the benefit of a building permit or certificate, the review process will be delayed and that additional permits and certificates will be required by the Building Division. 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.

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Description:	Fee
Flat Fee or Filing Fee:	\$
Base Fee:	\$
Square Footage Fee:	\$
Truss Sign:	\$
Fireplace:	\$
	\$
	\$
	\$
Total Fee:	\$

AFFIRMATION

I _____ hereby affirm the following under the penalties of perjury: I am the owner or an authorized representative of the owner of the Subject Property. I hereby swear and affirm that the information above is true, accurate, and complete to the best of my knowledge, and that no relevant information has been omitted. This affirmation is made to induce the Town of Islip to authorize the issuance of building permits at the Subject Property knowing that it relies upon the truth hereof.

Signature of Owner or Authorized Representative

Name: _____

Capacity: _____
(President, Chairman, Managing Member)