



# 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**

## **COMMERCIAL INTERIOR ALTERATION REQUIREMENTS**

- Certificate of Occupancy for main building
- \$500.00 Non-refundable Filing Fee
- Building permit application completely filled out with PROPERTY OWNER's signature notarized.
- 4 sets construction drawings (building plans) drawn to scale on paper no larger than 24" X 36". The plans must be drawn by a New York State licensed architect or engineer and must have an original seal and signature and must include mechanicals and plumbing.
- Letter of use stating proposed use, previous use, square footage and tenant list if it is a multi-tenanted building.
- Current as built floor plan of entire building drawn to scale. Should include dimensions of building, uses and bar scale. In no case should it be larger than 11" X 17".
- Four (4) copies of existing site plan showing parking conditions.

*Please note that the building permit fee will be calculated after the plans have been reviewed and approved.*

## **ADDITIONAL ITEMS THAT MAY BE REQUIRED**

- Site plan approval
- Board of Appeals approval (631) 224-5489
- Town Board approval (631) 224-5450
- Suffolk County Dept of Health approval (631) 852-5700  
(Always required for Laundromats)