



TOWN OF ISLIP

DEPARTMENT OF PLANNING & DEVELOPMENT

Building Division

Thomas D. Croci, Supervisor

Permits224-5466

Records/Inspections224-5470

Plans Examiners224-5467

Change of Use Requirements

Commercial

- Building permit application completely filled out with PROPERTY OWNER'S signature notarized
- Filing fee
- If structural changes are being planned: FIVE copies of BUILDING PLANS drawn by a licensed architect or engineer with his/her original seal & signature
- If **no** structural changes are being planned: FOUR (4) copies of the floor plan (all floors) of the building whose use is being changed. The size & use of each room should be noted on this floor plan. The floor plan must be drawn by a licensed architect or engineer with his/her seal & signature. Please note that it is possible some structural changes may be required per the New York State Building and Fire Prevention Codes
- Letter of use - state what the building was and the intended use
- FOUR (4) copies of the site plan/survey
- Permit fee – to be paid when building permit has been approved
- Applicant must contact Suffolk County Health Department (852-5700) for instructions to obtain SCHD approval or non-jurisdiction letter

Please contact the ENGINEERING DEPT at 224-5360 for SITE PLAN REVIEW requirements

Revised: 12/10

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www.townofislip-ny.gov