



**TOWN OF ISLIP
DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING**

One Manitton Court, Islip, New York 11751

Administration.....631-224-5464	Plumbing Inspectors....631-595-3756
Permits.....631-224-5466	Records/Inspections...631-224-5470
Plans Examiner.....631-224-5467	Zoning.....631-224-5438

C Building Permit Requirements – COMMERCIAL Change of Tenant

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

A Change of Tenant permit applies when the new tenant is the same Use (*as defined by the NYS Uniform Code*) as the last Use listed on the Certificate of Occupancy (CO), and no building improvements or plumbing are involved.

If your application does not meet these criteria, please follow the requirements listed on the [Building Permit Requirements – Commercial Additions, Change of Use or Occupancy, Interior Alterations and Repairs form](#).

APPLICATION SUBMISSION REQUIREMENTS:

Applications must be filed electronically. Please refer to the [Building Permit – Electronic Submittal Process](#) flyer on our website. Unless stated otherwise, hardcopies are not required with the initial electronic submission, but may be required prior to permit issuance. The following items are required for permit intake:

1. Fee – The non-refundable permit fee is due at the time of application.
2. Certificate of Occupancy – A copy of the Certificate of Occupancy is required to ensure this application complies legal use of the space.
3. Survey – An accurate survey less than two (2) years old, drawn to scale and signed and sealed by a NYS licensed surveyor, showing existing site structures and improvements. Survey shall include names of adjacent roadways; property line bearings and distances; tie distance to nearest street corner; lot area; tax lot information; dimensions of existing structures; heights of perimeter improvements (fences, walls, etc.); distances from existing structures and perimeter improvements to property lines; and road improvements abutting the site.

If actual conditions on the subject property are different from the survey provided, an updated survey, additional applications and/or approvals may be required.

4. Letter of Use/Letter of Intent – A [Building Permit Letter of Use - Letter of Intent Requirements](#) form must be completed in its entirety. If the requested details, including the tenant key plan are not provided, the application will not be accepted for intake.
5. Floor Plans – Professionally drawn floor plans to scale are required for the leased space only.
If the configuration of the leased space is changing from the last approved plan as listed on the Certificate of Occupancy, an Interior Alteration permit is required as stated above.
6. Deed – Required if the ownership on the application conflicts with the information on file with the Town.
7. Certificate of Occupancy Requirements – When you receive your building permit, you will be provided with a list of items needed before a Certificate of Occupancy can be issued, including inspections. Additional items may be required as requested by the inspectors.