



Memorandum from:
OFFICE OF THE SUPERVISOR

INTER-OFFICE MEMORANDUM TOWN OF ISLIP

TO: All Town Employees

FROM: Phil Nolan, Islip Town Supervisor

Phil Nolan

RE: Building Permits

DATE: May 2, 2007

Please be advised that all Town employees must have all necessary building permits, certificates of occupancy, pool permits, plumbing permits, etc. for all improvements on your property that require permits, including additions, dormers, finished basements, garage conversions, sheds, decks, pools, etc. whether or not you reside within the Town of Islip. If you are unsure whether your property contains any improvements that require a permit, please contact Gene Murphy, Commissioner of the Department of Planning or Hope Larson of the Building Department, immediately.

Please be further advised that if you own property, to obtain the necessary Certificate of Occupancy in the Town of Islip that contains improvements that do not have a required permit, the permit fee, will be doubled pursuant to 68-28 of the Islip Town Code.

Additionally, failure to obtain required permits for any improvements on property you own in the Town of Islip could result in the issuance of summonses. As an employee of the Town of Islip, failure to obtain required permits on any property you own may subject you to disciplinary action.

Should you have any questions regarding this issue, please do not hesitate to contact me at 224-5500.