Building Department





FREEDOM OF INFORMATION LAW (F.O.I.L.) APPLICATION FOR ACCESS TO PUBLIC RECORDS FROM OUR BUILDING DEPARTMENT

SECTION 1 – TO BE COMPLETED BY APPLICANT I HEREBY APPLY TO REVIEW OR HAVE COPIED THE RECORD(S) DESCRIBED BELOW:

Name of Applicant:	Mailing Address of Applicant (include suite if applicable):			
Kevin Smith	2605 Maitland Center Parkway, Suite C			
Name of Business or Firm:	City:	State:	Zip Code:	
Stellar Innovation	Maitland	FL	32751	
Signature of Applicant: Kevin Smith	Date of Application: 06-04-2024			
Telephone Number: Key Dissolventes/Visional Property	Department if known:			
302-261-9069	Building Department			
record(s) sought in as specific detail as possible, with address, date or time frame, if applicable. If we cannot determine what record(s) you seek, your application will be denied. Under the NYS FOIL Law, the Town of Islip is only required to supply DOCUMENTS THAT ALREADY EXIST (NYS POL Article 6). 30 WARD ST, WESTISLIP, NY 11795 Any OPEN/PENDING/EXPIRED PERMIT				
FEE SCHEDULE Be advised that there is a statutory fee due (\$.25 per page, not in excess of 9x14) for copies. For anything else, including digital formats, cost of reproduction will be charged. Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file. FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for a prior FOIL request. Copies will be prepared unless specifically requested otherwise.				
SECTION 2 – TO BE COMPLETED BY AGE Receipt of this request is hereby acknowledged. Please allow this office. A copy of this form is being mailed to you indicate	Twenty (20) business days	for processing befor	ER re contacting	
Date Records Access Officer		Application	on Number	
Building Department, One Manitton Court, Islip, NY 11751 (631) 224-5470				
Please note: The Public Officer's Law requires a municipality to acknowledge receipt of this FOIL request within five (5) business days.				

Application Number				
FOR AGENCY USE ONLY BELOW SECION 3 – NOTICE TO APPLICANT				
DEPOSIT REQUIRED Before we may continue continue processing your FOIL Application, a deposit in the amount of \$				
A redaction fee in the amount of \$ is due at the time of viewing appointment.				
RECORDS DENIED, PARTIALLY PROVIDED OR REDACTED				
Request needs to be more specific determine what record(s) you seek Records not possessed by the Tow After a diligent search, there are not that are responsive to your request of the possessed by the Tow If a record exists, would be a law of Please contact our Code Enforcement (631) 224-5548 for a violation sear that are trade secrets or commercial er which if disclosed, would cause in position of the subject enterprise Municipalities are only required to documents requested that are in expenses.	on of Islip o known documents contact enforcement record. ent Department at rch – a fee applies. Interprise documents jury to the competitive o search for specific	 □ Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6A, Sec. 89-2(a) □ Could endanger the life or safety of any person □ Municipalities are not required to respond to questions or inquiries, only required to provide specific documents requested that are in existence □ Unwarranted invasion of personal privacy □ Exempt inter-agency or intra-agency materials □ Would impair present or imminent contract awards or collective bargaining negotiations □ Exempted by statute other than the Freedom of Information Law □ Exempt examination questions or answers □ Other: 		
Name of Records Access Officer: Records Access Officer Signature: x 6/5/04				
This Freedom of Information Request will remain on file for six (6) months from the date of final determination. Thereafter, it will be destroyed. You have the right to appeal a denial of this application in writing within thirty (30) days to Ernest J. Cannava, Senior Assistant Town Attorney, Islip Town Hall, 655 Main Street, Islip, New York 11751. You are entitled to an explanation of the reason for such denial in writing within ten (10) business days of the appeal.				
I hereby appeal:				
	nature	Date		