

# MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

## **ELECTRICAL PERMIT APPLICATION INSTRUCTIONS**

Incomplete applications will not be accepted.

For Electronic Filing

1. Electrical permits shall be filed under the “Electrical Permit Application” button.
2. Upload completed “Affidavit of Property Owner”. Form available on village website.
3. A \$50.00 filing fee for residential and \$100.00 for commercial is due at filing. You will be notified of final fee due via email. You may pay via the credit card link provided. All fees are non-refundable.
4. Fill out Scope of Work and Tables on the application to the best of your knowledge of the rooms, systems or areas that require work. The building department will audit and adjust the tables accordingly after review and determine the final fee due.
5. For new work all electrical inspections are typically scheduled by your electrician. In some cases, such as a maintain and legalize application, the property owner schedules directly with the inspection agency of their choice and cost.
6. Please note that the village does not perform electrical inspections and no final certificates or letters in lieu can be issued without an electrical certificate from an electrical inspection agency.
7. Fees:  
Residential: \$50.00 minimum fee for typical building work, add \$50.00 for each additional scope of work for service or panel upgrade, HVAC systems.  
  
Commercial: \$100.00 minimum fee for typical building work, add \$100.00 for each additional scope of work for service or panel upgrade, HVAC systems.
8. No registered electrician shall submit an electrical permit application or act as an agent for a person who is not a licensed in the Village of Malverne. They shall understand that their license in the Village of Malverne could be in jeopardy by violating the above section. Applicant certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Plumbing, Fire, Existing Building, Energy Conservation, and Mechanical Codes and all Village Ordinances for which this permit is issued. No work is to be performed until a permit has been issued by the Incorporated Village of Malverne.

**“Maintain and Legalize Existing” installed without permits or “Started Work Prior to Issuance of Permit” applications are subject to a surcharge fee per the current village fee schedule. All maintain and legalize applications require multiple angle pictures of all areas that are part of the application to be uploaded and a pre-inspection by the building inspector prior to issuance of permits.**