



BUILDING PERMIT APPLICATION PROCESS

This informational packet is to inform property owners, business owners, architects, engineers, expeditors, and contractors on the process and time frames to gain approvals for a building permit in Malverne. No work shall start prior to issuance of a permit approved by the Superintendent of Buildings. See instruction sheets for minor and major building permit applications for additional information.

Minor building permit applications with no zoning ramifications must be submitted completely, including electrical, HVAC and plumbing applications if applicable, with village licensed contractors listed.

Accessory structures such as decks, swimming pools / hot tubs / spas, detached garages, or other applicable accessory buildings and structures must be filed, each, under a separate building permit application.

All applications for, but not limited to, new buildings/dwellings, applicable additions and dormers, applicable exterior renovations, applicable accessory structures, and commercial business signs and awnings require Architectural Review Board (ARB) approval. This hearing is typically scheduled in the evening on the third Thursday after the first Wednesday of every month. Please submit completed building permit application with attachment forms, survey, complete floor plans, elevations, plot plan with zoning calculations (see zoning info sheet and zoning code), and/or other information as applicable for your scope of work, at least 6 weeks before an anticipated ARB hearing date for a zoning review prior to approval to appear before the ARB board. These drawings do not need to be complete construction documents but must be complete enough to construe the design, materials, finishes, sizes, and heights of the proposed work. Zoning calculations and plot plans need to be signed and sealed by a NYS licensed design professional. Shall no village zoning variances be required you will, if applicable, receive an ARB denial letter and ARB hearing application checklist to appear before the ARB.

Shall a village zoning variance(s) be required, a denial letter will be written quoting the zoning regulations violated. That shall be used as part of your Zoning Board of Appeals (ZBA) application. See those instructions for further information. This ZBA hearing is typically scheduled in the evening on the second Thursday of every month. Submit your completed ZBA application at least 6 weeks before an anticipated hearing date. All applications requiring a village code zoning variance must gain ZBA prior to appearing before the ARB.

Any work involving one acre or more of land disturbing activity requires a Stormwater Management and Erosion Control permit application.

Exterior work such as minor alterations and applicable additions, swimming pools, decks or terraces, and porticos, porches and detached garages typically do not require ARB approval but require village code zoning review.

Any contractor working in the village shall be licensed directly with the village.

If approved by the superintendent, a homeowner who is performing their own work must file and submit a CE-200 certificate from the NYS workers compensation website and an affidavit. See the village website for instructions. No property owner can perform their own HVAC, Electrical, Plumbing and any work on village property such as sidewalks, aprons, and curbs.

Please contact the Building Department if you shall have any questions. Notwithstanding, nothing in this information shall override Malverne Village Codes or any permit application instructions .



INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 x 113/114
FAX: 516-823-0767

MAJOR RESIDENTIAL BUILDING PERMIT
PAPER SUBMITTALS
INSTRUCTIONS PAPER COPY SUBMITTAL

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions: **A \$150 filing fee** due at the time of submission. Additional fees are due upon approval of the permit. A portion of the required additional permit fees are based on cost of construction as per current industry average construction costs. **All fees are non-refundable.** See permit application process literature.

Please note that as an alternative, permit applications can be filed electronically on the village website with separate filing instructions.

Major type Building Permit Application Packages include:

- Building Permit Application Form - provide all contractors information, requires notarized signatures.
- Nassau County Assessment Sheet – **MUST BE FILLED OUT AND SIGNED BY PROPERTY OWNER**
- Short Environmental Assessment Form
- Plumbing Permit Application package – if plumbing work.
- Electrical Permit Application package – if electrical work.
- HVAC Permit Application package – if HVAC work.
- Zoning Analysis Form with proposed setbacks, lot coverage and FAR as applicable
- Applicant Affidavit A-5
- Design Professional Affidavit A-6
- Residential Smoke Detector & Carbon Monoxide Affidavit
- Truss/Pre-Engineered Lumber Form (if applicable)
- Storm Water Management Permit Application for projects with land disturbing area of 1 acre or more.
- Additional Information as described below.
- **Please note: All contractors must be licensed with the Village of Malverne.**
- Applications inactive for six months will be withdrawn and discarded.
- All applications are subject to possible Village Architectural Review Board ARB approval (hearings once a month). Applications subject to may provide two sets of signed and sealed floor plans, exterior elevations, plot plan and zoning calculations, and any other drawings necessary to construe the design at initial submission. See ARB submittal requirements sheet after initial review by superintendent.
- All applications are subject to possible Zoning Board of Appeals ZBA approval (hearings once a month). For preliminary review for Zoning Board denial letter please provide two sets of signed and sealed floor plans, exterior elevations, plot plan and zoning analysis sheet, and any other drawings necessary to construe zoning nonconformance. Zoning approval must be completed prior to ARB review. See ZBA submittal requirements sheet after initial review by superintendent.
- Refer to the Malverne Village Zoning Code and Building Codes for further information.

Examples of Major Building Permit applications include but are not limited to the following:

- **New Homes:** ARB approval required. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structures. Plot plan showing the proposed location of the structures and include set back measurements to all property lines. Include one (1) copy of a current, accurate, and legible survey of your property. Two sets of signed and sealed Energy calculations via Rescheck or equal with inspection checklists. Include Plumbing Permit Applications (one for heating system, one for plumbing fixtures) and Electrical Permit application. A final survey is required prior to issuance of Certificate of Occupancy. The following shall be filed under a separate permit including but not limited to HVAC ducted or ductless split heating / cooling systems, forced air furnaces, fences, tree removal, decks, detached garages, applicable accessory structures, driveways and aprons, curbs, sidewalks, sewer, gas and water connections, each accessory structure, and all swimming pools. Manual S and Manual J energy reports from a certified agency are required. Please note that the Village does not require mandatory H.E.R.S. rated or Energy Star certified new dwellings. A H.E.R.S. rated home is highly recommended. Storm water drywells are required based on 3" rainfall.



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PAPER SUBMITTALS
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- **Additions/Dormers:** ARB approval required in some cases. Must include 'to scale' floor plans of all existing conditions. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed structure. Plot plan showing the proposed location of the structure and include set back measurements to all property lines. Include one (1) copy of a current, accurate, and legible survey of your property. Two sets of signed and sealed Energy calculations via Rescheck or equal. Must include Plumbing Permit Applications (one for heating system, one for plumbing fixtures) if plumbing work proposed, and Electrical Permit application. A final survey is required prior to issuance of Certificate of Occupancy. The following shall be filed under a separate permit including but not limited to HVAC ducted or ductless split heating / cooling systems, forced air furnaces, fences, tree removal, all swimming pools, decks, detached garages, applicable accessory structures, driveways and aprons, curbs, sidewalks.
- **Decks (greater than 8 1/4 inches above grade):**
Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed deck. Plot plan showing the proposed location of the deck and include set back measurements to all property lines. Include one (1) copy of a current, accurate, and legible survey of your property. Must include Electrical Inspection Agency's application if any electrical work. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. Each accessory structure requires a separate permit application.
- **Open or Enclosed Porches/Covered Patios greater than 48 sq. ft. :**
Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed deck. Plot plan showing the proposed location of the deck and include set back measurements to all property lines. Include one (1) copy of a current, accurate, and legible survey of your property. Must include Electrical Inspection Agency's application if any electrical work. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. Each accessory structure requires a separate permit application.
- **Detached Garages / Other Accessory Structures (greater than 144 sq. ft.):** Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structure. Plot plan showing the proposed location of the structures and include set back measurements to property lines. Include one (1) copy of a current, accurate, and legible survey of your property. Must include Electrical Inspection Agency's application if any electrical work. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. No habitable space is allowed in accessory structures. Certain detached garage designs are pre-approved and ARB review is not required. Each accessory structure requires a separate permit application.
- **Swimming Pools (above ground and in ground):** Submit two (2) copies of NYS Architect or Engineer signed and sealed Plot Plan showing the proposed location of the pool and all pool equipment, pumps, filters, heater, drywell sized to hold 10% of the pool water volume for drainage and backwash connected to the filtering system. All with setback measurements to all property lines and other structures. Include one (1) copy of a current, accurate, and legible survey of your property. Requires two (2) copies of the pool manufacturer's specifications signed and sealed shop drawings with dimensions. Must include Plumbing Permit Application (if any plumbing work for gas to heaters) and Electrical Permit Application. Fences shall require a separate fence permit and be in conformance as a pool barrier safety enclosure per NYS code. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. A swimming pool requires a separate permit application from any other proposed work on the property.

Please contact the Building Department if you shall have any questions.



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BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 x 113/114
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**RESIDENTIAL BUILDING PERMIT
MAINTAIN LEGALIZE BUILT PRIOR
INSTRUCTIONS PAPER COPY SUBMITTAL**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions: **A \$150 application filing fee to be paid upon submission.** Additional fees are due upon approval of the permit. A portion of the required additional permit fees are based on cost of construction as per current industry average construction costs as well as maintain fee surcharges per the latest village fee schedule. **All fees are non-refundable.**

Maintain / Legalize Built Prior / Work Started Prior Building Permit Application Packages include:

- Building Permit Application Form - notarized signatures required.
- Nassau County Assessment Sheet – **MUST BE FILLED OUT AND SIGNED BY PROPERTY OWNER**
- Two Sets or copies of Drawings as required per typical permit instructions for new work.
- Short Environmental Assessment Form –
- Plumbing Permit Application – if plumbing work
- Electrical Permit Application – if electrical work.
- HVAC Permit Application – if HVAC work
- Applicant Affidavit A-5
- Architects/Engineers Affidavit A-6 (if drawings signed and sealed)
- Residential Smoke Detector & Carbon Monoxide Affidavit
- Truss/Pre Engineered Lumber Form (if applicable)
- Additional Information as described below
- **Please note: All contractors for any new remediation work must be licensed with the Village of Malverne**
- Applications inactive for six months will be discarded and referred to the village court system
- Refer to the Malverne Village Zoning Code and Building Codes for further information.
- All applications are subject to possible Zoning Board of Appeals & Architectural Review Board approvals
- Maintain existing construction affidavit if property owner

Maintain / Legalize Built Prior permits are subject to the same application requirements as New Work with the addition of the following:

- Submit one set of pictures (interior and exterior) clearly depicting the structure(s) to be maintained from different angles, similar to a real estate listing picture. Option is to have the pictures taken at the pre-inspection by the inspector.
- State on drawings or letter with notarized signature addressed to the village the year the structure(s) was built to the best of knowledge. Submit copies of receipts, bills, invoices, notarized affidavits of witnesses, etc. as evidence.
- Any changes to the footprint of structures on the lot shall require an updated survey by a NYS licensed land surveyor at time of application. For example, Decks, Additions, Pools, Dormers, Porticos, applicable Accessory Buildings.
- It is the responsibility of the design professional and property owner to ensure said structures were constructed or installed in adherence to the code applicable at its time of construction and said remediation shall be shown on the drawings, documents and application. Remediation work may be required to the existing structure(s) with a listed village licensed contractor or exemption of workers compensation certificate if work to be completed by the property owner. A preliminary inspection is typical procedure prior to issuance of permits.

Please contact the Building department if you shall have any questions.



Incorporated Village of Malverne
99 Church Street, Malverne, New York 11565
(516) 599-1200 Fax (516) 823-0767

PERMIT PICK-UP:

Owner: _____

Contractor: _____

Applicant: _____

BUILDING PERMIT APPLICATION

Page 1 of 2

APPLICATION / PERMIT #: _____

IMPORTANT: THIS FORM MUST BE TYPEWRITTEN OR PRINTED LEGIBLY

THIS IS FOR (PLEASE CHECK ONE):

NEW WORK _____ **MAINTAIN EXISTING** _____ **WORK STARTED / NOT COMPLETED** _____

ADDRESS OF PROJECT

SECTION BLOCK LOT(S)

NAME & ADDRESS OF PROPERTY OWNER

NAME & ADDRESS OF APPLICANT

HOME PHONE _____

BUSINESS PHONE _____

CELL PHONE _____

CELL PHONE _____

EMAIL _____

EMAIL _____

SIGNATURE
Sworn to before me this _____ day of _____

SIGNATURE
Sworn to before me this _____ day of _____

NOTARY SIGNATURE
SEAL:

NOTARY SIGNATURE
SEAL:

DESCRIPTION OF PROJECT WORK:

COST OF CONSTRUCTION/ALTERATION (INDUSTRY STANDARDS) \$ _____



BUILDING PERMIT APPLICATION

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APPLICATION / PERMIT #: _____

DESIGN PROFESSIONAL: _____ PHONE NO. _____

ADDRESS: _____

EMAIL: _____

CONTRACTOR: _____ PHONE NO. _____

MALVERNE LIC. # _____ ADDRESS: _____

EMAIL: _____

PLUMBER: _____ PHONE NO. _____

MALVERNE LIC. # _____ ADDRESS: _____

EMAIL: _____

ELECTRICIAN: _____ PHONE NO. _____

MALVERNE LIC. # _____ ADDRESS: _____

EMAIL: _____

HVAC CONTRACTOR: _____ PHONE NO. _____

MALVERNE LIC. # _____ ADDRESS: _____

EMAIL: _____

FOR OFFICE USE ONLY

- APPLICATION FEE \$ _____
- PERMIT FEE \$ _____
- C/O - C/C FEE \$ _____
- MAINTAIN SURCHARGE \$ _____
- LETTER IN LIEU FEE \$ _____

APPROVAL STAMP



Incorporated Village of Malverne
BUILDING DEPARTMENT

99 Church Street, Malverne New York 11565-1726
Phone: (516) 599-1200 • Fax: (516) 823-0767

RESIDENTIAL SMOKE DETECTOR &
CARBON MONOXIDE AFFIDAVIT

State of New York

Building Permit # _____

ss:

County of Nassau

Plumbing Permit # _____

I _____ am the owner of real property located at:

_____ Malverne, New York.

I hereby attest the premises is a one or two family dwelling and affirm that in accordance with the provisions of Section R310 of the 2025 Residential Code of New York State, smoke alarms and heat detectors have been installed, maintained, and are in operable condition in the dwelling as noted below, as applicable for scope of work of the application.

1. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
2. In each room used for sleeping purposes.
3. In each additional story within the dwelling unit, including basements and habitable attics, while excluding crawl spaces, and uninhabitable attics.
4. Interconnection of all smoke alarms shall be mandatory when interior wall and ceiling finishes are removed to expose the structure and or there is an attic, crawl space, or a basement available that could provide access for interconnection. Approved wireless units are also acceptable.

I hereby attest that in accordance with the provisions of Section R311 of the 2025 Residential Code of New York State and Section 915 of the Fire Code of New York State, carbon monoxide alarms have been installed, maintained, and are in operable condition in the dwelling where a carbon monoxide source exists, as noted below. Sources include but are not limited to gas or oil fired boilers, furnaces, and water heaters, wood or gas fireplaces, wood or coal stoves, and attached garages.

1. Outside each separate sleeping area within close proximity of the sleeping areas / bedrooms.
2. If there is a carbon monoxide source in the bedroom or an attached bathroom there shall be one located in the bedroom.
3. Approved combination smoke alarms / carbon monoxide detectors are acceptable.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO THE PENAL LAW OF NY STATE

Dated: _____

Signature _____

Sworn to before me this _____ day of _____ 20

Owner - Print Name

Notary

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
RESIDENTIAL ZONING ANALYSIS SHEET

To be submitted with all major types of Residential Building Permit Applications which include changes in footprint or conversions of spaces to other uses. All fields must be completed. If not applicable to the application, put N/A. Incomplete applications will not be accepted.

Property Address: _____ **Owner:** _____

Section: _____ **Block:** _____ **Lot(s):** _____

Zoning District: _____ **Lot Area:** _____ **sq. ft.**

Existing Basement: _____ sq. ft. Proposed Additional Basement: _____ sq. ft.

Existing First Floor : _____ sq. ft. Proposed Additional First Floor: _____ sq. ft.

Existing Second Floor.: _____ sq. ft. Proposed Additional Second Floor: _____ sq. ft.

Existing Third Floor / Habitable Attic: _____ sq. ft. Proposed Additional Third Floor /Habitable Attic: _____ sq. ft.

Existing Attached Garage: _____ sq. ft. Proposed Additional Attached Garage: _____ sq. ft.

Existing Detached Garage: _____ sq. ft. Proposed Additional Detached Garage: _____ sq. ft.

Existing Deck/Terrace: _____ sq. ft. Proposed Deck/Terrace: _____ sq. ft.

Existing Porch: _____ sq. ft. Proposed Porch : _____ sq. ft.

Existing Accessory Structure 1: _____ sq. ft. Proposed Accessory Structure 1: _____ sq. ft.

Existing Accessory Structure 2: _____ sq. ft. Proposed Accessory Structure 2: _____ sq. ft.

Existing Accessory Structure 3: _____ sq. ft. Proposed Accessory Structure 3: _____ sq. ft.

Proposed Demolition of Structures: _____ sq. ft. Proposed Garage Conversion: _____ sq. ft.

Max. Permitted Lot Coverage: _____ sq. ft. Proposed Lot Coverage: _____ sq. ft.

Max. Permitted Lot Coverage: 25 % Proposed Lot Coverage: _____ %

Max. Permitted Floor Area Ratio: _____ sq. ft. Proposed Floor Area Ratio: _____ sq. ft.

Max. Permitted Floor Area Ratio: 40 % Proposed Floor Area Ratio: _____ %

Front Yard Required: _____ ft. Proposed Front Yard: _____ ft.

Front Yard Required Corner Lot: _____ ft. Proposed Front Yard Corner Lot: _____ ft.

Min. Side Yard Required: 5 ft. Proposed Side Yard: _____ ft.

Total Side Yard Required: 14 ft. Proposed Total Side Yard: _____ ft.

Rear Yard Required: 25 ft. Proposed Rear Yard: _____ ft.

Max. Height Permitted: _____ ft. Proposed Height: _____ ft.

Max. Stories Permitted: _____ Proposed Stories: _____ ft.

Max. Rear Yard Coverage: _____ sq. ft. Proposed Rear Yard Coverage: _____ sq. ft.

Max. Rear Yard Coverage: 40 % Proposed Rear Yard Coverage : _____ %

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
RESIDENTIAL ZONING ANALYSIS SHEET

Property Address: _____ **Owner:** _____

Section: _____ **Block:** _____ **Lot(s):** _____

Max. Height Accessory Structure: 10 ft. Proposed Accessory Structure Height: _____ ft.

Accessory Structure Setback Required: _____ ft. Proposed Accessory Structure Setback: _____ ft.

Detached Garage Setback Required: 2 ft. Proposed Detached Garage Setback: _____ ft.

Max. Height Detached Garage Structure: 15 ft. Proposed Detached Garage Height: _____ ft.

_____ : _____ _____ : _____

Accessory Structures for Zoning Analysis:

- Includes and shall not be limited to decks / terraces over 24" above average grade, sheds / cabanas over 144 sq. ft., detached garages, exterior basement entrances and stairways, roofed over porches / decks / patios / porticos 49 sq. ft. and greater. List each structure separately.
- Setbacks for accessory structures that are attached or abutting the dwelling to be same as dwelling setbacks. (i.e. decks off of dwelling, attached roofed over patio or deck (open porch) unless otherwise noted in the code, etc.)
- Fully enclosed porches or sunrooms, whether heated or not, shall be counted in lot coverage areas and in F.A.R.
- Habitable space shall be counted where main ceiling height is at least 6'-8" and including all areas 5'-0" or higher. This parameter shall include the second floor of cape style type dwellings with knee walls or attics.
- Window wells, front porches / porticos can extend into the required front yard a maximum of 6'-0" (not including steps to grade)
- See attachment for additional details and information.
- See Malverne Village Code for additional details and information.
- Applicable calculations shall be in gross sq. ft. to the outside edge of exterior walls and heights to the inch.
- This zoning analysis must be submitted separately with the application but can be duplicated on the drawings.

<p>Licensed Design Professional</p> <p>Business / Corporation: _____</p> <p>Name: Last: _____ First: _____</p> <p>License Number: _____</p> <p>Address: Street: _____ City: _____</p> <p style="padding-left: 40px;">State: _____ Zip: _____</p> <p>Phone: _____ Email: _____</p> <p><small>By my seal and signature, I certify that I have read and understand the relevant sections of the Village of Malverne Zoning Code and that the information provided on this form is accurate and based upon Chapter 600 of the Village of Malverne Code. I understand that the Village of Malverne Building Department relies on the accuracy of this information in determining the zoning compliance of the subject application.</small></p>	<p style="text-align: center;">Licensed Design Professional's Stamp and Original Signature must appear here.</p> <p style="text-align: center;">Date: _____</p>
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SUPPLEMENTAL ZONING INFORMATION

SUPPLEMENTAL RESIDENTIAL ZONING INFORMATION

Lot Coverage: Maximum 25% of lot size in all Residential Districts

Total gross square footage of the footprint of structures including:

- a. **Main Dwelling**
- b. **Accessory Structures, Storage Sheds more than 144 Sq. Ft.**
- c. **Detached Garages, Attached Garages, Vestibules**
- d. **Uncovered / Unroofed Decks, Terraces, Patios more than 24 Inches Above Average Grade**
- e. **Roofed Over Decks, Porticos, Porches, Patios, Terraces with the “floor area” greater than 48 Sq. Ft. (does not include the steps)**
- f. **First and Second Floor Cantilevers / Overhangs**
- g. **Exterior Overhanging Balconies**
- h. **Exterior Basement Entrance Bulkhead Stairways with Bottom Landing and Bilco type door entrances**

Does not include:

- a. **Accessory Structures, Storage Sheds 144 sq. ft. or less**
- b. **Roofed Over Porticos, Landings, Porches, with the “landing floor area” less than 49 Sq. Ft.**
- c. **Uncovered Decks, Terraces, Patios 8 1/4 Inches or Less Above Average Grade**
- d. **Code Required Landings, Steps and Stairs Solely Used for Egress to Building Entries**
- e. **Landscape Ponds**
- f. **Cornices, Eaves, Roof Overhangs or Chimneys not projecting more than 24 inches**
- g. **Driveways, Walkways**
- h. **Temporary Structures**
- i. **HVAC Condensers units / heat pumps / Generators / Pool Equipment such as Heaters, Pumps and Filters**
- j. **Hanging Bay Windows with Sill Above the Floor no more than 2 ft. projection**
- k. **Window Wells / Areaways**
- l. **All Types of Swimming Pools and Hot Tubs / Spas**

**Please contact the Building department if you shall have any questions.
Notwithstanding, nothing in this information shall override the Malverne Village Codes.**

1/23/2026



SUPPLEMENTAL ZONING INFORMATION

SUPPLEMENTAL RESIDENTIAL ZONING INFORMATION

Floor Area Ratio: maximum 40% of lot size

All gross square footage of enclosed structures including:

- a. **All Habitable Floors of Building with Ceiling Height Greater Than 5 Feet including habitable attics**
- b. **Attached Garages with Second Floors Above**
- c. **Roofed Over and Enclosed (with walls) Porches, Patios, Terraces, Sunrooms, Decks, Vestibules, whether heated or not and any size**
- d. **Enclosed Accessory Structures Greater Than 144 sq. ft.**

Does not include:

- a. **Detached Garages**
- b. **Attached Garages Without Second Floors Above**
- c. **Accessory Structures, Storage Sheds 144 sq. ft. or less**
- d. **Roofed Over and Open Sided Porticos, Open Porches, Patios, Terraces, Decks**
- e. **Uncovered Decks, Terraces, Patios**
- f. **Finished or Unfinished Basements**
- g. **All Types of Swimming Pools and Hot Tubs / Spas**
- h. **Cornices, Eaves or Chimneys not projecting more than 24 inches.**
- i. **Unfinished or Non Habitable Attic Areas**
- j. **Exterior Balconies**
- k. **Hanging Bay Windows**
- l. **Window Wells / Areaways**
- m. **Exterior Basement Bulkhead Stairways and Landings**

**Please contact the Building department if you shall have any questions.
Notwithstanding, nothing in this information shall override the Malverne Village Codes.**

1/23/2026



INCORPORATED VILLAGE OF MALVERNE

BUILDING DEPARTMENT

99 CHURCH STREET, MALVERNE, NEW YORK 11565

OFFICE: 516-599-1200 x 113/114

FAX: 516-823-0767

SUPPLEMENTAL ZONING INFORMATION

SHED AND ACCESSORY STRUCTURE REGULATIONS

§ 265-80 Minor structures; sheds.

A. Within the Village, storage sheds that do not require a permit shall not be installed, constructed or built which exceed 10 feet in height or cover an area exceeding 144 square feet and shall not be placed nearer than two feet to any property line. All such structures shall be subject to inspection by the Superintendent of Buildings, and any violation of these provisions or any provision of the New York State Building Code will result in a violation summons in the Malverne Village Court, with penalties as outlined in the enforcement provision of the code.

- (1) There shall be no more than two accessory structures and buildings 144 sq ft or less, such as sheds, cabanas, pergolas, built-in outdoor kitchens / counters; or similar structures allowed on any lot or parcel. These structures must maintain a minimum distance of 10 feet separation from each other and any part, including the roof eave, 4 feet from the rear and side property lines, except for storage sheds 144 sq. ft. or less may be 2 feet from the rear and side property lines. Open sided cabanas and pergolas shall include all areas under the roofed or covered area as the gross sq. ftg. of the structure. Swimming pools, pool equipment, hot tubs / spas, landscape ponds, detached garages, generators, fuel tanks, hvac condensers and heat pumps are not counted in the above limitations regarding number of structures allowable. No accessory structures or buildings are allowed in front of the main building facing a street on the lot.

ACCESSORY BUILDING OR STRUCTURE

A building or structure subordinate and incidental to the main building or structure on the same lot and used for purposes customarily incidental to those of the main building or structure. For purposes of this chapter, the total area of all accessory buildings or structures shall not occupy more than 40% of the rear yard. No part of an accessory building or structure shall be less than four feet from the rear or side lot lines, except that a detached garage, and storage sheds 144 square feet or less shall be no less than two feet from the rear or side lot lines. Maximum height of a detached garage shall be 15 feet. The maximum height of other accessory structures, including storage sheds, shall be 10 feet. No accessory structures or buildings are allowed in front of the main building facing a street on the lot. The rear yard area shall be determined by multiplying the distance from the rear wall of the most length of the main building to the rear property line by the lot width.

1/23/2026



SUPPLEMENTAL ZONING INFORMATION

DECK / TERRACE REGULATIONS

§ 600-13.3 Decks.

A. A deck, patio or terrace is defined as any fabrication of any material other than earth, that is constructed above the grade level of the location where situated and without a roof above. Except to the extent that an exemption is provided herein, all requirements heretofore established for structures shall continue to apply to those structures generally referred to or described as a "deck."

B. Regulations.

- (1) Building permits shall be required for the construction of decks, subject to inspection by the Superintendent of Buildings, to the same extent as are required for other structures. The application for a permit shall include a diagram of the proposed deck satisfactory to the Building Department, showing dimensions and distances of the deck to the boundary of the parcel in addition to the materials to be utilized in said construction
- (2) No deck shall be constructed closer to the street than the front building line of the main structure upon the property.
- (3) No deck(s) shall be constructed or maintained so that any portion thereof exists above the first story of the dwelling to which it is accessory, except in the case of a high-ranch-type house, in which case the deck shall not be constructed at a level higher than the lowest floor of the residence in question
- (4) Decks above 24 inches in height above average grade shall be considered structures for the purpose of calculating the total permissible area of coverage on the building lot; and if removable, decks shall not be deemed a permanent improvement.
- (5) A deck or similar structure, constructed at grade level or equal to or less than 8 1/4 inches above grade shall not require a building permit.
- (6) All decks above 8 1/4 inches above grade shall comply with the side yard and rear yard setback requirements for the zoning district in which the deck is located as set forth in the Schedule of Regulations, except the rear yard setback of decks higher than 8 1/4 inches above grade but no higher than 36 inches shall be 15 feet minimum.
- (7) All decks equal to or less than 8 1/4 inches above average grade shall be no closer than four feet to the rear and side property lines.
- (8) Any deck, patio, terrace, portico, landing, or porch greater than 48 sq. ft., and is covered by a roof or permanent awning shall be included in total lot and rear yard lot coverages.

1/23/2026



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)		N.E.S.W. SIDE OF		
ADDRESS OF PROPERTY			Check one	NAME OF BUSINESS	
CITY, TOWN, VILLAGE			<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER	
ESTIMATED COST OF CONSTRUCTION:				ADDRESS	
WORK MUST BEGIN BY			<input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> FRAME	CITY, STATE, ZIP	
PERMIT EXP DATE				PHONE	
LOT SIZE S.F.				EMAIL	
# BLDGS ON LOT			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION		

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)
 *INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY		DOES RESIDENCE HAVE THE FOLLOWING	
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	CENTRAL AIR	YES <input type="checkbox"/> NO <input type="checkbox"/>
		FINISHED ATTIC	YES <input type="checkbox"/> NO <input type="checkbox"/>
		BASEMENT FINISH	
		1/4	<input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>

PROPOSED TOTAL PLUMBING FIXTURES				
FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS			
NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____	Signature of Applicant/Contact Person - Sign & Print
SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING	Address of Applicant/Contact Person _____ Telephone _____
FIELD REPORT ON REVERSE	

TOWN
SCHOOL DISTRICT
SECTION
BLOCK
LOT(S)
CA # OR BLDG #
UNIT #
DATE

MALVERNE BUILDING DEPARTMENT APPLICATION

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

SHORT ENVIRONMENTAL ASSESSMENT FORM

INSTRUCTIONS:

- In order to answer the questions in this short EAF it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research, or other investigations will be undertaken.
- If any question has been answered "YES" the project may be significant and a completed Environmental Assessment Form is necessary.
- If all questions have been answered "NO" it is likely that this project is not significant.

ENVIRONMENTAL ASSESSMENT

1. Will project result in a large physical change to the project site or physically alter more than 10 acres of land? YES NO
2. Will there be a major change to any unique or unusual land form found on the site? YES NO
3. Will project alter or have a large effect on an existing body of water? YES NO
4. Will Project have a potentially large impact on ground water quality? YES NO
5. Will project significantly effect drainage flow on adjacent sites? YES NO
6. Will project affect any threatened or endangered plant or animal species? YES NO
7. Will project result in a major adverse effect on air quality? YES NO
8. Will project have a major effect on visual character of the community or scenic views of vistas known to be important to the community? YES NO
9. Will project adversely impact any site or structure of historic, pre-historic, or paleontological importance or any site designated as a critical environmental area by a local agency YES NO
10. Will project have a major effect on existing or future recreational opportunities? YES NO

11. Will project result in major traffic problems or cause a major effect to existing transportation systems? YES NO
12. Will project cause objectionable odors, noise, glare, vibration, electrical disturbance as a result of the projects operation? YES NO
13. Will project have any impact on public health or safety? YES NO
14. Will project affect the existing community by directly causing a growth in permanent population of more than 5% over a one year period or have a major negative effect on the character of the community or neighborhood? YES NO
15. Is there public controversy concerning the project? YES NO

PREPARER'S SIGNATURE: _____ TITLE: _____

REPRESENTING: _____ DATE: _____

AFFIDAVIT FROM PROPERTY OWNER/APPLICANT

I, _____

owner of / applicant for (circle one)

_____ Malverne, New York,

have read and understand the instructions for submitting a building permit application.

Signature

Print Name

Print note: It is your responsibility to make sure that all necessary documents are correct and submitted on time.

ALL PENDING APPLICATIONS WILL EXPIRE 6 MONTHS FROM DATE OF SUBMISSION.

AFFIDAVIT FROM DESIGN PROFESSIONAL

Date: _____

Owner(s): _____

Premises: _____, Malverne, New York

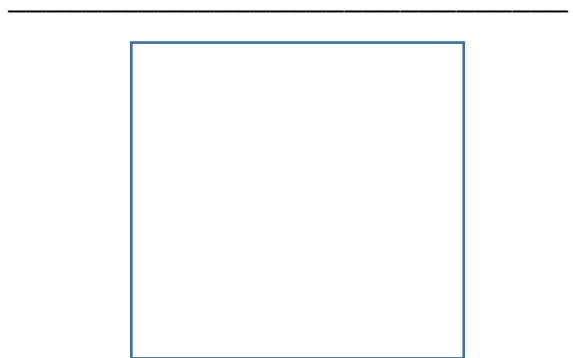
Section: ____ Block ____ Lot(s) ____

I, _____ R.A./P.E. on behalf of the owners of the above referenced property, submit the attached plans for review and the ultimate issuance of a building permit

I, _____ R.A./P.E., License No. _____, certify that I am a registered architect or professional engineer, duly licensed to practice in the State of New York and that I am regularly engaged in the practice of architecture or engineering. I certify that I am a principal of the firm.

Sworn to before me this

_____ day of _____ 20



R.A. / P.E. Seal