



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
**MINOR RESIDENTIAL BUILDING PERMIT
INSTRUCTIONS**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions: **A \$125 application 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.**

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

Minor 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.
- Architects/Engineers Affidavit A-6 (if drawings signed and sealed)
- Owners Affidavit A-5
- Residential Smoke Detector & Carbon Monoxide Affidavit (if required)
- Truss/Pre-Engineered Lumber Form (if required)
- Additional Information as described below
- **Please note: All contractors must be licensed with the Village of Malverne**
- Applications inactive for six months will be returned.
- Refer to the Malverne Village Zoning Code and Building Code for further information.
- All applications are subject to possible Zoning Board of Appeals approval.

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

- **Kitchen Renovations:** Must include two copies of a 'to scale' floor plan of the existing layout and the new layout and extent of new finishes, drywall, and insulation. (Cabinet maker drawing acceptable with written notes of scope of work). Show any existing/new windows, doors, wall openings. Must include Plumbing Permit Application and Electrical Inspection Agency's application. Any changes to existing structural walls require two (2) copies of detailed construction drawings/plans, signed and sealed by a NYS architect or engineer.
- **Bath Renovations:** Must include two copies of a 'to scale' floor plan of the existing layout and the new layout and extent of new finishes, drywall, and insulation. Show any existing/new windows, doors, wall openings. Must include Plumbing Permit Application and Electrical permit application. Any structural changes to existing walls require two (2) copies of detailed construction drawings/plans, signed and sealed by a NYS Architect or Engineer
- **Finished Basements for Habitable Space:** If the basement is to be used for habitable space such as a recreation room, office, bedroom, media room, study, playroom or exercise room two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans must be submitted which show all dimensions, type of walls, ceiling and soffit heights, smoke and carbon monoxide detectors, doors and window sizes, fresh occupant air requirements, combustion air requirements to boiler/furnace/water heater, and detail mandatory escape and rescue opening(s) with window well which shall meet NYS Code requirements. Must include Plumbing Permit Application (if any plumbing work), HVAC (if any HVAC work), and Electrical permit application. New exterior basement entrance stairs as emergency escape and rescue are not permitted unless approved by the Village Board of Trustees and shall be filed under a separate "major type" building permit. They are included in lot coverage. Kitchens, showers and bathtubs are not allowable per village zoning code. Bar sinks are limited in size.
- **Finished Basements for Storage or Other Non-Habitable Space:** If the basement is to be used for non-habitable space such as a storage area only, laundry and utility rooms, two sets of detailed construction drawings/plans must be submitted which show all dimensions, type of walls, ceiling heights, smoke and carbon monoxide detectors, doors and window sizes, combustion air requirements to boiler/furnace/water heater. A notarized affidavit by the property owner stating it will be used only for storage only, must be submitted. Must include Electrical permit application. No bathrooms allowed in a non-habitable storage only basement per village zoning code.



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**MINOR RESIDENTIAL BUILDING PERMIT
INSTRUCTIONS**

- **Front Porticos:** If landing under 49 square feet. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings/plans of the proposed roof, landing and steps. Must include a plot plan showing the proposed location, size and square footage and include set back measurements to property lines. Include two (2) copies of a current, accurate, and legible survey of your property. Must include Electrical permit application if any electrical work. A final survey is required prior to issuance of Certificate of Completion.
- **Solar Panels:** Must provide two (2) completed copies of the Long Island Unified Solar Permit Initiative document, two (2) copies copy of equipment cut sheets (specifications, i.e.: size, weight load), roof plan showing panel locations, two (2) copies of NYS Architect or Engineer signed and sealed letter stating existing roof structure can handle the newly imposed loads of the system or detailed construction drawings depicting the new reinforcement. After construction, a notarized affidavit from the installer, after the work is completed, stating that the installation was as per the approved plans and as per all applicable NYS Codes is required. Must include Electrical permit application.
- **Windows / Exterior Doors / Skylights (new locations or replacement):** Provide make and model number, type, number of windows and or doors on application and provide energy code information. Any structural changes to existing walls for larger than existing or new openings shall require two (2) sets of detailed construction drawings/plans, signed and sealed by a NYS architect or engineer.
- **Landings, Stoops, Steps, Ramps Solely used for Egress only (not a deck or porch):** Must include two (2) sets of detailed construction drawings / plans of the proposed. Two (2) copies of a current, accurate, and legible survey of your property. Drawings may need to be stamped by a NYS Architect or Engineer depending on scope. A final survey may be required prior to issuance of Certificate of Completion. Tree removal under separate permit. Each accessory structure requires a separate permit application.
- **Interior Alterations:** Must include two (2) sets of detailed construction drawings / plans of the proposed. Drawings may need to be stamped by a NYS Architect or Engineer depending on scope. Must include Plumbing Permit Application (if any plumbing work) and Electrical Inspection Agency's application.
- **Hot Tubs/Spas:** Submit two (2) copies of plot plan showing the proposed location of the hot tub/spa. Include two (2) copies of a current, accurate, and legible survey of your property. Requires two (2) copies of the hot tub manufacturer's specifications and dimensions. Must include Electrical permit application. If hot tub does not have lockable safety cover, then safety barriers shall be required with a separate fence permit. Tree removal under separate permit.
- **Geo-Thermal** (HVAC, swimming pool heating, and domestic water heating): Must meet all New York State Code requirements and New York State Dept. of Environmental Control specifications; Include two (2) copies of a current, accurate, and legible survey of your property and signed and sealed Plot Plan indicating well location(s) and details. Submit with electric and plumbing permit applications.

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



INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 x 113/114
FAX: 516-823-0767
RESIDENTIAL BUILDING PERMIT
MAINTAIN LEGALIZE BUILT PRIOR
INSTRUCTIONS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions: **A \$125 application 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. **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 HOMEOWNER**
- Short Environmental Assessment Form –
- Plumbing Permit Application – if plumbing work
- Electrical Permit Application – if electrical work.
- HVAC Permit Application – if HVAC work
- Architects/Engineers Affidavit A-6 (if drawings signed and sealed)
- Owners Affidavit A-5
- Residential Smoke Detector & Carbon Monoxide Affidavit
- Truss/Pre Engineered Lumber Form (if required)
- 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 returned.
- 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

Maintain / Legalize Built Prior permits are subject to the same application requirements as New Work with the addition to 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 a pre-inspection with the inspector and the inspector can take the required pictures.
- 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 construction 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



**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			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	CITY, STATE, ZIP
PRINCIPLE TYPE OF CONSTRUCTION				PHONE
PERMIT EXP DATE				EMAIL
LOT SIZE S.F.				
# BLDGS ON LOT				

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 _____	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"/>
<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	

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