

# MALVERNE BUILDING DEPARTMENT APPLICATION

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

## PLUMBING PERMIT INSTRUCTIONS

Incomplete applications will not be accepted.  
For electronic filing

1. Plumbing permits shall be filed under the “Plumbing Permit Application” button. This includes new interior or exterior Fuel Oil or Propane Tanks
2. You will be notified of fee due via email. You may pay via the credit card link provided or submit check or money order to the building department. All fees are non-refundable.
3. Upload completed “Affidavit of Property Owner”. Form available on village website and under instructions.
4. Fill out the number and types of fixtures and piping. The building department will audit and adjust the tables accordingly after reviewing scope of work and determine the final amount of fixtures, piping and appliances and calculate fee due.
5. Upload specification sheets with installation instructions for proposed heating appliances.
6. Separate HVAC and Gas Fueled Generator permit application is required for any Hot Air Furnaces, HVAC Combo And Split Units, Make Up Air Units, Generators, and Central Air Systems.
7. **Separate plumbing permit application shall be filed for Heating Systems. A separate Certificate of Compliance will be issued for heating systems.**
8. Upload plot plan or marked survey denoting location of any proposed exterior structures (i.e. Fuel Oil Tanks) with setbacks to all property lines and any piping locations.
9. Signed and Sealed NYS design professional plumbing drawings may be required for new work as determined by the building department. This is typical for commercial work.
10. By submitting this application, the licensed plumber acknowledges that although any NYS Code required chimney liner and/or carbon monoxide detector that is installed is “by others”, they accept full responsibility for the procurement and installation of same. They also attest and affirm that only lead-free solder and lead-free potable water fittings and valves will be used during plumbing installations.
11. Upload Schematic Sanitary Riser Diagram for new sanitary waste plumbing work.
12. Plumbing Permit shall be required for direct replacements of sinks, showers, bathtubs and toilets. Existing fittings and piping may not be code compliant.
13. Signed and Sealed NYS Design Professional drawings required for ALL Fire Sprinkler Systems. Commercial Systems require proof of application and approval from the Nassau County Fire Marshal.

14. All plumbing inspections shall be scheduled with the building department office. Inspections are scheduled on a first come first serve basis providing a one-hour window to expect the inspector. Please ensure that all work is complete for the applicable inspection at the time of scheduling. All gas tests shall be for entire facility system, existing and new, and not localized unless otherwise agreed to with the plumbing inspector. Licensed plumber of record shall be present at inspections.
15. Fuel Oil Tank abandonments shall be filed under a separate village permit application as well as the county.
16. No registered plumber shall submit a plumbing permit or act as an agent for a person who is not licensed in the Village of Malverne. They agree and understand by submitting this application that their license in the Village of Malverne could be in jeopardy by violating the above statement. 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.
17. Street or sidewalk openings shall be filed under street / road / sidewalk opening permit.

**“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.**