

**ALL PLUMBING AND ELECTRICAL WORK  
MUST BE INSTALLED BY A PLUMBER  
AND ELECTRICIAN LICENSED BY THE  
VILLAGE OF MALVERNE**

**ALL MAJOR PROJECTS MUST BE  
CONSTRUCTED BY A CONTRACTOR  
LICENSED BY THE VILLAGE OF  
MALVERNE.**

**LISTS OF THESE COMPANIES CAN BE  
OBTAINED FROM THE BUILDING  
DEPARTMENT OR NEW CONTRACTOR  
CAN GET LICENSED WITH THE VILLAGE**



**“USER FRIENDLY”**

**The Building Department is  
located in  
Malverne Village Hall  
99 Church Street  
You can reach us at  
516-599-1200**

**Superintendent**  
Louis J. Santora, R.A. Ext. 107

**Building Inspector**  
Luis Lora Ext. 111

**Clerks to the Building Department**  
Mary Kate Schnaars Ext. 114  
Maryann Vessio/JoAnn O’Brien Ext. 113

**Plumbing Inspector**  
Carl Kolansky Ext. 113, 114

Inspectors available by appointment only.

**INCORPORATED  
VILLAGE OF  
MALVERNE**

**WHEN MUST I APPLY FOR  
A PERMIT?**

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**Timothy H. Sullivan, Mayor**

Scott Edwards, Deputy Mayor  
Carl J. Prizzi, Trustee  
Lori A. Lang, Trustee  
Megan Schutta, Trustee

Jill Valli, Village Clerk  
Benjamin Truncala, Village Attorney

## YOU MUST APPLY FOR A PERMIT....

- To Install a Fence or Replace an Existing Fence.
- To Add or Replace a Sidewalk, Driveway, Curb, Apron, or Curb Cut. (No Belgium Block curbs allowed at street edge)
- To Install or Replace Any Type of Heating System (Boiler, Furnace, Water Heater, Storage Tanks)
- For Oil to Gas Conversions and Fuel Oil Tank Abandonments.
- To Construct Decks / Terraces / Patios Over 8 1/4" Above Grade
- To Construct Porches and Porticos
- To Install All Types of Swimming Pools, Hot Tubs, And Saunas. Demolish In-Ground Pools
- To Install or Replace Plumbing Fixtures and Any Plumbing Work. Any Gas Lines
- To Install or Replace Any Electrical Work including Service Panel Upgrades, Car Charging Ports
- To Construct *Additions* to a Building.
- For *Alterations* to Buildings and *Structures*.
- To Construct New Buildings and Structures
- To Install Temporary *Buildings* and *Structures*.
- To Construct Detached Garages
- To Construct/Install Accessory Buildings/Sheds over 144 sq. ft. in size
- For Storage Pods/Containers on site more than two days

- For Dumpsters not related to a permit on site more than two days
- To Install Permanent Electric Generators
- To Cut Away/Remove Any Wall, Beam, Supports or Portions Thereof.
- To Demolish Any Building, Deck, Detached Garage or an Accessory Structure Over 144 Sq. Ft. in size
- For any New, the Removal of, Change or Closing of a Stairway or Required Means of Exit.
- To Install Fireplaces, including Gas Fireplaces or Inserts, Chimneys/Vents and Wood Burning Stoves.
- For Renovations/Remodeling of Kitchens and Bathrooms. Direct Replacement included.
- Install Solar Panel Systems or ESS Systems
- Install New or Direct Replace Windows or Exterior Doors
- For Conversion of Attached Garages or Attics to Living Space
- For Conversion of Open or Enclosed Porches to Living Space
- For New or the Replacement of Drywall
- For New or the Replacement of Insulation
- For Permanent Removal of any Windows or Exterior Doors
- To Construct/Install Patio Awnings/ Patio Roofs
- To Construct/Replace Landings and Steps (stoops) higher than 16" and or more than 2 risers high.
- For Installation of Flag Poles
- For Replacement of Code Required Guard and Hand Railings
- For Finished Basements for Any Use
- To Install Emergency Egress Windows and Window Wells
- To Construct Retaining Walls over 24" high

- For Installation or Replacement of Ducted Central Air Systems and Ductless Split Units
- To Construct/Install Built-In Outdoor Kitchens, Counters, Pizza Ovens, Fireplaces
- For All Changes of Occupancy or Alterations to a Commercial Building / Tenant Space
- Install or Replace Commercial Signs and Awnings
- For Parking Lot Alterations/Drywells/ Stormwater Pools
- For Commercial Fire Alarms
- For Commercial and Residential Fire Sprinkler Systems

### DEFINITIONS:

**ADDITION:** extension or increase in area or height of a building.

**ALTERATION:** as applied to a building or structure, shall mean any change, rearrangement, or enlargement in the parts of a building or structure that are not defined as a repair

**BUILDING:** a structure wholly or partially enclosed within exterior walls and a roof, affording shelter to persons, animals, or property.

**PLUMBING:** shall mean and include (but not limited to) all of the following supplied facilities and equipment: gas piping, heating appliances, tanks, water piping, water closets, sinks, dishwashers, lavatories, bathtubs, showers, catch basins, drains, grease traps, and any other similar supplied fixtures, together with all connections to water sewage.

**ELECTRICAL:** shall mean and include (but not limited to) all electrical wiring, apparatus, fittings, appliances of equipment for the transmission, distribution or utilization of electrical energy, hereafter installed within or on any building or structure, except portable fuse renewals, lamps and portable appliances,

**STRUCTURE:** Any combination of materials forming any construction or part thereof, including a building, the use of which requires location on the ground or attachment to something having location on the ground, including, but not limited to, curbs, fences and walls; gasoline pumps; gates and gateposts; mobile dwellings, whether mobile or stationary at the time; platforms or stands; pools and pool equipment; porches; sheds or bins; shelters; signs; standpipes; tanks of any kind; air conditioning compressors and heat pumps; window wells and areaways, exterior steps and landings; ramps; generators; built in outdoor kitchens; landscape ponds; towers of any kind, including radio and television towers and antennas; parabolic or hemispheric dishes or dishes or other similar convex or concave antennas, the purpose of which is to receive television and radio and/or microwave or other similar signals from satellites or ground stations which transmit satellite signals, but excluding conventional television and radio aerials; tents; patios, trellises and solar energy equipment. The word "structure" shall be construed to include the words "or part thereof." A "temporary structure" shall be defined as any structure without a footing or foundation