



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**  
**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 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.**

**Major 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 Form – completed by plumber if plumbing work
- Electrical Application – completed by electrician if electrical work.
- Zoning Analysis – signed and sealed by design professional.
- Design professional Affidavit A-6
- Owners Affidavit A-5
- Residential Smoke Detector & Carbon Monoxide Affidavit
- Truss/Pre-Engineered Lumber Form (if required)
- Storm Water Management Permit Application for projects with land disturbing area of 500 or more sq. ft.
- 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- Applications inactive for six months will be withdrawn and discarded.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 Code for further information.
- Sheds under 100 square feet and Decks/Patios lower than 10" above average grade do not require a permit but are required to adhere to all zoning requirements and all applicable NYS codes.

**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 two (2) copies of a current, accurate, and legible survey of your property. Two sets of 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, accessory structures over 100 sq. ft., 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 and filed under a Storm Water and Erosion Control permit application.



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- **Additions/Dormers:** ARB approval required. Must include 'to scale' floor plans of the 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 two (2) copies of a current, accurate, and legible survey of your property. Two sets of 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, accessory structures over 100 sq. ft., driveways and aprons, curbs, sidewalks. Storm water drywells required for additions 500 sq. ft. and more based on 3" rainfall and filed under a Storm Water and Erosion Control permit application.
- **Decks (greater than 10 inches above average grade) and Open or Enclosed Porches/Covered Patios:** 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 two (2) copies 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. ARB review may be required for porches. 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. All with setback measurements to all property lines. Include two (2) copies 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 and village 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.

**Detached Garages / Other Accessory Structures (greater than 100 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 two (2) copies 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.

**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 (STOP WORK ORDER)** \_\_\_\_\_

\_\_\_\_\_  
**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

\_\_\_\_\_  
SIGNATURE

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
NOTARY SIGNATURE

SEAL:

SEAL:

**DESCRIPTION OF PROJECT WORK:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## BUILDING PERMIT APPLICATION

Page 2 of 2

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: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

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

APPROVAL STAMP  
SUPERINTENDENT OF BUILDINGS

Rev. 9/2020



## 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 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 accessory buildings and structures larger than 100 sq. ft. must be filed, each, under a separate building permit application.

All applications for, but not limited to, new buildings/dwellings, additions, dormers, extensive exterior renovations, atypical accessory structures, and commercial business signs/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 describe the design, materials, finishes, sizes, and height 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 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 500 sq. ft. or more of land disturbing activity requires a Stormwater Management and Erosion Control permit application.

Exterior work such as swimming pools, decks or terraces 10" or higher, and certain style 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 homeowner can perform their own HVAC, Electrical and Plumbing work.

**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**  
**RESIDENTIAL ZONING ANALYSIS SHEET**

To be submitted with all Major Building Permit Applications. 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 Basement: \_\_\_\_\_ sq. ft.

Existing First Floor : \_\_\_\_\_ sq. ft.      Proposed First Floor: \_\_\_\_\_ sq. ft.

Existing Second Floor.: \_\_\_\_\_ sq. ft.      Proposed Second Floor: \_\_\_\_\_ sq. ft.

Existing Third Floor / Attic: \_\_\_\_\_ sq. ft.      Proposed Third Floor /Attic: \_\_\_\_\_ sq. ft.

Existing Attached Garage: \_\_\_\_\_ sq. ft.      Proposed Attached Garage: \_\_\_\_\_ 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.

Side Yard Required: \_\_\_\_\_ ft.      Proposed Side Yard: \_\_\_\_\_ ft.

Total Side Yard Required: \_\_\_\_\_ ft.      Proposed Total Side Yard: \_\_\_\_\_ ft.

Rear Yard Required: \_\_\_\_\_ ft.      Proposed Rear Yard: \_\_\_\_\_ ft.

Max. Height Permitted: \_\_\_\_\_ 28 ft.      Proposed Height: \_\_\_\_\_ ft.

Max. Stories Permitted: \_\_\_\_\_      Proposed Stories: \_\_\_\_\_

Max. Rear Yard Coverage: \_\_\_\_\_ sq. ft.      Proposed Rear Yard Coverage: \_\_\_\_\_ sq. ft.

Max. Rear Yard Coverage: \_\_\_\_\_ 40 %      Proposed Rear Yard Coverage : \_\_\_\_\_ %

Max. Height Accessory Structure: \_\_\_\_\_ 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.

\_\_\_\_\_: \_\_\_\_\_      \_\_\_\_\_:

**INCORPORATED VILLAGE OF MALVERNE**  
**BUILDING DEPARTMENT**  
**RESIDENTIAL ZONING ANALYSIS SHEET**

**Property Address:** \_\_\_\_\_ **Owner:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

Accessory Structures for Zoning Analysis:

Includes and shall not be limited to decks / terraces over 10" above average grade, sheds / cabanas over 100 sq. ft., detached garages, all types of swimming pools, exterior basement stairways, roofed over porches / decks / patios / porticos over 49 sq. ft. List each structure separately.

Setbacks for accessory structures attached/adjoining the dwelling to be same as dwelling setbacks. (i.e. decks off rear of dwelling, attached roofed over patio or deck (open porch ) unless otherwise noted in the code, etc.)

Enclosed porches or sunrooms, whether heated or not, shall be counted in first floor areas and counted in F.A.R.

Attics 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.

See attachment for additional details and information.

See Malverne Village Code for additional details and information.

All calculations shall be in gross sq. ft. to 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><b>Licensed Design Professional</b></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>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.</p>	<p>Licensed Design Professional's Stamp and Original Signature must appear here.</p>
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**SUPPLEMENTAL ZONING INFORMATION**

## **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 Building**
- b. **Accessory Structures, Storage Sheds more than 100 Sq. Ft.**
- c. **Detached Garages, Attached Garages, Vestibules**
- d. **Uncovered Decks, Terraces, Patios more than 10 Inches Above Average Grade**
- e. **In Ground or Above Ground Swimming Pools, Landscape or Coy Ponds deeper than 24"**
- f. **Roofed Over Decks, Porticos, Porches, Patios, Terraces with the "floor area" greater than 48 Sq. Ft. (does not include the steps)**
- g. **First and Second Floor Cantilevers / Overhangs**
- h. **Exterior Overhanging Balconies**
- i. **Exterior Basement Entrance Bulkhead Stairways with Bottom Landing**

**Does not include:**

- a. **Accessory Structures, Storage Sheds less than 100 Sq. Ft.**
- b. **Roofed Over Porticos, Decks, Porches, Terraces with the "floor area" less than 49 Sq. Ft.**
- c. **Uncovered Decks, Terraces, Patios 10 Inches or Less Above Average Grade**
- d. **Code Required Landings, Steps and Stairs Solely Used for Egress to Building Entries**
- e. **Landscape Ponds less than 24 Inches Deep**
- f. **Cornices, Eaves, Roof Overhangs or Chimneys not projecting more than 24 inches**
- g. **Driveways, Walkways**
- h. **Temporary Structures**
- i. **HVAC Condensers units**
- j. **Standard Generators**
- k. **Pool Equipment such as Standard Heaters, Pumps and Filters**
- l. **Hanging Bay Windows with Sill Above the Floor**
- m. **Window Wells or Bilco Type Doors**

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





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**SUPPLEMENTAL ZONING INFORMATION**

## **RESIDENTIAL ZONING INFORMATION**

### **Floor Area Ratio: maximum 40% of lot size**

**All gross square footage of 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**

**Does not include:**

- a. Detached Garages**
- b. Attached Garages Without Second Floors Above**
- c. Accessory Structures, Storage Sheds**
- d. Roofed Over Porticos, Open Porches, Patios, Terraces, Decks**
- e. Uncovered Decks, Terraces, Patios**
- f. Finished or Unfinished Basements**
- g. Swimming Pools**
- h. Cornices, Eaves or Chimneys not projecting more than 24 inches**
- i. Unfinished Attic Areas**
- j. Exterior Balconies**
- k. Hanging Bay Windows**
- l. Window Wells or Exterior Basement Bulkhead Stairways**

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

**7/2022**



**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	ZIP	CONTACT PERSON/OWNER
---------------------	-----	----------------------

ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
		CITY, STATE, ZIP

WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
PERMIT EXP DATE	<input type="checkbox"/> STEEL	EMAIL
LOT SIZE S.F.	<input type="checkbox"/> MASONRY	
# BLDGS ON LOT	<input type="checkbox"/> FRAME	

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**

- |                                                         |                                               |
|---------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> NEW BUILDING                   | <input type="checkbox"/> FIRE DAMAGE          |
| <input type="checkbox"/> ADDITION (CHANGE IN S.F.)      | <input type="checkbox"/> GARAGE/ OUT BUILDING |
| <input type="checkbox"/> DEMOLITION                     | <input type="checkbox"/> HVAC                 |
| <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) | <input type="checkbox"/> PLUMBING             |
| <input type="checkbox"/> MAINTAIN (PRE-EXISTING)        | <input type="checkbox"/> RELOCATION           |
| <input type="checkbox"/> RECONSTRUCTION                 | <input type="checkbox"/> REPLACEMENT          |
| <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT  | <input type="checkbox"/> SWIMMING POOL        |
| <input type="checkbox"/> DORMERS                        | <input type="checkbox"/> TENNIS COURT         |
| <input type="checkbox"/> OTHER _____                    | <input type="checkbox"/> CHANGE IN USE        |

**DOES RESIDENCE HAVE  
THE FOLLOWING**

CENTRAL AIR    YES ☐    NO ☐

FINISHED ATTIC    YES ☐    NO ☐

**BASEMENT FINISH**

1/4 ☐    1/2 ☐    3/4 ☐    FULL ☐

**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

Page 1 of 2

### INSTRUCTIONS:

- In order to answer the questions in this short EAP 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

# MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY  
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## Page 2 of 2

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: \_\_\_\_\_

Incorporated Village of Malverne  
**MALVERNE BUILDING DEPARTMENT**  
99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

**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.

Incorporated Village of Malverne  
**MALVERNE BUILDING DEPARTMENT**  
99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

**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

*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 R314 of the 2020 Residential Code of New York State, smoke detectors have been installed, maintained, and are in operable condition in the dwelling as noted below.

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 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 R315 of the 2020 Residential Code of New York State and Section 915 of the Fire Code of New York State, carbon monoxide detectors 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 10 ft. of the entrance to the sleeping area/ 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