

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



“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?



Timothy H. Sullivan, Mayor

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

Jill Valli, Village Clerk
Benjamin Truncale, 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 10" 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 100 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 Accessory Structure Over 100 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.
- Install Solar Panel Systems or ESS Systems, car charging stations
- Install New or Direct Replace Windows or Exterior Doors
- For Conversion of 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 18" 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 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: shall mean 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; fire pits; towers of any kind, including radio and television towers and antennas; 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.