

**Incorporated Village of Malverne  
Building Department  
99 Church Street, Malverne, NY 11565  
516-599-1200 ext. 113/114 Fax: 516-823-0767**

**REQUIREMENTS FOR A MALVERNE CONTRACTOR'S LICENSE**

**Please note the following:**

**\*\*\*Going forward all licenses will be issued via email. Please be sure to provide a valid email address on your application for all correspondence.**

**\*\*\*No work can begin until a permit is issued. Please submit applications and proper fees in a timely fashion.**

The following information must be submitted to the Building Department (**PARTIAL INFORMATION WILL NOT BE ACCEPTED**):

1. License application form
2. Certificate of liability insurance with the Inc. Village of Malverne listed as a certificate holder and additional insured. Liability insurance limits in the amount of \$2,000,000 General Aggregate / \$1,000,000 single limit bodily injury and property damage.
3. Additional insured endorsement form CG2012 or its equivalent for State or Governmental Agency or Subdivision or Political Subdivision – Permits or Authorizations (sample enclosed). **IMPORTANT NOTICE TO INSURANCE BROKER/AGENT:** The Incorporated Village of Malverne must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO CG 2012 equivalent. The additional insured endorsement must reflect the Village's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the Village.
4. Copy of the declaration page from your liability policy showing the business description or classification.
5. Certificate of disability benefits insurance coverage with the Inc. Village of Malverne listed as the certificate holder. If you employ no help then you must submit a waiver (CE-200) from the NYS Workers Compensation Board at time of licensing and any time a permit application is submitted.
6. Certificate of workers compensation insurance coverage with the Inc. Village of Malverne listed as the certificate holder. If you employ no help then you must submit a waiver (CE-200) from the NYS Workers Compensation Board at time of licensing and any time a permit application is submitted.

**\*\*\* Acord forms will NOT be accepted as proof of workers compensation or disability insurance\*\*\***

7. Copy of your current Nassau County Consumers license.
8. Copy of your Certificate of Completion for lead containment from The Federal Environmental Protection Agency (General Contractors only).
9. Check or money order in the amount of \$250.00 made payable to the Inc. Village of Malverne; license in force from 6/1/2024 – 5/31/2026.