

**CEMENT/CONCRETE WASH-  
OUT SHALL NOT BE DUMPED  
INTO STORM DRAINS OR  
STREETS**

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

**ALL STRUCTURAL WORK MUST  
BE DONE BY A CONTRACTOR  
LICENSED BY THE VILLAGE OF  
MALVERNE.**

**LISTS OF THESE INDIVIDUALS  
CAN BE OBTAINED FROM THE  
BUILDING DEPARTMENT**



**“USER FRIENDLY”**

**The Building Department is  
located in the  
Malverne Village Hall  
99 Church Street**

You can reach us at  
516-599-1200

**Superintendent of Buildings**

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

**Building Inspector**

George Lapin  
Ext. 111

**Plumbing Inspector**

Joseph Montilli  
(516) 766-7684

Call directly for an appointment  
(Tuesday – Thursday)

**Clerks to the Building Department**

Bobbie Cuomo  
Ext. 114

Florence Intrabartola  
Ext. 113

Inspectors available by appointment only:

Monday - Friday

10:00 am – 4:00 pm

No Inspections on Holidays

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

---



**Patricia Ann Norris-McDonald,  
Mayor**

Patricia Canzoneri-Fitzpatrick,  
Deputy Mayor

Keith M. Corbett, Trustee

John J. O'Brien, Trustee

Perry Cuocci, Trustee

Teresa Emmel, Clerk Treasurer  
Joseph Gentile, Village Attorney

**INCORPORATED VILLAGE  
OF MALVERNE**

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

---

- ❖ To construct a fence or replace an existing fence.
- ❖ To repave or replace a sidewalk, driveway, curb or curb cut.
- ❖ To install or replace central heating and central, including ductless air conditioning
- ❖ For oil to gas conversion and tank abandonment.
- ❖ To install decks or porticos.
- ❖ To install swimming pools, hot tubs, and saunas.
- ❖ To install or replace plumbing fixtures.
- ❖ For *additions* to buildings.
- ❖ For *alterations* to buildings and *structures*.
- ❖ For new or temporary *buildings* and *structures*.
- ❖ Pods/Dumpsters
- ❖ To install permanent electric generators (natural gas or diesel)
- ❖ To cut away any wall or portion thereof. To remove or cut any beams or supports.
- ❖ For removal, change or closing of any stairway or required means of exit.
- ❖ To install fireplaces, including gas fireplaces.
- ❖ To install chimneys and wood burning stoves.
- ❖ Renovations/remodeling of kitchens and bathrooms.
- ❖ Finish/remodeling of basements, including egress windows
- ❖ To remove trees anywhere on the property
- ❖ To install Solar Panels
- ❖ Window Replacements
- ❖ Sheds under 100 sq. ft. are exempt from permits but must have 5 foot setback to property lines.
- ❖ Decks and patios 10” or less above average grade are exempt from permits but must have 5 foot setback to property lines.
- ❖ Cell towers and antennas

## **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 structural parts of a building or structure.

**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 pipes, gas burning equipment, water pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, catch basins, drains, vents, 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 fuse renewals, incandescent lamps and portable appliances which, together with their cables and attachments, have been approved for connection to appropriate parts of the permanent electrical equipment

**STRUCTURE:** shall mean a combination of materials to form a construction that is safe and stable and includes, among other things, buildings, porches, balconies, terraces, decks, tents, Sheds, walls, fences, and display signs. The term “structure” shall be construed as if followed by the words “or part thereof”.