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
NEW WORK
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 application 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 HOMEOWNER***
- Short Environmental Assessment Form
- Plumbing Permit Application Form – completed by plumber, if plumbing work (gas, supply water, drainage). Village plumbing permit application available on line or at Village Hall.
- Electrical Application – completed by electrician, if electrical work. Village electrical application available on line or art Village Hall.
- Architects/Engineers 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 returned.
- 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 calculations, 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 zoning requirements.

Examples of Major Building Permit applications include but are not limited to the following:

- **New Homes**: ARB review required. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed structure. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Floor Area Ratio FAR must be on the drawings as well as a plot plan showing the proposed location of the structure and include set back measurements to 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. 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 are under a separate permit: demolition, HVAC central air, hot air furnaces, fences, tree removal, sewage and water connections, and swimming pools.

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BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
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MAJOR RESIDENTIAL BUILDING PERMIT
NEW WORK
INSTRUCTIONS

- **Additions/Dormers**: ARB review 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. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Floor area Ratio FAR must be on the drawings as well as a plot plan showing the proposed location of the structure and include set back measurements to 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) and Electrical Inspection Agency's application. A final survey is required prior to issuance of Certificate of Occupancy. The following are under a separate permit: HVAC central air, hot air furnaces, fences, tree removal, swimming pools.

- **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. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings as well as a plot plan showing the proposed location of the deck 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. ARB review may be required for porches.

- **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 with setback measurements to all property lines. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings. 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 Inspection Agency's application. Fences shall require a separate fence permit. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit.

- **Detached Garages / Other Accessory Structures** (greater than 100 sq. ft.): Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed structure. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings as well as a 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.

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:
Homeowner: _____
Contractor: _____

NEW WORK

BUILDING PERMIT APPLICATION

Page 1 of 2

APPLICATION #: _____

IMPORTANT: THIS FORM MUST BE TYPEWRITTEN OR PRINTED LEGIBLY

_____

ADDRESS OF PROPOSED WORK

SECTION _____ BLOCK _____ LOT _____

NAME & ADDRESS OF OWNER

_____

_____

_____

HOME PHONE _____

BUSINESS PHONE _____

CELL PHONE _____

EMAIL _____

NAME & ADDRESS OF APPLICANT

_____

_____

_____

BUSINESS PHONE_____

CELL PHONE _____

EMAIL _____

_____

SIGNATURE

Sworn to before me this _____day of _____

_____

NOTARY SIGNATURE

SEAL:

SIGNATURE

Sworn to before me this _____day of_____

_____

NOTARY SIGNATURE

SEAL:

DESCRIPTION OF PROPOSED WORK:

_____

_____

_____

COST OF CONSTRUCTION/ALTERATION (INDUSTRY STANDARDS) $_____

NEW WORK

BUILDING PERMIT APPLICATION

Page 2 of 2

Application No.: _____

ARCH. OR ENGINEER:_____ 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

- PERMIT #_____
- C/O – C/C #_____
- APPLICATION FEE $125.00
- PERMIT FEE $_____
- C/O - C/C FEE $_____
- $_____

APPROVAL STAMP

SUPERINTENDENT OF BUILDINGS

Rev. 12/16

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	☐ OWNER OR ☐ LESSEE	CONTACT PERSON/OWNER
ESTIMATED COST OF CONSTRUCTION:			ADDRESS
			CITY, STATE, ZIP
WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION		PHONE
PERMIT EXP DATE	☐ STEEL		EMAIL
LOT SIZE S.F.	☐ MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS	
# BLDGS ON LOT	☐ FRAME	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

- ☐ NEW BUILDING
- ☐ ADDITION (CHANGE IN S.F.)
- ☐ DEMOLITION
- ☐ ALTERATION (NO CHANGE IN S.F.)
- ☐ MAINTAIN (PRE-EXISTING)
- ☐ RECONSTRUCTION
- ☐ DECK, TERRACE, PORCH, CARPORT
- ☐ DORMERS
- ☐ OTHER _____
- ☐ FIRE DAMAGE
- ☐ GARAGE/ OUT BUILDING
- ☐ HVAC
- ☐ PLUMBING
- ☐ RELOCATION
- ☐ REPLACEMENT
- ☐ SWIMMING POOL
- ☐ TENNIS COURT
- ☐ 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 ☐	NO ☐
VARIANCE OBTAINED	YES ☐	NO ☐
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES ☐	NO ☐
SURVEY ENCLOSED	YES ☐	NO ☐

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

Rev 08/11

TOWN | SCHOOL DISTRICT | SECTION | BLOCK | LOT(S) | CA # OR BLDG # | UNIT # | DATE

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 X 113/114 FAX: 516-823-0767

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 here in Malverne. No work shall start prior to issuance of a permit approved by the Superintendent of Buildings. See instruction sheet for minor and major building permit applications for additional information.

Minor permit applications must be submitted completely, including electrical and plumbing applications, with village licensed contractors listed. This is required to expedite your permit in a very timely matter.

All applications for, but not limited, new buildings/dwellings, additions, dormers, extensive exterior renovations, atypical accessory structures, and commercial business signs require Architectural Review Board 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 your 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, heights, set backs of the proposed work. Zoning calculations and plot plans need to be signed and sealed by a NYS licensed design professional. Shall no zoning variances be required you will receive an ARB denial letter and checklist to appear before the ARB. Contact the building department for further information of what is required for the ARB hearing.

Shall a variance(s) be required, a denial letter will be written quoting the zoning regulations violated. That shall be used with your Zoning Board of Appeals (ZBA) application. See those instructions for further information. This ZBA hearing is typically scheduled in the evening on the first Thursday of every month. Submit your completed ZBA application at least 6 weeks before your anticipated hearing date. All applications requiring a variance must go through ZBA prior to ARB.

Any work involving 500 sq. ft. or more of land disturbing activity requires a Stormwater Management and Erosion Control Application

Exterior work such as swimming pools, decks above 10" high, and certain style porticos, porches and detached garages typically do not require ARB approval but require zoning review.

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

12/2017

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 x 113/114
FAX: 516-823-0767

SUPPLEMENTAL ZONING INFORMATION

RESIDENTIAL ZONING INFORMATION

Floor Area Ratio: maximum 40% of lot size

All gross square footage of structures including:

a. All Floors of Dwelling with Ceiling Height Greater Than 5 Feet
b. Attached Garages with Second Floors Above
c. Roofed Over Front Porticos, Front Porches greater than 48 Sq. Ft.
d. Roofed Over and Enclosed Rear Porches / Rear Patios / Rear Terraces

Does not include:

a. Detached Garages
b. Attached Garages Without Second Floors Above
c. Accessory Structures / Sheds of any size (unheated structures)
d. Roofed Over Front Porticos, Front Porches 48 Sq. Ft. or less
e. Roofed Over Rear Porches / Rear Patios / Rear Terraces
f. Decks, Terraces or Patios any height above grade
g. Finished or Unfinished Basements
h. Outdoor Swimming Pools
i. Cornices, Eaves or Chimneys not projecting more than 24 inches
j. Unfinished Attic Areas
k. Balconies
l. Hanging Bay Windows
m. Window Wells or Outside Basement Entrances

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

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 X 113/114
FAX: 516-823-0767

SUPPLEMENTAL ZONING INFORMATION

RESIDENTIAL ZONING INFORMATION

Lot Coverage: Maximum 25% of lot size in all Residential Districts

Total square footage of the footprint of structures including:

a. **Main Dwelling**
b. **Accessory Structures / Sheds more than 100 Sq. Ft.**
c. **Detached Garages**
d. **Uncovered Rear Decks, Terraces , Patios more than 10 Inches Above Average Grade**
e. **In Ground or Above Ground Swimming Pools**
f. **Roofed Over Front Porticos, Front Porches greater than 48 Sq. Ft.**
g. **Roofed Over Rear Porches, Rear Patios / Rear Terraces**
h. **First and Second Floor Cantilevers**

Does not include:

a. **Accessory Structures / Sheds 100 Sq. Ft. or less**
b. **Uncovered Front Porches**
c. **Roofed Over Front Porticos, Front Porches 48 Sq. Ft. or less**
d. **Decks, Terraces or Patios 10 Inches or Less Above Average Grade**
e. **Code Required Landings, Steps and Stairs Solely Used for Egress to Building Entries only.**
f. **Landscape Ponds**
g. **Cornices, Eaves or Chimneys not projecting more than 24 inches**
h. **Driveways, Walkways**
i. **Temporary Structures**
j. **HVAC Condensers units**
k. **Standard Generators**
l. **Pool Equipment such as Standard Heaters, Pumps and Filters**
m. **Hanging Bay Windows**
n. **Window Wells or Outside Basement Entrances**

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

MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY
Phone 516-599-1200 Fax 516-823-0767

SHORT ENVIRONMENTAL ASSESSMENT FORM

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
Phone 516-599-1200 Fax 516-823-0767

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
Building Department
99 Church Street, Malverne New York 11565-1726
Phone: (516) 599-1200 ● Fax: (516) 823-0767

FOR USE WITH
FINISHED BASEMENT APPLICATIONS
FOR STORAGE ONLY - NON HABITABLE SPACE

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU)

_____, being duly sworn deposes and says:
Please Print

1. I am the owner of _____, Malverne, NY.

2. I understand and agree that the basement at _____Malverne, NY

is to be utilized for **NON-HABITABLE USE / STORAGE ONLY and**

THERE WILL BE NO SLEEPING QUARTERS.

_____
Homeowner

Sworn to before me this

_____day of _____ 20

_____
Notary Public

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO THE PENAL LAW OF NY STATE

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
ss:
County of Nassau

Building Permit # _____

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 R314.2 of the 2015 New York State Residential Code 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 R315.2 of the 2015 New York State Residential Code 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 in the immediate vicinity of the 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

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

A-6

INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
99 CHURCH STREET, MALVERNE, NEW YORK 11565
OFFICE: 516-599-1200 X 113/114
FAX: 516-823-0767
EMAIL: DOB@MALVERNEVILLAGE.ORG

TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION FORM

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)

TO: INCORPORATED VILLAGE OF MALVERNE – DEPARTMENT OF BUILDINGS

OWNER OF PROPERTY: _____

PROPERTY ADDRESS: _____

SECTION: **BLOCK:** **LOT(S):**

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- ☐ NEW RESIDENTIAL STRUCTURE
- ☐ ADDITION TO EXISTING RESIDENTIAL STRUCTURE
- ☐ REHABILITATION TO EXISTING RESIDENTIAL STRUCTURE

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE (CHECK EACH APPLICABLE LINE):

- ☐ TRUSS TYPE CONSTRUCTION (TT)
- ☐ PRE-ENGINEERED WOOD CONSTRUCTION (PW)
- ☐ TIMBER CONSTRUCTION (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- ☐ FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS (F)
- ☐ ROOF FRAMING (R)
- ☐ FLOOR FRAMING AND ROOF FRAMING (FR)

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

CAPACITY (Check One):

☐	OWNER	☐	ARCHITECT
☐	CONTRACTOR	☐	ENGINEER
☐	AGENT	☐	OTHER:

DECAL IDENTIFICATION INFO: (MUST MATCH DECAL ON SITE)

CONSTRUCTION DESIGNATION: (I, II, III, IV, V)	➔	
STRUCTURAL COMPONENT(S): (F, R, FR)	➔	
LOCATION TO BE PLACED:		

DECAL MUST BE IN PLACE DURING FINAL INSPECTION IN ORDER FOR THE COFC OR COFO TO BE ISSUED. REQUIRED DECALS ARE NOT ISSUED OR PROVIDED BY THE DEPARTMENT OF BUILDINGS.

INFORMATION PAGE

Section 1265.4. Sign/symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign/symbol in accordance with the provisions of this Part.

(b) The sign/symbol required by this Part shall by affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign/symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign/symbol to be affixed to the electric box, the sign/symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign/symbol required by the Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign/symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign/symbol required by the Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign/symbol required by this Part and shall promptly replace any such sign/symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign/symbol required by this Part if such sign/symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign/symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign/symbol or otherwise cause such sign/symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign/symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision.

(1) The sign/symbol shall consist of a circle six inches (154.2 mm) in diameter, with a stroke of width of ½ inch (12.7 mm). The background of the sign/symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign/symbol shall be of sturdy, non-fading, weather resistant material; provided, however, that a sign/symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign/symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and

(ii) if the residential structure is subject to the provisions of BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign/symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

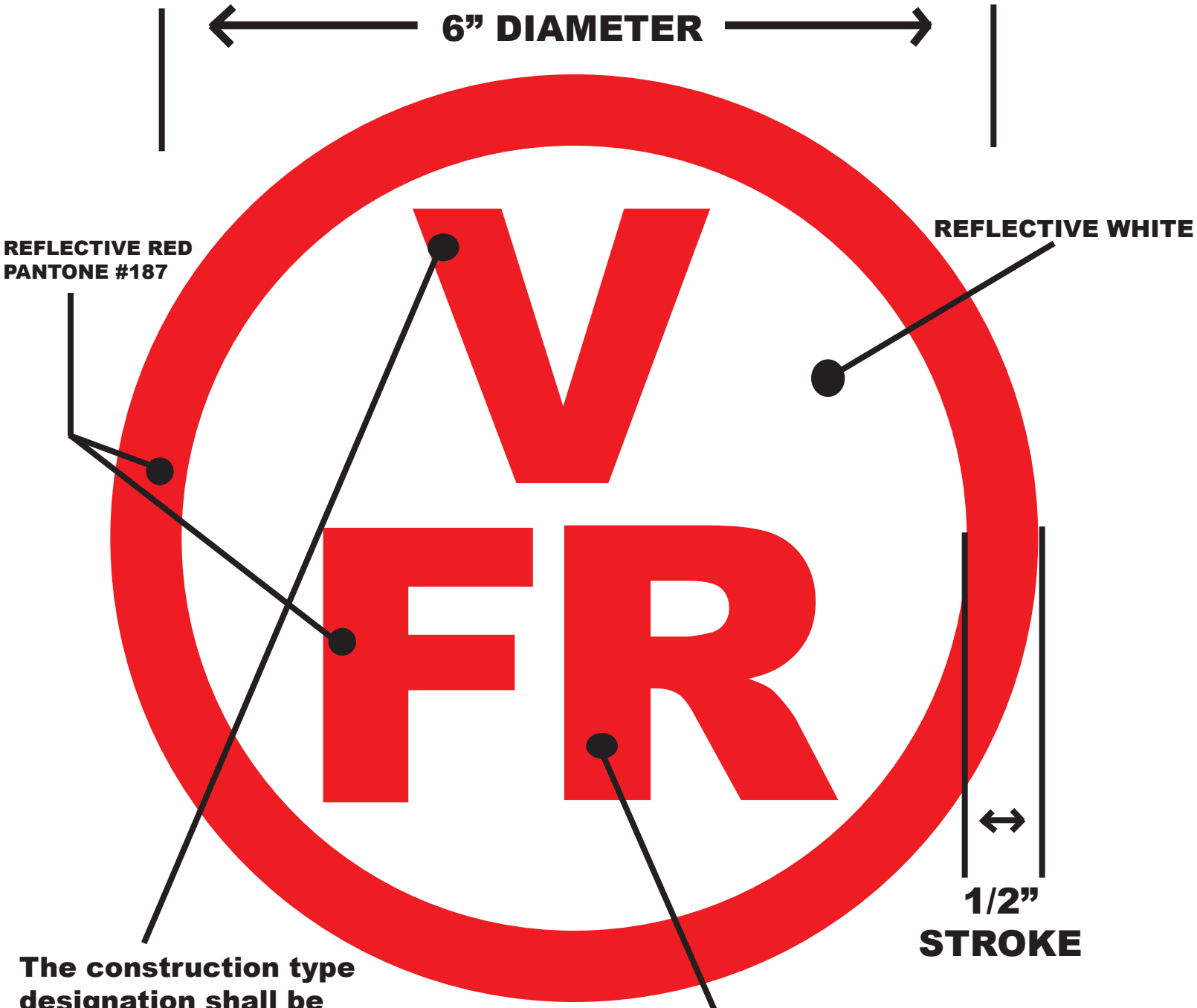
(i) "F" shall mean floor framing, including girders and beams;
(ii) "R" shall mean roof framing; and
(iii) "FR" shall mean floor framing and roof framing.

(5) The construction type designation shall be placed at the 12 o'clock position of the sign/symbol, over the location designation, which shall be placed at the six o'clock position of the sign/symbol.

Note: CofO and CofC cannot be issued until compliance with these regulations are inspected and verified on site during the final inspection.

Plans are to indicate compliance with this regulation.

Label Standard Requirement on Next Page



The construction type designation shall be “I”, “II”, “III”, “IV”or “V” to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

“F”	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
“R”	ROOF FRAMING
“FR”	FLOOR AND ROOF FRAMING

NYS BUILDING STANDARDS AND CODES