

**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 ELECTRICAL LICENSE**

**Please note the following:**

- \*\*\*Going forward all licenses and permits 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 ACCPETED**):

1. Application form (see enclosed)
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).
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 Town of Hempstead, North Hempstead or Oyster Bay Master Electrician's license. Receipts/registration cards will NOT be accepted.
8. Copy of your Certificate of Competency from the Township where you originally took your test (Town of Hempstead, North Hempstead, or Oyster Bay only).
9. Check or money order in the amount of \$250.00 made payable to the Inc. Village of Malverne; license in force from 1/1/2020 – 12/31/2021.