

*Incorporated Village of Malverne*

*Building Department*

99 Church Street, Malverne New York 11565-1726

Phone: (516) 599-1200 • Fax: (516) 823-0767

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

The following information **MUST** be submitted, to this office, in order to do any work in the Inc. Village of Malverne. **PARTIAL INFORMATION WILL NOT BE ACCEPTED**

1. License application form.
2. Certificate of **Liability Insurance** with the Village of Malverne listed as **CERTIFICATE HOLDER**, as well as **ADDITIONALLY INSURED with respect to permits and licensing** (Please submit Additional Endorsement Form CG2012 or equivalent for State or Political Subdivision Permits). Liability insurance limits in the amount of **\$2,000,000** General Aggregate / **\$1,000,000** single limit bodily injury and property damage.
3. Copy of the **DECLARATION PAGE** from your liability policy showing the **Business Description**.
4. Certificate of **Disability Benefits insurance coverage AND Workers Compensation Insurance** with the 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.  
**Accord forms will NOT be accepted as proof of Workers Compensation Insurance or Disability Insurance**
5. Copy of a **CURRENT** Nassau County Consumers License **ONLY**.  
**RECEIPTS WILL NOT BE ACCEPTED.**
6. Copy of your Certificate of Completion for lead containment from The Federal **Environmental Protection Agency (General Contractors only)**.
7. Check in the amount of **\$200.00 dollars** made payable to the Inc. Village of Malverne; License in force from 6/1/19 – 5/31/20.

**PLEASE BE ADVISED THAT NO PERMITS WILL BE ACCEPTED, BY THIS OFFICE, UNLESS THE ABOVE INFORMATION IS ON FILE WITH THE MALVERNE BUILDING DEPARTMENT.**