

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

ALL 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
Malverne Village Hall
99 Church Street

You can reach us at
516-599-1200

Superintendent
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

Clerks to the Building Department
Mary Kate Schnaars
Ext. 114
Florence Intrabartola
Ext. 113

Inspectors available by appointment only:
Monday - Friday
10:00 am – 4:00 pm
Except Holidays

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



Keith M. Corbett, Mayor

Perry Cuocci, Deputy Mayor
John J. O'Brien, Trustee
Lauren E. Touchard, Trustee
Timothy H. Sullivan, Trustee

Averil Smith, Clerk Treasurer
Kevin Walsh, Village Attorney

**INCORPORATED
VILLAGE OF
MALVERNE**

YOU MUST APPLY FOR A PERMIT.....

- ❖ To install a fence or replace an existing fence.
- ❖ To add, repave or replace a sidewalk, driveway, curb, apron or curb cut.
- ❖ To install or replace central heating and central air conditioning, including ductless air conditioning
- ❖ For oil to gas conversion and oil tank abandonment. Replace a boiler or furnace.
- ❖ To construct decks over 10” above grade.
- ❖ To install swimming pools, hot tubs, and saunas. Demolish in-ground pools
- ❖ To install or replace plumbing fixtures and any plumbing work.
- ❖ Any electrical work including service upgrades or removals of circuits
- ❖ For *additions* to buildings.
- ❖ For *alterations* to buildings and *structures*. Including a Change of Use
- ❖ For new or temporary *buildings* and *structures*. Detached Garages, Sheds over 100 sq. ft.
- ❖ Storage Pods
- ❖ Dumpsters not related to a building or demolition permit
- ❖ To install permanent electric generators (natural gas or diesel)
- ❖ To cut away/remove any wall, beams, supports or portions thereof.
- ❖ To demolish any building, deck, garage or accessory structure over 100 sq. ft.
- ❖ 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 protected trees over 9” diameter @ 48” above grade anywhere on the property
- ❖ Solar Panels Systems
- ❖ Multiple Window or Exterior Door Replacements
- ❖ Porches, sunrooms, landings and steps, Porticos

- ❖ Flag Poles
- ❖ Garage Conversions/Porch Conversions
- ❖ Removal of any drywall and or Re-insulating.
- ❖ Patio Awnings/Patio Roofs

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

Rev. July 2020