

The Building Department is located  
in the

**Malverne Village Hall**

99 Church Street

You can reach us at

516-599-1200

extensions: 113 or 114

**Superintendent of Buildings**

Robert L. Solarino

**Building Inspector**

George Lapin

**Plumbing Inspector**

John Krull  
(516) 659-4060

**Secretary to Building Department**

Bobbie Cuomo  
Florence Intrabartola

Inspectors available by appointment only

Monday-Friday  
10:00 am – 12:00 pm  
2:00 pm – 4:00 pm

**INCORPORATED VILLAGE  
OF MALVERNE**

99 CHURCH STREET

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

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**Patricia Ann Norris-McDonald,  
Mayor**

James J. Callahan III, Deputy Mayor  
Joseph J. Hennessy, Trustee  
Michael T. Bailey, Trustee  
John J. O'Brien, Trustee

Teresa Emmel, Clerk Treasurer  
James Frankie, Village Attorney

**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”**

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

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- ❖ To construct a fence or replace an existing fence.
  - ❖ To repave or replace a sidewalk, driveway or curb cut.
  - ❖ To install and /or replace central heating and central 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.
  - ❖ All *plumbing* work is to be performed by a plumber who is licensed with the Village of Malverne.
  - ❖ For *additions* to buildings.
  - ❖ For *alterations* to buildings and *structures*.
  - ❖ For new *buildings* and *structures*.
  - ❖ 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.
  - ❖ All *electrical* work to be performed by an electrician who is licensed with the Village of Malverne.
  - ❖ To install fireplaces, including gas fireplaces.
  - ❖ To install chimneys and wood burning stoves.
  - ❖ Renovations to kitchens and bathrooms.
  - ❖ To finish basements.
  - ❖ To remove trees anywhere on the property.
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## 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".