

**PERMIT APPLICATION FOR PAVING WORK  
INSTRUCTIONS**

Incorporated Village of Malverne  
99 Church Street  
Malverne NY 11565  
516-599-1200

Please be advised that the following items must be submitted:

1. Completed paving work permit application, in duplicate
2. If homeowner is doing the work, then an affidavit must be completed, signed and notarized.
3. Contractor must be registered and licensed with the Village of Malverne and all insurance papers must be on file and up to date.
4. Permit Fee in the amount of fifty (\$50.00) dollars. Fee must be paid by a Money Order or check ONLY, made payable to the Inc. Village of Malverne.
5. If the driveway is going to be paved, a copy of the survey must be included indicating the dimensions. **Local Law #4- Section 49-81-c- Off Street Parking: The total area of driveway, parking space, pavement, gravel or combination thereof in the front yard of a dwelling that is intended and used for the parking of vehicles shall not exceed the amount of square footage derived by multiplying the shortest distance in feet between the front line of the plot and the nearest point of the building by 20.**

**NOTICE:** All paving work needs a permit, this includes concrete/asphalt/pavers  
**No work is to be done until a permit is issued.**

**Inspection is required prior to pouring concrete.  
Call the building department at 516-599-1200 for an appointment.**

**Homeowner will be held responsible for any damage to curb trees or their roots as a result of sidewalk repair.**

**If the work being done involves a corner curb it MUST include a handicap ramp.**

**\*\*BEFORE THE CONCRETE PERMIT IS SIGNED OFF AND CLOSED BY THE BUILDING INSPECTOR, A COPY OF THE CONCRETE TICKET VERIFYING THE PROPER MIX, MUST BE PRESENTED TO THE BUILDING DEPT.**