

INSTRUCTIONS FOR FENCE PERMIT APPLICATION

**INCORPORATED VILLAGE OF MALVERNE
99 CHURCH STREET
MALVERNE, NY 11565
(516) 599-1200**

Please be advised that all of the following items must be submitted. **PARTIAL INFORMATION WILL NOT BE ACCEPTED.**

1. Fence permit application completed in duplicate.
2. Two (2) recent copies of your property survey showing where fence will be erected and height of fence.
3. If you are using a contractor they must be licensed with the Village of Malverne. A list of licensed contractors is available upon request.
4. If a homeowner wishes to do the work, they must submit a notarized affidavit.
5. If there is a pool on the property it must be indicated on the survey, and the fence must be installed in compliance with the Malverne Village Code. The fence can **ONLY** have **one** gate and **MUST** be self closing and self latching.
6. Finished side of fence must face outward.
7. Fee: Check in the amount of one hundred (\$100) made payable to the Inc. Village of Malverne.

NOTICE: NO WORK IS TO BE DONE UNTIL A PERMIT IS ISSUED!

**FENCE CONTRACTOR IS RESPONSIBLE FOR REMOVING ANY AND ALL
OLD PIECES OF FENCE AND DEBRIS**