

MALVERNE BUILDING DEPARTMENT

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

RESIDENTIAL PERMIT INSTRUCTIONS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions. Additional fees are due upon approval of the permit. A portion of the required additional permit fees may be based on cost of construction as per current average industry average construction costs. All fees are non-refundable. ALSO SEE PERMIT PROCESS INFORMATION SHEET.

A \$125.00 filing fee is due at filing for each building permit application. You will be notified of final fees due via email. You may pay via the credit card link provided. All fees are non-refundable.

Residential Building Permit Application Packages may include:

1. Residential Building permits shall be filed under the “Building Permit Application” link button.
ALSO SEE PERMIT PROCESS INFORMATION SHEET
2. Upload completed “Affidavit of Property Owner of electronic filing”. Form available on village website.
3. Please clearly describe the scope of work in detail such as “Residential - construct addition, renovate kitchen, install swimming pool, etc.) include square footage and or size of proposed structures and any other applicable information.
4. Upload completed Zoning Analysis calculations form signed and sealed by NYS design professional, when scope of project includes an applicable change in footprint or an applicable change of use of a portion of the building. Available on the village website.
5. Submit ‘Plumbing Permit Application’ – if plumbing work (fixtures, gas or water piping, boiler, etc.) under separate filing under the “Plumbing Permit Application” button. See instructions.
6. Submit ‘Electrical Permit Application’, if electrical work, under separate filing under the “Electrical Permit” button. See instructions.
7. Submit ‘HVAC Permit Application’, if HVAC work, under separate filing under the “HVAC/Generator Permit” button. See instructions.
8. Submit Storm Water Management and Erosion Control Permit Application for projects with land disturbing area of 500 or more sq. ft. under separate filing under “Building Permit Application” button. See instructions.
9. Please note: All contractors must be licensed directly with the Village of Malverne.
10. Applications inactive for six months will be automatically withdrawn. No refunds.
11. All applications with exterior changes to the building facade may be subject to Village Architectural Review Board (ARB) approval (hearings once a month). Applications subject to ARB may upload signed and sealed floor plans of all floors including basement, exterior elevations, plot plan and zoning calculation form, and any other drawings necessary and completed to a point to construe the design for zoning view at initial submission. See ARB submittal requirements sheet after initial review by superintendent. ALSO SEE PERMIT PROCESS INFORMATION SHEET
12. All applications are subject to Zoning Board of Appeals ZBA approval (hearings once a month). For review of Zoning please upload signed and sealed floor plans, exterior elevations, plot plan and zoning calculations, and any other drawings necessary and completed to a point to construe zoning conformance or non-conformance. Zoning Board Variance approval must be completed prior to ARB approval. ALSO SEE PERMIT PROCESS INFORMATION SHEET

MALVERNE BUILDING DEPARTMENT

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

RESIDENTIAL PERMIT INSTRUCTIONS

13. Refer to the Malverne Village Zoning Code and NYS Building Codes for further information.
14. Sheds and other similar accessory structures under 100 square feet and Decks/Patios lower than 10" above average grade do not require a permit but are required to adhere to all zoning setback requirements. SEE VILLAGE ZONING CODE.
15. Any Tree removals under separate permit from the village clerk's office.
16. See "WHEN DO I NEED A PERMIT" for further information on the village website.
17. Maintain and legalize applications *may* not require a contractor, plumber, electrician or hvac contractor, depending on scope of work as deemed by the building department. When applicable put in "property owner" as the contractor, etc. Maintain applications are subject to fee surcharges. Multiple angle Pictures of the existing conditions in question for maintain applications shall be uploaded in jpeg or PDF format. Any footprint changes to the building, including but not limited to decks, porches, second story additions, first- or two-story additions, and garages shall require an updated survey by a licensed land surveyor uploads at time of application.

Examples of Residential Building Permit applications include but are not limited to the following. Please contact the building department shall your scope of work not be listed below.

New Homes: ARB review required. Upload NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structure with plot plan showing the proposed location of the structures and include set back measurements to property lines, Upload Zoning Analysis sheet, Upload in PDF format current, accurate, and legible survey of your property. Upload in PDF form energy calculations via Rescheck or equal with inspection checklist. Submit Plumbing Permit Application(s) (one for heating system, one for plumbing fixtures) and Electrical Permit Application. A final survey is required prior to issuance of Certificate of Occupancy. The following shall be filed under a separate permit including but not limited to finished basements, HVAC ducted or ductless split heating / cooling systems, forced air furnaces, fences, tree removal, decks, detached garages, accessory structures over 100 sq. ft., outdoor kitchens driveways and aprons, curbs, sidewalks, sewer, gas and water connections, each accessory structure, and all swimming pools. Upload Manual S and Manual J energy reports from a certified agency. Please note that the Village does not require mandatory H.E.R.S. rated or Energy Star certified new dwellings, though a H.E.R.S. rated home is highly recommended. separate application for storm water drywells and required for land disturbances 500 sq. ft. and more shall be filed under separate permit. SEE PERMIT PROCESS INFORMATION SHEET.

Additions/Dormers: ARB review required. Must include 'to scale' floor plans of the all floors of the existing conditions. Upload in PDF format NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed structure (Must include 'to scale' floor plans of all floors, including basement, of the existing conditions) with plot plan showing the proposed location of the structures and include set back measurements to property lines, Upload Zoning Analysis sheet, Upload PDF of current, accurate, and legible survey of your property. Upload in PDF format energy calculations via Rescheck or equal with inspection checklist. Submit Plumbing Permit Application(s) (one for heating system, one for plumbing fixtures) if plumbing work proposed, and Electrical Permit application. A final survey is required prior to issuance of Certificate of Occupancy. The following shall be filed under a separate permit including but not limited to HVAC ducted or ductless split heating / cooling systems, forced air furnaces, fences, tree removal, swimming pools, decks, detached garages, accessory structures over 100 sq. ft., driveways and aprons, curbs, sidewalks. Storm water drywells required for land disturbances 500 sq. ft. and more shall be filed under separate permit. Upload Manual S and Manual J energy reports from a certified agency for new conditioned space. SEE PERMIT PROCESS INFORMATION SHEET.

MALVERNE BUILDING DEPARTMENT

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

RESIDENTIAL PERMIT INSTRUCTIONS

Decks (greater than 10 inches above average grade) and Open or Enclosed Porches/Covered Patios:

Upload in PDF format NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed deck *(Must include 'to scale' floor plans of all floors, including basement, of the existing conditions)* with plot plan showing the proposed location of the structures and include set back measurements to property lines, Upload Zoning Analysis sheet, Upload PDF of current, accurate, and legible survey of your property. Must include Electrical Inspection Agency's application if any electrical work. A final survey is required prior to issuance of Certificate of Completion. Tree removals under separate permit. ARB review may be required for porches. Each accessory structure requires a separate permit application. SEE PERMIT PROCESS INFORMATION SHEET.

Swimming Pools (above ground and in ground): Upload in PDF format NYS Architect or Engineer signed and sealed plot plan showing the proposed location of the pool and all pool equipment, pumps, filters, heater, drywell sized with calculations shown to hold 10% of the pool water volume for drainage and backwash. All with setback measurements to all property lines. Upload Zoning Analysis sheet, Upload PDF of current, accurate, and legible survey of your property. Upload pool manufacturer's specifications signed and sealed shop drawings with dimensions. Detail of drywell. Submit Plumbing Permit Application (if any plumbing work for gas line to heaters) and Electrical Permit Application. Must file a required Fence Permit Application separately as a pool barrier safety enclosure per NYS and village code. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. A swimming pool requires a separate permit application from any other proposed work on the property. SEE PERMIT PROCESS INFORMATION SHEET. PLEASE ALSO REFER TO THE NYS SWIMMING POOL SAFETY BARRIER REGULATIONS AVAILABLE ON THE WEBSITE FOR REQUIRED ALARMS, FENCE AND GATE REQUIREMENTS.

Detached Garages / Other Accessory Structures (greater than 100 sq. ft.): Upload in PDF format NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structure with plot plan showing the proposed location of the structures and include set back measurements to all property lines, Upload Zoning Analysis sheet, Upload in PDF format current, accurate, and legible survey of your property. Submit Electrical Permit application. A final survey is required prior to issuance of Certificate of Completion. Tree removal under separate permit. No habitable space is allowed in accessory structures. Certain detached garage designs are pre-approved and ARB review is not required. Each accessory structure requires a separate permit application. Demolition permit applications filed separately. SEE PERMIT PROCESS INFORMATION SHEET

Kitchen Renovations: Upload in PDF format 'to scale' floor plan of the existing layout and the new layout and extent of new finishes, drywall, and insulation areas. Denote any existing/new windows, doors, wall openings (sizes and types). Plumbing and Electrical permit applications will be required. Any changes to existing structural walls or other changes as deemed by the building department requires detailed construction drawings/plans, signed and sealed by a NYS architect or engineer.

Bath Renovations: Upload in PDF format 'to scale' floor plan of the existing layout and the new layout and extent of new finishes, drywall, and insulation. Show any existing/new windows, doors, wall openings (sizes and types). Plumbing and Electrical permit applications will be required. Any structural changes to existing walls or other changes as deemed by the building department require detailed construction drawings/plans, signed and sealed by a NYS architect or engineer.

MALVERNE BUILDING DEPARTMENT

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

RESIDENTIAL PERMIT INSTRUCTIONS

Finished Basements for Habitable Space: (basement is to be used for habitable space such as a recreation room, office, bedroom, media room, study, playroom, hobby room, media room, exercise room or other similar area). A PRE-INSPECTION IS REQUIRED TO BE COMPLETED BY THE BUILDING INSPECTOR PRIOR TO REVIEW OF THE APPLICATION PACKAGE. Upload in PDF format NYS Architect or Engineer signed and sealed detailed construction drawings which show all dimensions, type of walls, ceiling, soffit and protrusion heights, smoke and carbon monoxide detectors, doors and window sizes and types, occupant fresh air requirements, combustion air requirements to heating appliances, the thermal envelope. and detail mandatory emergency escape and rescue opening(s), which shall meet NYS Code requirements. Upload PDF copy of Rescheck Energy Calculations with inspection checklist. Submit Plumbing, Electrical, HVAC permit applications as applicable. New Exterior Basement entry stairs as emergency escape are not permitted unless approved by the Village Trustees as a Special Use / Exception. SEE FINISHED BASEMENT FOR HABITABLE SPACE INFORMATION SHEET on the village website.

Finished Basements for Storage: (basement is to be used for non-habitable space such as a storage room only). Upload in PDF format detailed construction drawings/plans which show all dimensions, type of walls, ceiling, soffit and protrusion heights, smoke and carbon monoxide detector locations, doors and window sizes, combustion air requirements to heating appliances. No bathrooms are typically allowed in storage basements. No heat typically allowed in storage basements. Submit Plumbing, Electrical, HVAC permit applications as applicable. Any changes to existing structural walls or other changes as deemed by the building department requires detailed construction drawings/plans, signed and sealed by a NYS architect or engineer. A NOTARIZED AFFIDAVIT BY THE CURRENT AND FUTURE PROPERTY OWNERS and BUYERS (if house for sale) STATING IT WILL BE USED ONLY FOR STORAGE MUST BE SUBMITTED PRIOR TO ISSUANCE OF ANY FINAL CERTIFICATES OF COMPLIANCE.

Attic or Garage Conversions to Habitable Living Space: ARB review required for alterations to exterior of building. Upload in PDF format NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed work. (with plot plan showing the proposed location of the AREA and the driveway for garage conversions. You must maintain off street parking for at least two cars). Must include 'to scale' floor plans of all floors, including basement, of the existing conditions. Upload zoning analysis sheet for FAR change, Upload current, accurate, and legible survey of your property. Upload signed and sealed Energy calculations via Recheck with inspection checklist for new conditioned space. Submit Plumbing, Electrical, HVAC permit applications, as applicable. A final survey is required prior to issuance of Certificate of Occupancy. See garage conversion information sheet.

Window and Exterior Door Replacements: Three or more within a one-year period. Provide energy code info 'U' and SGHC values of proposed units, number of windows, locations, types of units. Any structural changes to existing walls, ceilings, or roofs for larger than existing or new openings shall require detailed construction drawings/plans, signed and sealed by a NYS architect or engineer. Window and door replacements shall meet the minimum requirements of the NYS Energy and Residential Codes and be safety glass if required by the NYS Residential Code. No replacements shall be less than the ventilation opening of the existing window and shall not reduce egress if in a bedroom.

Landings and Steps for Egress only (not a deck, terrace or porch): Upload in PDF format detailed construction drawings / plans of the proposed work. Upload in Pdf format current, accurate, and legible survey of your property. A final survey may be required prior to issuance of Certificate of Compliance. See typical code requirements for railings and steps for further information. Design professional drawings may be required depending on scope. Show size, materials, hand and guard railing information, footing / foundation type and depth.

MALVERNE BUILDING DEPARTMENT

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

RESIDENTIAL PERMIT INSTRUCTIONS

Interior Alterations: Upload in PDF format detailed construction drawings / plans. Removal of or new proposed structural members, partitions, windows, changes of use of a room, etc. will require NYS Architect or Professional Engineer drawings. Submit Plumbing, Electrical and HVAC permit applications, as applicable.

Hot Tubs/Spas: Upload in PDF format plot plan or marked up survey showing “to scale” the proposed location of the hot tub with setbacks to property line. Upload in PDF format hot tub manufacturer’s specifications with size. Submit Fence and Electrical Permit Applications. PLEASE ALSO REFER TO THE NYS SWIMMING POOL SAFETY BARRIER REGULATIONS AVAILABLE ON THE WEBSITE FOR REQUIRED ALARMS, FENCE AND GATE REQUIREMENTS IF HOT TUB / SPA DOES NOT HAVE A LOCKABLE SAFETY COVER.

Contact the building department for clarification of instructions for any other type of scope of work not listed on these or other instructions.

“Maintain and Legalize Existing” installed without permits or “Started Work Prior to Issuance of Permit” applications are subject to a surcharge fee per the current village fee schedule. All maintain and legalize applications require multiple angle pictures of all areas that are part of the application to be uploaded and a pre-inspection by the building inspector prior to issuance of permits.

Updated May 2025