



INCORPORATED VILLAGE OF MALVERNE  
BUILDING DEPARTMENT  
99 CHURCH STREET, MALVERNE, NEW YORK 11565  
OFFICE: 516-599-1200 x 113/114 FAX: 516-823-0767

## BUILDING PERMIT APPLICATION PROCESS

This informational packet is to inform property owners, business owners, architects, engineers, expeditors, and contractors on the process and time frames to gain approvals for a building permit here in Malverne. No work shall start prior to issuance of a permit approved by the Superintendent of Buildings. See instruction sheet for minor and major building permit applications for additional information.

Minor permit applications must be submitted completely, including electrical and plumbing applications, with village licensed contractors listed. This is required to expedite your permit in a very timely matter.

Accessory structures such as decks, swimming pools / hot tubs / spas, detached garages or other accessory buildings larger than 100 sq. ft. must be filed, each, under a separate building permit application.

All applications for, but not limited to, new buildings/dwellings, additions, dormers, extensive exterior renovations, atypical accessory structures, and commercial business signs require Architectural Review Board approval. This hearing is typically scheduled in the evening on the third Thursday after the first Wednesday of every month. Please submit completed building permit application with attachment forms, survey, complete floor plans, elevations, plot plan with zoning calculations (see zoning info sheet and zoning code), and/or other information as applicable for your scope of work, at least 6 weeks before your anticipated ARB hearing date for a zoning review prior to approval to appear before the ARB board. These drawings do not need to be complete construction documents but must be complete enough to describe the design, materials, finishes, sizes, heights, set backs of the proposed work. Zoning calculations and plot plans need to be signed and sealed by a NYS licensed design professional. Shall no zoning variances be required you will receive an ARB denial letter and checklist to appear before the ARB. Contact the building department for further information of what is required for the ARB hearing.

Shall a variance(s) be required, a denial letter will be written quoting the zoning regulations violated. That shall be used with your Zoning Board of Appeals (ZBA) application. See those instructions for further information. This ZBA hearing is typically scheduled in the evening on the first Thursday of every month. Submit your completed ZBA application at least 6 weeks before your anticipated hearing date. All applications requiring a variance must go through ZBA prior to ARB.

Any work involving 500 sq. ft. or more of land disturbing activity requires a Stormwater Management and Erosion Control Application

Exterior work such as swimming pools, decks above 10" high, and certain style porticos, porches and detached garages typically do not require ARB approval but require zoning review.

**Please contact the Building department if you shall have any questions. Notwithstanding, nothing in this information shall override the Malverne Village Codes.**