



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

MAJOR RESIDENTIAL BUILDING PERMIT
NEW WORK
INSTRUCTIONS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

No application shall be deemed complete unless it meets the information requirements listed within these permit instructions: **A \$125 filing fee** due at the time of submission. Additional fees are due upon approval of the permit. A portion of the required additional permit fees are based on cost of construction as per current industry average construction costs. **All fees are non-refundable.**

Major Building Permit Application Packages include:

- Building Permit Application Form - provide all contractors information, requires notarized signatures.
- Nassau County Assessment Sheet – **MUST BE FILLED OUT AND SIGNED BY PROPERTY OWNER**
- Short Environmental Assessment Form
- Plumbing Permit Application Form – completed by plumber if plumbing work (gas, supply water, drainage piping).
- Electrical Application – completed by electrician if electrical work.
- Architects/Engineers Affidavit A-6
- Owners Affidavit A-5
- Residential Smoke Detector & Carbon Monoxide Affidavit
- Truss/Pre-Engineered Lumber Form (if required)
- Storm Water Management Permit Application for projects with land disturbing area of 500 or more sq. ft.
- Additional Information as described below.
- **Please note: All contractors must be licensed with the Village of Malverne.**
- Applications inactive for six months will be withdrawn and discarded.
- All applications are subject to possible Village Architectural Review Board ARB approval (hearings once a month). Applications subject to may provide two sets of signed and sealed floor plans, exterior elevations, plot plan and zoning calculations, and any other drawings necessary to construe the design at initial submission. See ARB submittal requirements sheet after initial review by superintendent.
- All applications are subject to possible Zoning Board of Appeals ZBA approval (hearings once a month). For preliminary review for Zoning Board denial letter please provide two sets of signed and sealed floor plans, exterior elevations, plot plan and zoning calculations, and any other drawings necessary to construe zoning nonconformance. Zoning approval must be completed prior to ARB review. See ZBA submittal requirements sheet after initial review by superintendent.
- Refer to the Malverne Village Zoning Code and Building Code for further information.
- Sheds 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 requirements and all applicable NYS codes.

Examples of Major Building Permit applications include but are not limited to the following:

- **New Homes:** ARB review required. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structure. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Floor Area Ratio FAR must be on the drawings as well as a plot plan showing the proposed location of the structures and include set back measurements to property lines. Include two (2) copies of a current, accurate, and legible survey of your property. Two sets of Energy calculations via Rescheck or equal with inspection checklists. Include Plumbing Permit Applications (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 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, sewer, gas and water connections, each accessory structure, and all swimming pools. Manual S and Manual J energy reports from a certified agency are required. Please note that the Village does not require mandatory H.E.R.S. rated or Energy Star certified new dwellings. A H.E.R.S. rated home is highly recommended. Storm water drywells required.



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- **Additions/Dormers:** ARB review required. Must include 'to scale' floor plans of the existing conditions. Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed structure. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Floor area Ratio FAR must be on the drawings as well as a plot plan showing the proposed location of the structure and include set back measurements to property lines. Include two (2) copies of a current, accurate, and legible survey of your property. Two sets of Energy calculations via Rescheck or equal. Must include Plumbing Permit Applications (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 additions 500 sq. ft. and more.
- **Decks (greater than 10 inches above average grade) and Open or Enclosed Porches/Covered Patios:** Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings / plans of the proposed deck. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings as well as a plot plan showing the proposed location of the deck and include set back measurements to property lines. Include two (2) copies of a 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 removal under separate permit. ARB review may be required for porches. Each accessory structure requires a separate permit application.

Swimming Pools (above ground and in ground): Submit two (2) copies of 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 to hold 10% of the pool water volume for drainage and backwash. All with setback measurements to all property lines. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings. Include two (2) copies of a current, accurate, and legible survey of your property. Requires two (2) copies of the pool manufacturer's specifications signed and sealed shop drawings with dimensions. Must include Plumbing Permit Application (if any plumbing work for gas to heaters) and Electrical Inspection Agency's application. Fences shall require a separate fence permit and be in conformance 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.

Detached Garages / Other Accessory Structures (greater than 100 sq. ft.): Submit two sets of NYS Architect or Engineer signed and sealed detailed construction drawings of the proposed structure. As per Malverne Zoning Code, a full Zoning Calculation Analysis depicting Total Lot Coverage percentage and Rear Yard Coverage percentage must be on the drawings as well as a plot plan showing the proposed location of the structures and include set back measurements to property lines. Include two (2) copies of a 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 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.

Please contact the Building Department if you shall have any questions.