

ALL PLUMBING AND ELECTRICAL WORK  
MUST BE DONE BY A PLUMBER OR  
ELECTRICIAN LICENSED BY THE  
VILLAGE OF MALVERNE

ALL STRUCTURAL WORK MUST BE DONE  
BY A CONTRACTOR LICENSED BY THE  
VILLAGE OF MALVERNE.

LISTS OF THESE INDIVIDUALS CAN BE  
OBTAINED FROM THE BUILDING  
DEPARTMENT



**“USER FRIENDLY”**

The Building Department is  
located in  
Malverne Village Hall  
99 Church Street

You can reach us at  
516-599-1200

**Superintendent**  
Louis J. Santora, R.A.  
Ext. 107

**Building Inspector**  
Luis Lora  
Ext. 111

**Plumbing Inspector**  
Joseph Montilli  
(516) 766-7684  
Call directly for an appointment

**Clerks to the Building Department**  
Mary Kate Schnaars  
Ext. 114  
Maryann Vessio  
Ext. 113

Inspectors available by appointment only:  
Monday - Friday  
10:00 am – 3:00 pm  
Except Holidays

**INCORPORATED  
VILLAGE OF  
MALVERNE**

**WHEN MUST I APPLY FOR  
A PERMIT?**

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**Keith M. Corbett, Mayor**

Perry Cuocci, Deputy Mayor  
Timothy H. Sullivan, Trustee  
Patricia Canzoneri-Fitzpatrick, Trustee  
Carl J. Prizzi, Trustee

Averil Smith, Clerk Treasurer  
Kevin Walsh, Village Attorney

# YOU MUST APPLY FOR A PERMIT.....

- To Install a Fence or Replace an Existing Fence.
- To Add or Replace a Sidewalk, Driveway, Curb, Apron, or Curb Cut. (No Belgium Block curbs allowed at street edge)
- To Install or Replace Any Type of Heating System (Boiler, Furnace, Water Heater, Storage Tanks)
- For Oil to Gas Conversions and Fuel Oil Tank Abandonments.
- To Construct Decks / Terraces / Patios Over 10” Above Grade
- To Construct Porches and Porticos
- To Install All Types Of Swimming Pools, Hot Tubs, And Saunas. Demolish In-Ground Pools
- To Install or Replace Plumbing Fixtures and Any Plumbing Work. Any Gas Lines
- To Install or Replace Any Electrical Work including Service Panel Upgrades, Car Charging Ports
- To Construct *Additions* to a Building.
- For *Alterations* to Buildings and *Structures*.
- To Construct New Buildings and Structures
- To Install Temporary *Buildings* and *Structures*.
- To Construct Detached Garages
- To Construct Accessory Buildings/Sheds over 100 sq. ft. in size
- For Storage Pods/Containers on site more than two days

- For Dumpsters not related to a building or demolition permit on site more than two days
- To Install Permanent Electric Generators
- To Cut Away/Remove Any Wall, Beam, Supports or Portions Thereof.
- To Demolish Any Building, Deck, Detached Garage or Accessory Structure Over 100 Sq. Ft. in size
- For any New, the Removal of, Change or Closing of a Stairway or Required Means of Exit.
- To Install Fireplaces, including Gas Fireplaces or Inserts, Chimneys/Vents and Wood Burning Stoves.
- For Renovations/Remodeling of Kitchens and Bathrooms.
- Install Solar Panel Systems or ESS Systems
- Install New or Direct Replace Windows or Exterior Doors
- For Conversion of Garages to Living Space
- For Conversion of Open or Enclosed Porches to Living Space
- For Removal of Any Drywall
- For New or the Replacement of Insulation
- For Permanent Removal of any Window or Exterior Door
- To Construct/Install Patio Awnings/ Patio Roofs
- To Construct/Replace Landings and Steps (stoops) higher than 16” and or more than 2 risers high
- For Installation of Flag Poles
- For Replacement of Guard and Hand Railings
- For Finished Basements for Any Use
- To Install Emergency Egress Windows and Window Wells
- To Construct Retaining Walls over 18” high or in the front yard

- For Installation or Replacement of Central Air Systems and Ductless Split Units
- For Attic conversions to Living Space
- To Construct/Install Built-In Outdoor Kitchens, Counters, Pizza Ovens, Fireplaces
- For All Changes of Occupancy or Alterations to a Commercial Building / Tenant Space
- Install or Replace Commercial Signs and Awnings
- For Parking Lot Alterations/Drywells/ Stormwater Pools
- For Commercial Fire Alarms
- For Fire Sprinkler Systems

## DEFINITIONS:

**ADDITION:** extension or increase in area or height of a building.

**ALTERATION:** as applied to a building or structure, shall mean any change, rearrangement, or enlargement in the parts of a building or structure that are not defined as a repair

**BUILDING:** a structure wholly or partially enclosed within exterior walls and a roof, affording shelter to persons, animals, or property.

**PLUMBING:** shall mean and include (but not limited to) all of the following supplied facilities and equipment: gas pipes, gas burning equipment, water pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, catch basins, drains, vents, and any other similar supplied fixtures, together with all connections to water sewage.

**ELECTRICAL:** shall mean and include (but not limited to) all electrical wiring, apparatus, fittings, appliances of equipment for the transmission, distribution or utilization of electrical energy, hereafter installed within or on any building or structure, except fuse renewals, incandescent lamps and portable appliances which, together with their cables and attachments, have been approved for connection to appropriate parts of the permanent electrical equipment

**STRUCTURE:** shall mean a combination of materials to form a construction that is safe and stable and includes, among other things, buildings, porches, balconies, terraces, decks, tents, Sheds, walls, fences, and display signs. The term “structure” shall be construed as if followed by the words “or part thereof

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