

MALVERNE BUILDING DEPARTMENT APPLICATION

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

INSTRUCTIONS FOR FENCE PERMIT APPLICATION

Incomplete applications will not be reviewed

Please be advised that all of the following items must be submitted prior to review for in person hard copy submittals.

1. **One copy** of the fully completed fence permit application. signed with notary by property owner
2. **Two copies** of a recent survey of the property; Proposed fence location(s) ***must be highlighted on both copies*** and height of fence must be clearly indicated. Plot plan accepted if no survey is available. Provide setbacks to property line where applicable.
3. Fence Installer must be registered and currently licensed with the Village of Malverne and all insurance papers must be on file and up to date.
4. If a homeowner wishes to do the work, they must submit a signed CE-200 certificate available from the NYS Workers Compensation website for workers' compensation and disability exemption. Further information and instructions are on the village website.
5. If there is a swimming pool on the property it must be indicated on the survey or plot plan, and the fence must be installed in compliance with both Malverne Village and New York State Codes. The fence can only have one gate and **MUST** be out swinging, self-closing and self-latching entering the enclosed pool area.
6. Non-Refundable Permit Fee in the amount of **\$150.00**. Fee can be paid by a Money Order or check made payable to the Inc. Village of Malverne, credit card payment online on the village website and credit card at the building department window. Surcharges apply for credit card payments.
7. "Call 811 Before You Dig" for mark out of any underground utilities prior to any excavations of ground.
www.digsafelynewyork.com

PLEASE NOTE:

- All fences shall be so installed that the finished side faces the abutting property.
- No fence shall be erected on any lot which shall exceed five feet in height facing a residential zone
- No fence shall be erected on any point between the street line of that lot and front of the building on that lot without the prior approval of the Zoning Board of Appeals on proper application made to such Board, and no pre-existing, non-conforming fence on the street line of any lot or at any point on that lot between the street line of that lot and the front of the building on that lot shall be replaced without proper approval of the Zoning Board of Appeals on proper application made to such Board). This section recognizes that a corner lot has two front street lines, primary and secondary; contact the Building Department for certain allowances. No fence shall be erected in any front yard except as allowed on corner lots. See fencing regulations in zoning code.
- Complete Fence Code Available on village website Village Zoning Code Article X Section 600-10.0
- No Work is to Commence Until Permit is Issued
- Fence contractor is responsible for removing any and all old pieces of fence and debris

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FENCE PERMIT

Incomplete applications will not be accepted
All fees are non-refundable

- See instruction sheet for further information.
- Fencing regulations are found in Village Zoning Code Article X 600-10.0 thru 10.7
- Fee: \$150.00

Date: _____ Permit App # _____

Owner Name: _____ Phone # _____ Email: _____

Address of Project: _____ Malverne, NY 11565

Check all that apply: Residential _____ Commercial _____ As Built _____ New _____

Height of Fence: Side(s) _____ Rear _____ Front _____ # of Gate(s) _____

Construction: Masonry _____ Open Wood Picket _____ Solid Wood Stockade _____ Solid PVC _____

Open picket PVC _____ Wire _____ Iron _____ Chain Link _____ Split Rail _____ Other (*Describe*) _____

Contractor Name: _____ Malverne License # _____

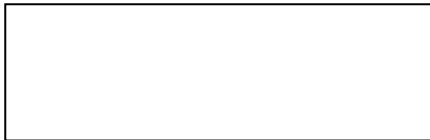
Phone: _____ Email: _____

Signature of Property Owner (notarized)

Sworn to before me this _____ day of _____

NOTARY SIGNATURE _____

SEAL:



Village Approval Signature and Stamp



No fence installer shall be named on a fence permit application or act as an agent for a person who is not a licensed contractor in the Village of Malverne. Fence installer acknowledges that their license in the Village of Malverne could be in jeopardy by violating the above section. Property owner certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Fire, Existing Building, Property Maintenance and all Village Ordinances for which this permit is issued. No work is to be performed until a permit has been issued by the Incorporated Village of Malverne.

For Office Use Only

Final Sign off from Inspector

Date: _____ Inspector Name: _____