

Property located at:

Street Num

Street Name

Town of
AMHERST
BUILDING
DEPARTMENT
"Building Safety is No Accident"

Building Permit Application Checksheet
Commercial

The following items must be submitted in order to obtain a Building Permit for any new, additions to or alterations of existing commercial construction (If there are unusual circumstances additional information may be required.):

1. A completed "**Building Permit Application Information**" form. Yes No N/A
2. Letter from designer, developer, general contractor outlining the scope of work. Yes No N/A
3. If the project is for a new site or involves modifying an existing site 3 copies of the approved Site Plan bearing the approval stamp of the Town of Amherst Planning Department are required.
Check with the Building Department to determine if the stamped approved site plans were received from the Planning Department, if so do not submit additional copies. Yes No N/A
4. 3 complete sets of detailed working drawings to an appropriate scale complying with the New York State Education Law provisions governing seal and signatures of licensed engineers and architects.
Depending on the nature of the work to be performed, submit the following:

<input type="checkbox"/> Foundation plan	<input type="checkbox"/> Floor plan - indicate use of all rooms.
<input type="checkbox"/> Building elevations.	<input type="checkbox"/> Wall sections - show structural components.
<input type="checkbox"/> Details & cross sections where applicable.	<input type="checkbox"/> Floor/roof framing -structural calculations required.
<input type="checkbox"/> Electrical - show all code required information.	<input type="checkbox"/> Mechanical - show all code required information.
<input type="checkbox"/> Life Safety Exit Plan	<input type="checkbox"/> Indicate Structural Design Criteria and provide calculations.

 Fire Protection Information:
 For New Sprinklered Building – Sprinkler drawings and Hydraulic Calculations Yes No N/A
 Existing Sprinklered Building – A letter from sprinkler contractor detailing scope of work Yes No N/A
 Fire Alarm drawings, cut sheets and battery calcs. Yes No N/A
 Kitchen Hood and Hood Suppression Drawings by Certified suppression installer. Yes No N/A
5. Storm Water Pollution Prevention Permit (SWPPP) required & provided for new site construction contact the Engineering Department at (716) 631-7154. Yes No N/A
6. Soils investigation report with complete geotechnical information. (NA if done with site plan) Yes No N/A
7. Code compliance analysis from designated NYS licensed engineer or architect. Yes No N/A
8. Energy code analysis or Com check – lighting, mechanical & envelope Yes No N/A
9. A statement of special inspections prepared by the registered design professional in responsible charge in accordance with SECTION 1704 of the 2015 International Building Code. Yes No N/A
[Note: No final inspections will be performed or Certificates of Occupancy/Compliance issued until a final report of special inspections is received from the special inspector.]
10. A statement of the use and occupancy, hours of operation and number of employees. Yes No N/A
11. A curb cut permit with an approved first inspection from the Amherst Highway Superintendent, if on a town highway; otherwise a highway work permit from the Erie County Highway Department or the New York State Department of Transportation, whichever is applicable, shall be submitted. Yes No N/A
12. Approval from the County Health Department if private sewer system OR public swimming pool. Yes No N/A
13. Sewer load analysis under seal and signature of a New York State licensed Professional Engineer or Architect (except for residential occupancies). Yes No N/A
14. Flood Information if the proposed building is located in the Special Flood Hazard Area. Floodplain Development permit application shall be completed. Yes No N/A
15. Filing Fee equal to ½ the Building Permit Fee. Yes No N/A
16. Provide project manuals and spec books. 1 hard copy and 1 digital (pdf format) Yes No N/A

Property located at: _____

Street Num

Street Name

Town of
AMHERST
BUILDING
DEPARTMENT
 "Building Safety is No Accident"

Building Permit Application Checksheet
Commercial

Note: All plumbing performed within the Town of Amherst must have a plumbing permit and must be inspected, regardless of who performs the work. Plumbers working in the Town must be licensed by the Town of Amherst. | Electrical Contractors must be licensed by the Town of Amherst.

All plans for new or major changes in commercial and/or industrial buildings, structures or uses or mechanical equipment must contain a certification by a New York State licensed engineer or architect that the mechanical plans meet all the provisions of the currently applicable International Codes.

All plans for buildings, structures, alterations or equipment subject to the 2015 International Energy Conservation Construction Code (IECC) must be certified by a licensed professional that the plans were prepared by him and are in compliance with the 2015 IECC.

A permit to build from the NYS Dept. of Environmental Conservation if the parcel contains a designated wetland.

Designation of a New York State licensed Professional Engineer or Architect to oversee construction and provide certain certifications to the Commissioner of Building prior to the issuance of a certificate of occupancy on complex or specialized buildings, structures or equipment installations.

The property owner or their agent has been advised that it is their responsibility for compliance with the NYS Labor Department Industrial Code Rule 56 - ASBESTOS.

Any additional information or document required by the Commissioner of Building as a result of new codes, ordinances, laws, rules or regulations, variance granted, site plan approvals, rezoning or conditions peculiar to the given parcel or lot.

To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming and/or scanning.

Applicant or agent acknowledgment: _____