

Property located at:

Street Num

Street Name

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

Building Permit Application Checksheet  
**1 & 2 Family Dwellings**

The following items must be submitted in order to obtain a Building Permit for a 1 or 2 family dwelling:  
(Occasionally if there are unusual circumstances additional information may be required.)

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- 3 copies of a plot plan or site plan:  
Draw to scale with dimensions and show property lines, parking areas, setbacks, accessory buildings, utilities, easements, curb and gutter, curb cuts, walkways, grading, drainage and a north arrow.  
(Irregular shaped lots may require a survey.)
- Flood Information if the proposed building is located in the Special Flood Hazard Area.
- Soils investigation report with complete geotechnical information.
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred).
  - Foundation plan - footing and foundation details - show depth of footing, reinforcement, damp proofing
  - Floor plan - indicate use of all rooms, attic access, room sizes, water closet clearance, shower dimensions
  - Building elevations - show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
  - Wall sections - show structural components including beams, headers & blocking.  
Indicate ceiling heights and insulation.
  - Floor/roof framing - show size and type of material, spans, spacing, layout  
and truss specifications, where applicable (structural calculations may be required).
  - Electrical  
show location of electrical panel, smoke detectors, lights, switches, outlets (*including GFCI/AFI protected*).
  - Mechanical & plumbing  
furnace and water heater location, combustion air, washer and dryer, dryer vent,  
floor drains, shower pans etc.
  - Window schedule - show sizes, location and type of glazing (how window opens, i.e. slider, single hung,  
casement or fixed) including basement windows and window well sizes.
  - Stair cross sections - show rise and run, headroom, width, handrails, guardrails and landings.
  - Indicate Structural Design Criteria and provide calculations where applicable.
- 2 copies of specifications. (May be included on plans)
- 3 copies of energy code calculations.
- 3 copies of "UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION" checksheet.
- All plans and specifications must be imprinted with the seal and signature of an Architect or Professional Engineer, registered and licensed in the State of New York, in accordance with NYS Education Law. Submit one set with original seal; others may be copies.
- Curb cut permit and initial cut approval from appropriate Highway Department.
- Code compliance analysis from NYS licensed design professional.
- To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming
- Filing Fee equal to 1/2 the Building Permit Fee.

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. (Homeowners may obtain a permit and perform plumbing work in their existing residence.)

Applicant: \_\_\_\_\_