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

Incomplete Applications will not be processed until all items have been received.

☐ Completed "BUILDING PERMIT APPLICATION INFORMATION" form

☐ 3 copies of floor plan:
  ☐ Dimensions and use of all spaces in the basement
  ☐ Location, make, model and size of all windows
  ☐ Beam, girder, duct and other obstruction locations with measurements from finished floor to finished ceiling
  ☐ All other ceiling heights from finished floor to finished ceiling
  ☐ Location, make, model and size of egress window
  ☐ Location and type of all mechanical lighting
  ☐ Type and location of secondary ventilation system *(if required)*
  ☐ Location of bulkhead enclosures (Bilco Doors) and main stairs
  ☐ Location and purpose of any new plumbing

☐ HVAC Information
  ☐ Type of furnace
  ☐ Type of water heater
  ☐ Location and efficiencies of each
  ☐ Location of Return & Supply openings

☐ Emergency Escape and Rescue Openings: *(if not previously installed)*
  ☐ Sleeping room requires at least one operable emergency escape and rescue opening
  ☐ Emergency escape and rescue opening shall meet all applicable requirements of the 2015 IRC
    Section R310

☐ Survey showing the egress window

☐ Building in Special Flood Hazard Area (SFHA)
  ☐ Building constructed Pre-Firm
  ☐ Building constructed Post-Firm

☐ LOMA/LOMR on file

☐ Filing Fee equal to ½ the Building Permit Fee

Note: All electrical work performed within the Town of Amherst must have a permit and must be inspected, regardless of who performs the work. Electricians working in the Town must be licensed by the Town of Amherst.

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

Work shall not begin until a Building Permit has been issued!