

OFFICE USE AREA	Address: _____		APPL. #: _____	
	Type: _____		Date Rec'd: _____	
	Referred On: _____	To: <input type="checkbox"/> Electrical _____	<input type="checkbox"/> Fire _____	<input type="checkbox"/> Plumb _____
	Date	Req. Response Date	Req. Response Date	Req. Response Date
<input type="checkbox"/> Rolled Plans		<input type="checkbox"/> Site Plan #		<input type="checkbox"/> ZBA

Town of
AMHERST
BUILDING
DEPARTMENT

2019 - BUILDING PERMIT APPLICATION INFORMATION

"Building Safety is No Accident"

Job Address:			
Property Owner Name:			
Property Owner Address:			
Applicant (PETITIONER):			
Address (No. & Street):			
(City & Zip Code):			
Phone:		FAX #	
Email:			

NATURE OF CONSTRUCTION: _____

ESTIMATED VALUE OF THE WORK (Exclusive of Land) \$ _____

CONTRACTORS

WORKERS COMPENSATION INSURANCE CERTIFICATE ON FILE? YES NO

GENERAL CONTRACTOR	ADDRESS
PLUMBING CONTRACTOR	ADDRESS
ELECTRICAL CONTRACTOR	ADDRESS
HEATING, VENTILATING & AC CONTRACTOR	ADDRESS
FIRE PROTECTION CONTRACTOR	ADDRESS

PLUMBING – If any Plumbing work is planned a separate Plumbing Permit is required (see reverse)

ELECTRICAL INFORMATION Power Co.: National Grid NYSEG

SERVICE SIZE _____ **ESR. #** _____

of Meters _____ # of Fixtures/Outlets _____ **Notes:** _____

PROPERTY INFORMATION:

BUILDING ADDRESS _____ **SBL** _____

SUBDIVISION _____ **M.C. NO.** _____ **LOT NO.** _____

TOWN CLERK - RECEIPT OF FILING FEE:

FEE:	BP Fee: _____ BP Filing Fee: _____ Elec Fee: _____ Elec Filing Fee: _____
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submit information to: Commissioner of Building, Municipal Building
5583 Main St., Williamsville NY 14221 - Telephone (716) 631-7080 Fax (716) 631-7192

EACH APPLICATION MUST BE ACCOMPANIED WITH THE FOLLOWING:

RESIDENTIAL BUILDINGS:

- 1) Three complete sets of working plans drawn to scale (preferably 1/4" to 1')
Additions must show abutting rooms with window sizes.
- 2) Three plot plans including building location on property showing front, rear and side yards;
building dimensions, parking area and sidewalks, and flood plain information.
Note: a property survey may be required for an irregular shaped lot.
- 3) Two sets of complete specifications (May be incorporated onto plans).
- 4) Energy Code calculations.
- 5) Geotechnical Analysis (which includes a Soil Bearing test)
- 6) Curb cut permit and initial cut approval from Highway Department.
- 7) Filing Fee equal to 1/2 the Building Permit fee

OTHER THAN RESIDENTIAL:

- 1) Three sets of plans as stated above.
- 2) One copy of complete specifications.
- 3) One copy of energy code calculations, structural calculations, etc. (depending on circumstances).
- 4) Statement of Special Inspections in accordance with Section 1704.2.3 of the International Building Code.
- 5) Filing Fee equal to 1/2 the Building Permit fee

NOTE: 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.

PLUMBING: All plumbing performed within the Town of Amherst must have a plumbing permit and must be inspected, regardless of who performs the work.
Homeowners may perform plumbing on a one or two family residence owned and occupied by him/her provided that the plumbing and drainage board grants permission and files appropriate plans and pays applicable fees.
Plumbers working in the Town must be licensed by the Town of Amherst. For information contact the Plumbing Division at (716) 631-7090.

PLANS MUST BE FILED, APPROVED AND THE PERMIT ISSUED PRIOR TO THE START OF ANY WORK, INCLUDING EXCAVATION.

WORK COMMENCED WITHOUT A PERMIT WILL BE PROSECUTED AS PROVIDED BY LAW

CURB CUTS & DRIVEWAY CULVERTS:

Town Highways	Superintendent of Highways, 1042 North Forest Rd. 631-7117
County Highways	759-8328 - for areas north of Main St. 683-4272 - for areas south of Main St.
State Highways	847-3272 - Regional Permit Eng, NYSDOT, General Donovan Bldg.

ZONING: Check with Building Department for proper zoning

CONSTRUCTION SITE: Must have sign bearing building number, builder's name and phone number.

APPLICABLE CODES: Town of Amherst Zoning Ordinance
Town of Amherst Building Construction Administration Ordinance
International Building Code
International Energy Conservation Code
International Existing Building Code
International Fire Code
International Fuel Gas Code
International Mechanical Code
International Plumbing Code
International Property Maintenance Code
International Residential Code

New York State Highway Law

Note: Other Federal, State and Local Laws or Ordinances may be applicable.