

The following items must be submitted in order to obtain a Building Permit for Telecom Antenna(s):
(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
Shall list: 1) General Contractor installing the antennas on the tower/building. GC must have valid NYS Workers' Compensation Insurance and NYS Disability Insurance. 2) Electrician – must be licensed by the Town of Amherst. Must also submit the Electrical Subcontractors Statement Form.
- Applicant must review Zoning Code Chapter 203 Section 6-7 in its entirety for additional required information (<http://www.ecode360.com/15501704>)
- New site locations or recertification's of sites may require a pre-application meeting with the Building Department. Please call (716) 631-7080 to determine if this is required.
- 3 sets of stamped and signed drawings showing antenna location on tower, structural attachment, electrical line drawings, and specification/cut sheets for the antennas.
- Provide structural calculations, including wind and ice loads, stamped and signed by NYS Engineer
- Structural reinforcement needed? If yes, provide the following: stamped and signed plans and a Statement of Special Inspections
 - Stamped and signed plans
 - Statement of Special Inspections, including bolting and welding
- Provide geotechnical report if new foundation is to be installed.
- New antenna locations will require Zoning Board of Appeals approval AND site plan approval.
- Generator – Provide specifications and note fuel source
 - LPG or Diesel – requires a fire prevention permit
 - Natural Gas
- Are there batteries being installed in the equipment boxes? If yes, is there more than 50 gallons in electrolyte capacity? If yes, provide battery information to show compliance with International Fire Code SECTION 608.
- 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.

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