RENTAL REGISTRY: PAYING & SCHEDULING THE INSPECTION INSTRUCTIONS

Berke, Mark S P.E.

TOWN OF AMHERST BUILDING DEPT. 5583 Main St Williamsville, NY 14221

STEP 1

- Once you have submitted your application, the application will be reviewed by the Building Department to verify. This step may take some time depending on the volume of applications.
- If your application has been rejected, you will be given an email with the subject "Permit Application has been rejected."
- If you have an application that is rejected, you need to call the Building Department's Rental Unit & Property Manger Division for more information or next steps.

Permit Application has been rejected Inbox ×

IPS Web Portal <ipsweb@basgov.com> 4:05 PM (36 minutes ago)

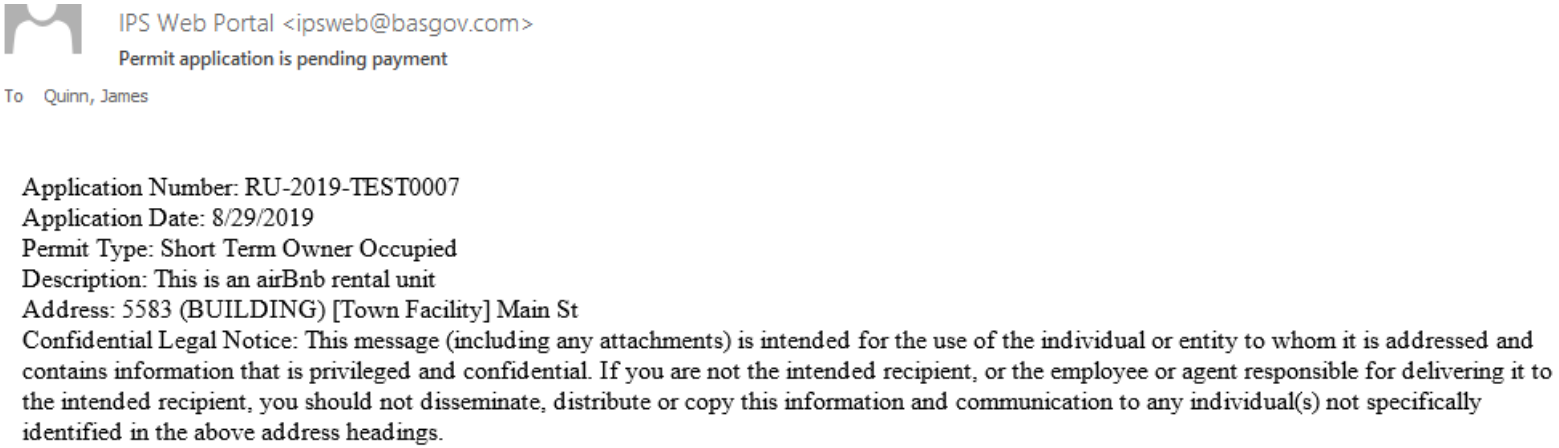
to me

Application Date: 8/23/2019
Permit Type: Longterm- Owner Occupied
Description: THIS IS A TEST APP
Address: 5583 (BUILDING) [Town Facility] Main St

Your submission has been rejected. Please contact the office at (716) 631-7080 to discuss this matter further.

Confidential Legal Notice: This message (including any attachments) is intended for the use of the individual or entity to whom it is addressed and contains information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you should not disseminate, distribute or copy this information and communication to any individual(s) not specifically identified in the above address headings.

- If your application has been accepted you will be given an email with the subject "Permit application is pending payment."



IPS Web Portal <ipsweb@basgov.com>
Permit application is pending payment

To Quinn, James

Application Number: RU-2019-TEST0007
Application Date: 8/29/2019
Permit Type: Short Term Owner Occupied
Description: This is an airBnb rental unit
Address: 5583 (BUILDING) [Town Facility] Main St
Confidential Legal Notice: This message (including any attachments) is intended for the use of the individual or entity to whom it is addressed and contains information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you should not disseminate, distribute or copy this information and communication to any individual(s) not specifically identified in the above address headings.

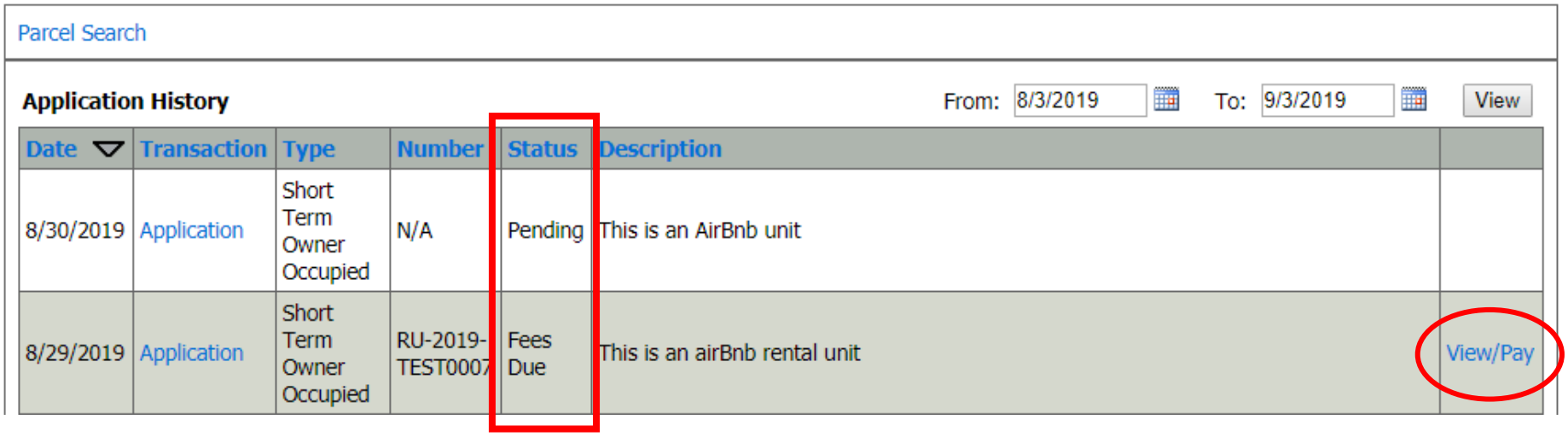
STEP 2

Important Note: For rental unit registration, it is important to know that from this step you initiate the 3 year window to pay for and receive an inspection. The 3 year window begins from the date of the accepted application. Applicants will not receive their certificate until they pass their inspection.

- To pay for your application, you will need to log in to the web portal using the email and password you used to submit the application.

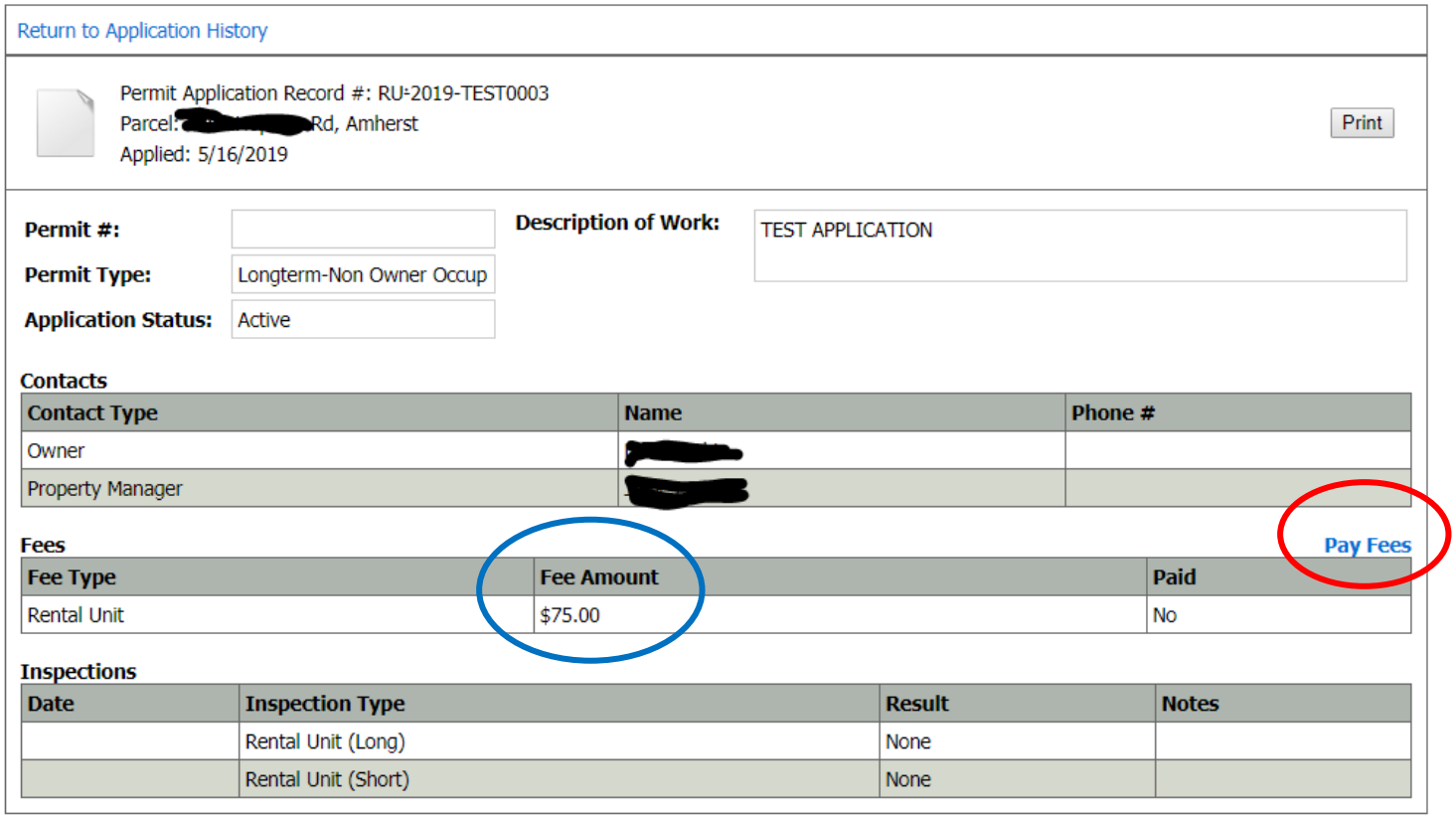
CLICK HERE FOR AMHERST BUILDING WEB PORTAL LOGIN PAGE

- Once you have logged in using your email and username, you will be taken to the page seen below with your pending applications.
- Applications that have been accepted by the Building Department will have a status of “In Queue” or “Fees Due.” Applications that are pending review have a status of “Pending.”
- To pay for the inspection, you must click on the View/Pay link on the farthest right column circled here in Red.



STEP 3

- Clicking the View/Pay link will take you to the page seen here. Here you can review your application and see your balance for the application seen here circled in **Blue.**
- Once you are ready to pay, click on the Pay Fees link circled here in **Red.**
- Fees will depend on the type of rental and the number of units.



Return to Application History

Permit Application Record #: RU-2019-TEST0003
Parcel: [redacted]Rd, Amherst
Applied: 5/16/2019

Print

Permit #:
Permit Type: Longterm-Non Owner Occup
Application Status: Active

Description of Work: TEST APPLICATION

Contacts

Contact Type	Name	Phone #
Owner	[redacted]	
Property Manager	[redacted]	

Fees

Pay Fees

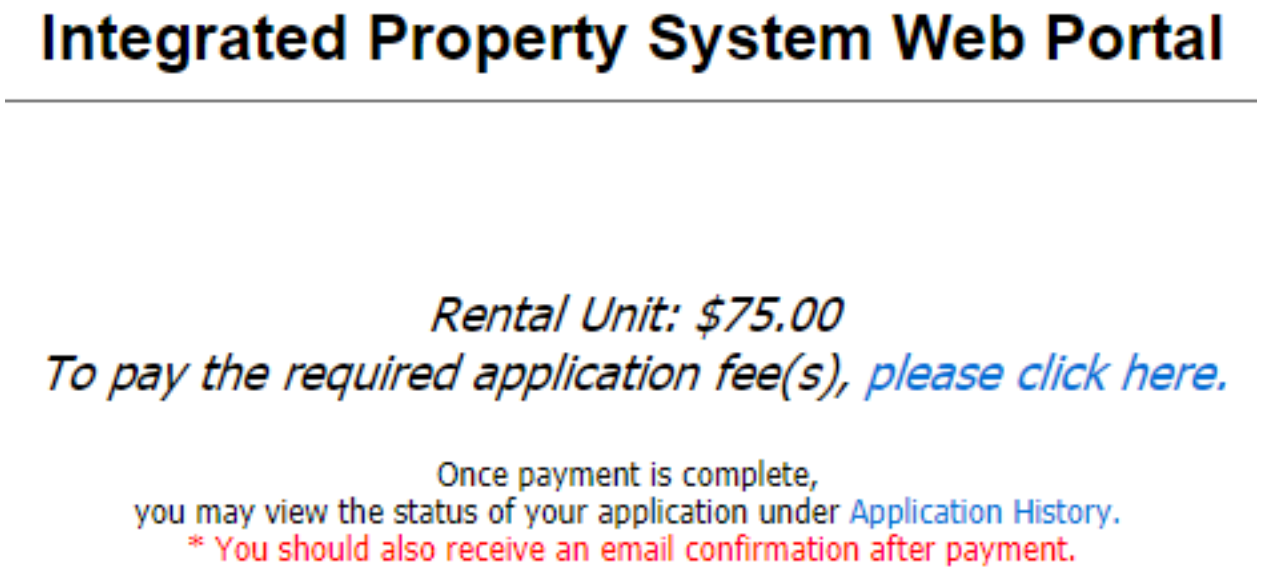
Fee Type	Fee Amount	Paid
Rental Unit	$75.00	No

Inspections

Date	Inspection Type	Result	Notes
	Rental Unit (Long)	None	
	Rental Unit (Short)	None	

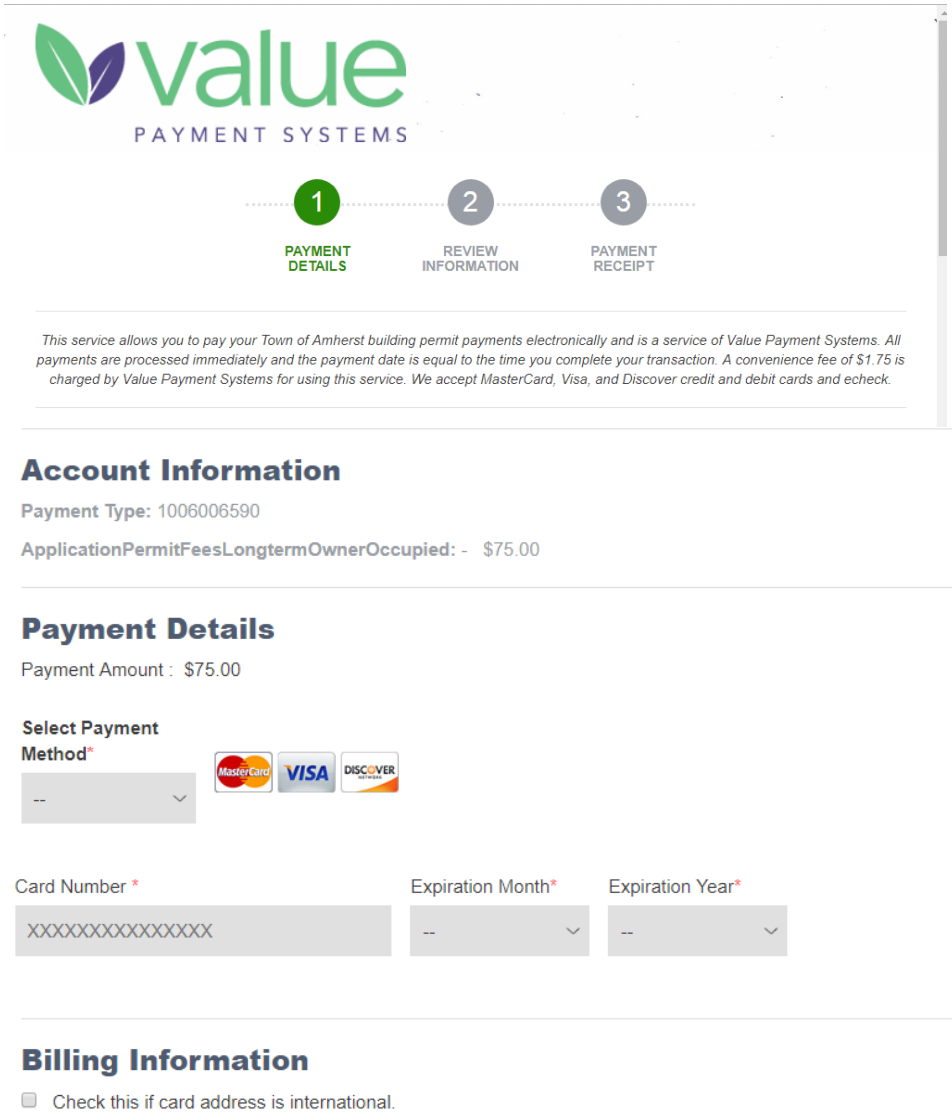
STEP 4

- After you select Pay Fees for the correct application, you will then be promoted to select the next link underlined below in red.
- Be sure to confirm the Fee amount and Fee type circled below in Blue.



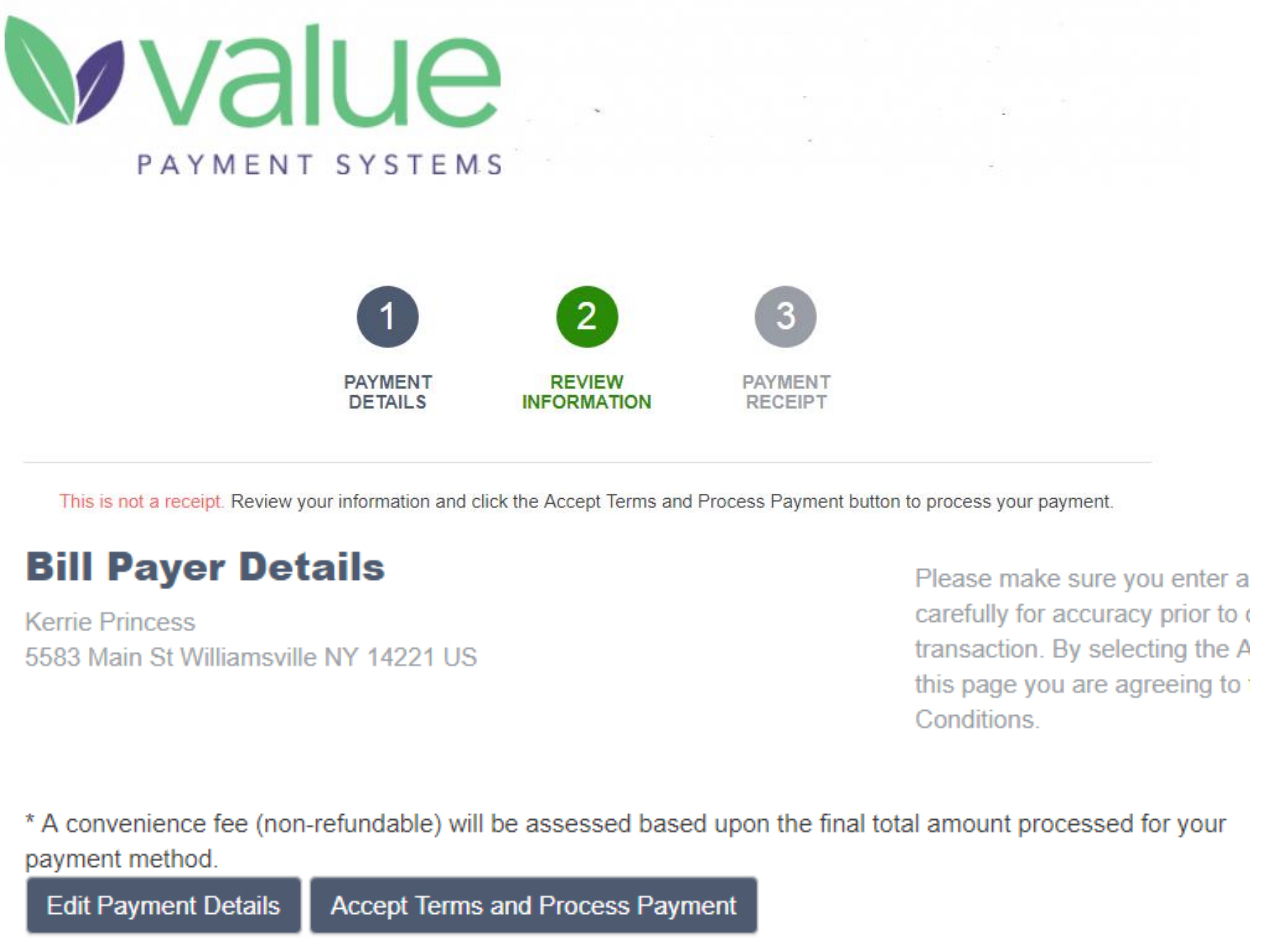
STEP 5

- After clicking the link from the previous step, you will be brought to the Value Payment Systems page.
- You will scroll down to enter your card information and when you are done, select continue at the bottom of the page.



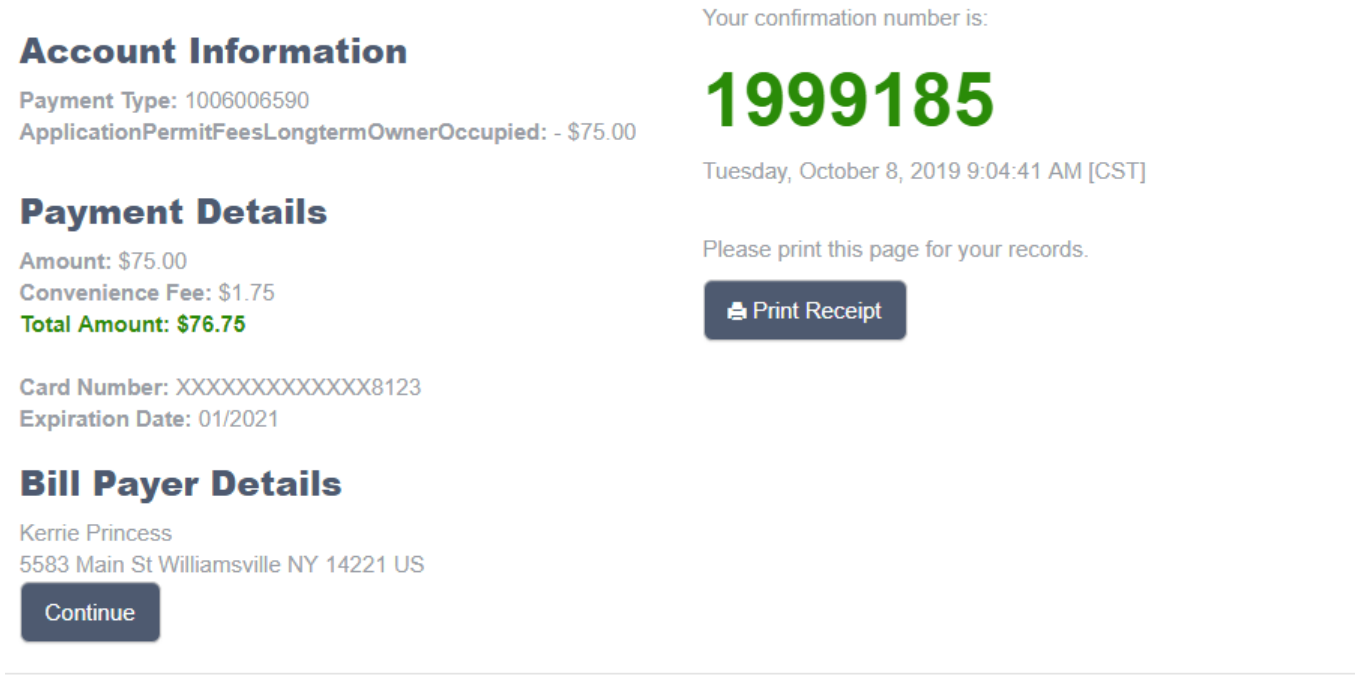
STEP 6

- Review your information and edit the payment details if needed or continue by selecting “Accept Terms and Process Payment.”



STEP 7

- Once you have you have processed the payment, you will be given a confirmation number seen below in GREEN. Be sure to save this number because it can be crucial to any payment recovery and or tracking.
- You can print your receipt if you would like. At this point, your payment has been processed so even if you lose the page, you will still have paid your balance owed.
- You can complete the process by clicking continue at the bottom of the page.
- You will receive a confirmation email after the payment has been processed.



STEP 8

- After you have paid, you will be prompted by an automated email to schedule an inspection with your assigned inspector. See email sample here:
- There will be 3 links to 3 different inspectors – Select the link that corresponds with the assigned inspector in the email circled here:
- Fill out the online form and request a time. Important note: The applicant or assigned agent must be present for the inspection.
- Once you make a request, it does not guarantee that you will be given that time. You will receive an automated email confirming your inspection time once scheduled. If a reschedule is necessary on our end we will contact you.

Application Number TEST4JP You are ready to schedule an Inspection Inbox ×

IPS Workflow <ipsweb@amherst.ny.us>
to me

THIS IS AN AUTOMATICALLY GENERATED EMAIL. DO NOT REPLY TO THIS EMAIL.

Status Updated to: Pending Inspection

Location: 5571-5583 Main St ([Town Facility]), Amherst, NY
Permit Type: Longterm-Non Owner Occup

Permit Application #: TEST4JP

Inspector: James Piasecki

You are ready to schedule your Rental Registration inspection. Please request an inspection with the corresponding Inspector listed above
PLEASE ADVISE: The applicant or assigned agent MUST BE PRESENT during the inspection.

For inspections with James Piasecki, request your inspection at this link: https://form.jotform.com/202194814478158
For inspections with Sharon Napolski, request your inspection at this link: https://form.jotform.com/202195695190157
For inspections with Susan Roberts, request your inspection at this link: https://form.jotform.com/202184587493161

Masks must be worn by all parties for the inspection. Please have any animals restrained during the inspection. Reschedules MUST BE given 24 hours notice.
Please contact the Building Department at (716) 631-7001 for any questions or additional information.

CONFIRMED: Inspection Scheduled Inbox ×

IPS Workflow <ipsweb@amherst.ny.us>
to me

THIS IS AN AUTOMATICALLY GENERATED EMAIL. DO NOT REPLY TO THIS EMAIL.

Status Updated to: Inspection Scheduled

Location: 5571-5583 Main St ([Town Facility]), Amherst, NY
Permit Type: Longterm-Non Owner Occup

Permit Application #: TEST4JP