



TOWN OF AMHERST

BUILDING DEPARTMENT

ERIE COUNTY, NEW YORK

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Mark S Berke, P.E.
Commissioner of Building

RE: Procedure for NYS Worksite Safety Plans & Business Affirmation Submissions - MEMO

As of May 19th 2020, NYS has officially entered Phase 1 of reopening. Phase 1 officially includes:

- Construction
- Agriculture, Forestry, Fishing and Hunting
- Retail - (Limited to curbside or in-store pickup or drop off)
- Manufacturing
- Wholesale Trade

As required by NYS, if you are a contractor that wishes to begin or continue work in the Town of Amherst, you must first submit a Workplace Safety Plan and a copy of their NYS Business Affirmation to the Building Department. The Building Department will not be accepting submissions through direct US mail or to a specific town building official's email address. To submit, we ask individuals and contractors to please email amherstbldg@gmail.com. By doing so, you will receive an automatic reply email supplying a link of the guidance from NYS. Most importantly, this automatic reply email contains a link to an online fillable form for the Town of Amherst that will provide the ability to submit the required documentation. While providing essential contact information, you may upload the PDF file of your Workplace Safety Plans and Business Affirmation directly in this form. Once successfully submitted, you will receive a submission receipt and number with your answers.

As of May 19th 2020, all new and in process Permit Applications must have the Workplace Safety Plan and Business Affirmation on file with the Town of Amherst Building Department for the permit to be issued. For all open Permits, no Certificates of Occupancy or Certificates of Compliance will be issued without a Workplace Safety Plan and Business Affirmation on file with the Town of Amherst Building Department.