

OFFICE USE

Address: \_\_\_\_\_ APPL. #: \_\_\_\_\_

Type: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

 Rolled Plans In

Town of

**AMHERST  
BUILDING  
DEPARTMENT**

"Building Safety is No Accident"

# 2021 - BUILDING PERMIT APPLICATION INFORMATION

<b>Job Address:</b>	
Property Owner Name:	
Property Owner Address:	
<b>Owner Phone:</b>	
<b>Owner Email:</b>	
<b>Applicant</b> (PETITIONER):	
Address (No. & Street):	
(City & Zip Code):	
<b>Applicant Phone:</b>	
<b>Applicant Email:</b>	

**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 \_\_\_\_\_

**PROPERTY INFORMATION:**

BUILDING ADDRESS \_\_\_\_\_ SBL \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ M.C. NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_

**TOWN CLERK - RECEIPT OF FILING FEE:**

BP Fee: \_\_\_\_\_ BP Filing Fee: \_\_\_\_\_

Elec Fee: \_\_\_\_\_ Elec Filing Fee: \_\_\_\_\_

FEE:

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 (if applicable).  
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 Capacity 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 1704.1 of the 2020 Building Code of New York State.
- 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, 100 Seneca St, Buffalo, NY.

**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

2020 Building Code of NYS  
2020 Energy Conservation Construction Code of NYS  
2020 Existing Building Code of NYS  
2020 Fire Code of NYS  
2020 Fuel Gas Code of NYS  
2020 Mechanical Code of NYS  
2020 Plumbing Code of NYS  
2020 Property Maintenance Code of NYS  
2020 Residential Code of NYS

New York State Highway Law  
Note: Other Federal, State and Local Laws or Ordinances may be applicable.