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Town of
AMHERST
BUILDING
DEPARTMENT

2024 - BUILDING PERMIT APPLICATION INFORMATION

"Building Safety is No Accident"

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

ELEC SUBCONTRACTOR STATEMENT SUBMITTED SERVICE SIZE _____ # of METERS _____

PROPERTY INFORMATION:

BUILDING ADDRESS _____ SBL _____

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

TOWN CLERK - RECEIPT OF FILING FEE:	BP Fee: _____ BP Filing Fee: _____
FEE:	Elec Fee: _____ Elec Filing 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.
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 1704.1 of the 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, 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

New York State Building Code
New York State Energy Conservation Code
New York State Existing Building Code
New York State Fire Code
New York State Fuel Gas Code
New York State Mechanical Code
New York State Plumbing Code
New York State Property Maintenance Code
New York State Residential Code

New York State Highway Law

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