

Property located at:

Street Num/Suite Num

Street Name

Town of  
**AMHERST  
BUILDING  
DEPARTMENT**  
"Building Safety is No Accident"

Building Permit Application Checksheet  
**Commercial**

The following items must be submitted in order to obtain a Building Permit for any new, additions to or alterations of existing commercial construction. **REQUIRED ITEMS ARE BOLDED.** (If there are unusual circumstances, additional information may be required.):

1. A completed "**Building Permit Application Information**" form, including all contractors.  Yes  No  N/A
2. Letter from designer, developer, and general contractor outlining the scope of work.  Yes  No  N/A
3. If the project is for a new site or involves modifying an existing site, (3) copies of the approved Site Plan bearing the approval stamp of the Town of Amherst Planning Department are required. Check with the Building Department to determine if the stamped approved site plans were received from the Planning Department; if so, do not submit additional copies.  Yes  No  N/A
4. (3) complete sets of detailed working drawings to an appropriate scale complying with the New York State Education Law provisions governing seal and signatures of licensed engineers and architects.  Yes  No  N/A
 

<input type="checkbox"/> Foundation plan <input type="checkbox"/> Building elevations <input type="checkbox"/> Details & cross sections & UL Listed# for fire-rated wall penetrations (where applicable) <input type="checkbox"/> Electrical – show all code required information <input type="checkbox"/> Life Safety Exit Plan	<input type="checkbox"/> Floor plan – indicate use of all rooms <input type="checkbox"/> Wall sections – show structural components with STC rating & Fire Rated UL# Listing <input type="checkbox"/> Floor/roof framing –structural calculations required <input type="checkbox"/> Mechanical – show all code required information <input type="checkbox"/> Indicate Structural Design Criteria and provide calculations-stamped and signed by a design professional
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5. Fire Protection Information:
 

<u>For New Sprinklered Building</u> – Sprinkler drawings and Hydraulic Calculations-stamped and signed by fire engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<u>Existing Sprinklered Building</u> – A letter from sprinkler contractor detailing scope of work Fire Alarm drawings, cut sheets and battery calculations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<u>Kitchen Hood and Hood Suppression</u> – Drawings by Certified suppression installer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Storm Water Pollution Prevention Permit (SWPPP) required & provided for new site construction contact the Engineering Department at (716) 631-7154.  Yes  No  N/A
7. Town of Amherst Engineering Grease Interceptor Inspection and Drain Down Calculation required & provided for all Food Service Establishments – Contact the Town of Amherst Engineering Department at (716) 631-7154 or Pretreatment Department at (716) 691-4331 extension 2.  Yes  No  N/A
8. Soils investigation report with complete geotechnical information. (NA if done with site plan)  Yes  No  N/A
9. Code compliance analysis BDC 402 Form from designated NYS licensed engineer or architect- stamped and signed by a design professional  Yes  No  N/A
10. Energy code analysis or Com check – lighting, mechanical & envelope each stamped and signed by a design professional  Yes  No  N/A
11. A statement of special inspections prepared, stamped by signed by the registered design professional in responsible charge in accordance with the Building Code 2020 Edition of New York State Codes.  
[Note: No final inspections will be performed or Certificates of Occupancy/Compliance issued until a final report of special inspections is received from the special inspector.]  Yes  No  N/A
12. A tenants statement of the use and occupancy, hours of operation and number of employees.  Yes  No  N/A
13. A curb cut permit with an approved first inspection from the Amherst Highway Superintendent, if on a town highway; otherwise a highway work permit from the Erie County Highway Department or the New York State Department of Transportation, whichever is applicable, shall be submitted.  Yes  No  N/A
14. Approval from the County Health Department if private sewer system OR public swimming pool.  Yes  No  N/A

**\*\*\* SEE BACK SIDE FOR ADDITIONAL REQUIREMENTS \*\*\***

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- 15. Sewer load analysis under seal and signature of a New York State licensed Professional Engineer or Architect (except for residential occupancies).  Yes  No  N/A
- 16. Flood Information if the proposed building is located in the Special Flood Hazard Area. Floodplain Development permit application shall be completed.  Yes  No  N/A
- 17. Filing Fee equal to 1/2 the Building Permit Fee.  Yes  No  N/A
- 18. Provide project manuals and spec books. 1 hard copy and 1 digital (pdf format)  Yes  No  N/A

***\*DISCLAIMER: Any items marked "NO" will constitute an incomplete permit application. The review process will not continue until all required items are submitted.***

Note: All plumbing performed within the Town of Amherst must have a plumbing permit and must be inspected, regardless of who performs the work. Plumbers working in the Town must be licensed by the Town of Amherst. |

All electrical work performed within the Town of Amherst must have a permit and must be inspected, regardless of who performs the work. Electrical Contractors must be licensed by the Town of Amherst.

All plans for new or major changes in commercial and/or industrial buildings, structures or uses or mechanical equipment must contain a certification by a New York State licensed engineer or architect that the mechanical plans meet all the provisions of the currently applicable Building Code 2020 Edition of New York State Codes.

All plans for buildings, structures, alterations or equipment subject to the 2020 Energy Conservation Construction Code must be certified by a licensed professional that the plans were prepared by him and are in compliance with the 2020 NYS ECCC.

A permit to build from the NYS Dept. of Environmental Conservation if the parcel contains a designated wetland.

Designation of a New York State licensed Professional Engineer or Architect to oversee construction and provide certain certifications to the Commissioner of Building prior to the issuance of a certificate of occupancy on complex or specialized buildings, structures or equipment installations.

The property owner or their agent has been advised that it is their responsibility for compliance with the NYS Labor Department Industrial Code Rule 56 - ASBESTOS.

Any additional information or document required by the Commissioner of Building as a result of new codes, ordinances, laws, rules or regulations, variance granted, site plan approvals, rezoning or conditions peculiar to the given parcel or lot.

To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming and/or scanning.

Building and Construction(Regulation and Inspection) Documentation Retention requirements can be found at: <https://www.archives.nysed.gov/records/local-government-record-schedule/building-and-construction-regulation-and>

Applicant or agent acknowledgment: \_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 SIGNATURE