

Property located at:

Street Num

Street Name

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

Building Permit Application Check Sheet  
**Elevator Addition to Dwellings**

The following items must be submitted in order to obtain a Building Permit for an elevator addition to a dwelling:  
(Occasionally if there are unusual circumstances additional information may be required.)

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- Flood Information if the proposed addition is located in the Special Flood Hazard Area.
- If the elevator addition is constructed outside of the existing building footprint obtain Site Plan approval from the Planning Dept. if required, and provide 3 complete sets of Site Plan stamped and signed by a NYS Engineer or Architect to this office.
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred) stamped and signed by a NYS Engineer or Architect in accordance with NYS Education Law. Submit one set with original seal stamp and signature; others may be copies, and must contain the following information:
  - Foundation plan - footing and foundation wall details - show depth of footing, reinforcement, damp proofing  
Note: Soil Test Information Required.
  - Floor plan - indicate use of all rooms, show attic access, room sizes, elevator, machine room and hoistway dimensions and location in home.
  - Elevator elevations - show exterior hoistway materials, hoistway and machine room ventilation.
  - Elevator hoistway wall sections - show structural components including beams, headers & blocking.  
Indicate ceiling heights and insulation.
  - Floor/roof framing - show size and type of material, spans, spacing, layout  
and truss specifications, where applicable (structural calculations may be required).
  - Electrical  
show location of electrical panel, smoke detectors, CO detectors, lights, switches, outlets (*including GFCI/AFI protected*).
  - Mechanical & plumbing  
heating or plumbing vent relocations, elevator pit floor drains, etc.
  - Provide Site Specific Structural Design Criteria; Pit impact loads and wall rip out forces calculations stamped and signed by a NYS Engineer or Architect where applicable.
- Copy of elevator specifications (to show compliance with ASME A17.1-2016 and that the elevator is UL, ETL, CSA listed or other recognized testing agency listed, may be included on plans).
- Code compliance analysis from NYS licensed design professional.
- 3 copies of "UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION" checksheet.
- 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.
- Plans must comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming.
- Filing Fee equal to 1/2 the Building Permit Fee (call 716-631-7080 for correct fee amount).
- After the Elevator is installed the Elevator must be inspected and load tested by a Qualified Elevator Inspector (QEI) and an inspection report must be submitted to this office prior to the elevator being turned over to the Owner.

Note: All electric and plumbing performed within the Town of Amherst must have an electrical and plumbing permit and must be inspected, regardless of who performs the work. Homeowners may perform their own electrical or plumbing. Electricians and Plumbers working in the Town must be licensed by the Town of Amherst.

The Elevator contractor must have his updated NYS Workman's Compensation Insurance form C-105.2 and his NYS Disability Insurance form DB-120.1 on file with the Town of Amherst.

Applicant or agent acknowledgment: \_\_\_\_\_