

OFFICE USE

Address: _____ APPL. #: _____

Type: _____ Date Rec'd: _____

☐ Rolled Plans

Town of

**AMHERST
BUILDING
DEPARTMENT****"Building Safety is No Accident"****2025 BUILDING PERMIT APPLICATION**

MAKE CHECKS PAYABLE TO: TOWN OF AMHERST

AMHERST BUILDING DEPARTMENT / 5583 MAIN ST. / WILLIAMSVILLE, NY 14221

Phone: (716) 631-7080 Fax: (716) 631-7192 <https://www.amherst.ny.us>

PERMIT MUST BE PROCESSED PRIOR TO STARTING WORK

FILL OUT ALL APPLICABLE AREAS OF APPLICATION

Project Address: _____

Applicant (Petitioner): _____

Applicant Address (No. & Street): _____

Applicant (City & Zip Code): _____

Applicant Phone: _____

Applicant Email: _____

Property Owner Name: _____

Property Owner Address: _____

(If different than Project Address)

Property Owner Phone: _____

Property Owner Email: _____

Estimated Value of Work (*Exclusive of Land*): \$ _____

Description of Proposed Work: _____

CONTRACTORSNYS WORKERS COMPENSATION & DISABILITY BENEFITS INSURANCES 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#: _____ Occupancy Classification: _____

SUBDIVISION: _____ Map Cover#: _____ Sub Lot#: _____

TOWN CLERK - RECEIPT OF FILING FEE:

FEE:

BP Filing Fee: \$ _____ BP Fee: \$ _____

Elec Filing Fee: \$ _____ Elec Fee: \$ _____

Submit information to:

Commissioner of Building, Municipal Building
MAKE CHECKS PAYABLE TO: TOWN OF AMHERST
AMHERST BUILDING DEPARTMENT / 5583 MAIN ST. / WILLIAMSVILLE, NY 14221
Phone: (716) 631-7080 Fax: (716) 631-7192 <https://www.amherst.ny.us>
PERMIT MUST BE PROCESSED PRIOR TO STARTING WORK

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 **(FILING FEE IS NON-REFUNDABLE)**

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. (716) 631-7117
County Highways	(716) 759-8328 - for areas north of Main St. (716) 683-4272 - for areas south of Main St.
State Highways	(716) 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.