



TOWN OF AMHERST

BUILDING DEPARTMENT

ERIE COUNTY, NEW YORK

5583 MAIN STREET
WILLIAMSVILLE, NEW YORK 14221

PHONE: (716) 631-7080
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BRIAN P. ANDRZEJEWSKI, P.E.
Commissioner of Building

FINISHED BASEMENT LETTER

I, _____, as the owner
of the premises at _____ do
hereby state that I will comply with said requirements of the 2015 International Residential
Code (IRC).

- #1 The finished basement has been completed and is permitted.
- #2 The basement is not finished and a permit application has been submitted for review.
- #3 The basement is not finished and will not be finished at this time.
- #4 The basement is finished and there is no permit on file.

(If #2 is checked then read below)

The basement at the above listed residence is not finished and a permit application has been submitted for review. The basement shall comply with the 2015 International Residential Code. I acknowledge my responsibility to contact the Building Department immediately to schedule all required building, electrical, and plumbing inspections upon completion of and prior to the use of the basement.

(If #3 is checked then read below)

The basement at the above listed residence is not finished and there is no intentions to finish the basement at this time. If the basement is to be finished in the future then I the undersigned understand that a permit is required. A separate permit application will be needed prior to any work being done in the basement.

(If #4 is checked then read below)

The basement at the above listed residence is finished and was completed without a permit. I the undersigned have submitted a permit application for the finished basement. I the undersigned understand that the basement will be reviewed for code compliance under the 2015 IRC. If the basement does not comply with the 2015 IRC then I understand that I will need to make the basement code compliant.

SIGNED: _____
(Property Owner)

DATE: _____