

Property located at: \_\_\_\_\_

Street Num

Street Name

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

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

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

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- 3 copies of an existing survey or site plan:  
Draw proposed addition on the survey or site plan with dimensions and show property lines, parking areas, setbacks, accessory buildings, utilities, easements, curb and gutter, curb cuts, walkways, grading, drainage and a north arrow. (Irregular shaped lots may require a survey.)
- Flood Information if the proposed addition is located in the Special Flood Hazard Area.
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred).
  - Foundation plan - footing and foundation details - show depth of footing, reinforcement, damp proofing  
Note: Soil Test Information Required.
  - Floor plan - indicate use of all rooms, attic access, room sizes, water closet clearance, shower dimensions
  - Building elevations - show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
  - 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, lights, switches, outlets (*including GFCI/AFI protected*).
  - Mechanical & plumbing  
furnace and water heater location, combustion air, washer and dryer, dryer vent,  
floor drains, shower pans etc.
  - Window schedule - show sizes, location and type of glazing (how window opens, i.e. slider, single hung,  
casement of fixed) including basement windows and window well sizes.
  - Stair cross sections - show rise and run, headroom, width, handrails, guardrails and landings.
  - Indicate Structural Design Criteria and provide calculations where applicable.
- Copy of specifications (as applicable, may be included on plans).
- Code compliance analysis from NYS licensed design professional.
- 3 copies of energy code calculations.
- 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.
- 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.
- To 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.

Note: 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 their own plumbing. Plumbers working in the Town must be licensed by the Town of Amherst.

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