



# Registration - Use

## City of Buffalo - Department of Permit and Inspection Services

All projects for which an application is required under Chapter 496 of the City Code must be registered with the Department of Permit and Inspection Services (DPIS). This form must be completed by you (the applicant) if your project includes renovations and/or alterations. **The questions on this form are related to City Code and not the New York State Building Code.** At registration, all approvals required under Chapter 496 of the City Code will be identified and all appropriate application forms will be provided.

### Applicant Information

Property Owner Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Property Information

Assessed Address: \_\_\_\_\_

Area of Parcel (square feet): \_\_\_\_\_ Acres: \_\_\_\_\_

Zone: \_\_\_\_\_ Zone Overlay (if applicable): \_\_\_\_\_

Historic District/Property (within or adjacent): \_\_\_\_\_

### Statement of Intent

Briefly state the intent of the project (attach additional information if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### Principal Use(s)

Existing Principal Use

Use Name (Section 6.1)

Square Feet

1		
2		
3		
4		

Proposed Principal Use

Use Name (Section 6.1)

Square Feet

1		
2		
3		
4		

(Attach additional information if there are more existing or proposed principal uses)

Dwellings units added: \_\_\_\_\_

Dwelling units lost: \_\_\_\_\_

### Accessory Use(s)

Existing Accessory Use

Use Name (Section 6.2)

Square Feet

1		
2		

Proposed Accessory Use

Use Name (Section 6.2)

Square Feet

1		
2		

(Attach additional information if there are more existing or proposed principal uses)

### Temporary Use(s)

Existing Temporary Use

Use Name (Section 6.3)

Square Feet

1		
2		

Proposed Temporary Use

Use Name (Section 6.3)

Square Feet

1		
2		

(Attach additional information if more temporary uses are proposed)

### Disclosure Affidavit

I, \_\_\_\_\_ (print name), as agent for the above-noted project, have reviewed the project's required Prior Approvals and City Code Requirements with a Permits Inspector. I am aware that it is my responsibility to accomplish all prior approvals, and then to bring paperwork for these approvals to the Permit Office at permit application. In addition, I am aware that it is my responsibility to collect all the required documents and to bring them to the Permit Office at application in order for the reviews of this projects plans to proceed. It is my responsibility to supply any additional documents that the project requires to clearly and completely describe the proposed work and its code compliance. I understand that per City Code Section 103-13.1, if more than on plan revision per trade is required, additional review fees will be assessed. Furthermore, I understand that it is my responsibility to fully inform the property owner about all of the above.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

A/P#: \_\_\_\_\_