



# Registration - New Construction & Additions

## 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 new construction and/or additions. **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: \_\_\_\_\_

Architect 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): \_\_\_\_\_

Current Use: \_\_\_\_\_

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

### Statement of Intent

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

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

### NYS Classifications

#### NYS Work Classification:

- Erection     Addition     Change of Use
- Alteration Level 3     Demolition
- Alteration Level 2     Interior Tear Out
- Alteration Level 1

NYS Use/Occupancy Classification	NYS Building Construction Type	Square Feet of Work Area



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## Project Description

Building type (if in Neighborhood zone): \_\_\_\_\_

Proposed principal use #1: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

Proposed principal use #2: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

Proposed principal use #3: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

*(Attach additional information if more principal uses are proposed)*

Accessory Structure or Use #1: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

Accessory Structure or Use #2: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

*(Attach additional information if more accessory structures or uses are proposed)*

Dwellings units added: \_\_\_\_\_ Dwelling units lost: \_\_\_\_\_

Lot size: Area (square feet): \_\_\_\_\_ Width (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_

Building coverage (percent): \_\_\_\_\_ Impervious coverage (percent): \_\_\_\_\_

### Setbacks/Build-to Percentages:

Front yard setback (feet): \_\_\_\_\_ Corner side yard setback (feet): \_\_\_\_\_

Rear yard setback (feet): \_\_\_\_\_ Interior side yard setback (feet): \_\_\_\_\_

Front façade build-to percentage: \_\_\_\_\_ Corner side façade build-to percentage: \_\_\_\_\_

### Building/Story Height:

Height (feet): \_\_\_\_\_ Height (stories): \_\_\_\_\_

Finished ground floor level height (feet): \_\_\_\_\_ Ground story height (feet): \_\_\_\_\_

### Transparency:

Ground floor transparency (percent) front: \_\_\_\_\_ corner side (if applicable): \_\_\_\_\_

Ground floor blank wall width (feet) front: \_\_\_\_\_ corner side (if applicable): \_\_\_\_\_

Ground floor window sill height (feet) front: \_\_\_\_\_ corner side (if applicable): \_\_\_\_\_

Upper floor transparency (percent) front: \_\_\_\_\_ corner side (if applicable): \_\_\_\_\_

### Pedestrian Access:

Location of Main entrance: \_\_\_\_\_

Entrance spacing (if applicable): \_\_\_\_\_



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Exterior facade material(s):

Front: \_\_\_\_\_ Corner side: \_\_\_\_\_

Rear: \_\_\_\_\_ Interior side: \_\_\_\_\_

Frontage:

Frontage element (type) #1: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Frontage element (type) #2: \_\_\_\_\_ Dimensions: \_\_\_\_\_

*(Attach additional information if more frontage elements are proposed)*

Total project cost: \_\_\_\_\_

### Additional Required Materials

1. Site plan (if applicable)
2. Architectural elevations (if applicable)
3. Building Plan (if applicable)
4. Owner Authorization Form (if required)
5. Any additional documents that clearly describe the proposed work and its code compliance

### 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 building/site plan 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#: \_\_\_\_\_