



Registration - Renovations & Alterations

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: _____

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

Renovation:

Total building area (square feet): _____ Renovated area (square feet): _____

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)

Dwellings units added: _____ Dwelling units lost: _____

Exterior Façade materials:

Existing Front: _____ Proposed: _____

Existing Rear: _____ Proposed: _____

Existing Corner side: _____ Proposed: _____

Existing Interior side: _____ Proposed: _____

Frontage:

Changes to existing windows? Yes No Describe: _____

Changes to existing doors? Yes No Describe: _____

Removal or Demolition? Yes No Describe: _____

Frontage element (type) #1: _____ Dimensions: _____

Frontage element (type) #2: _____ Dimensions: _____

(Attach additional information if more frontage elements are proposed)

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): _____



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Pedestrian Access:

Location of Main entrance: _____

Entrance spacing (if applicable): _____

Project Cost

Existing structure's assessed value: _____

Total project cost: _____ Percent of assessed value: _____

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#: _____