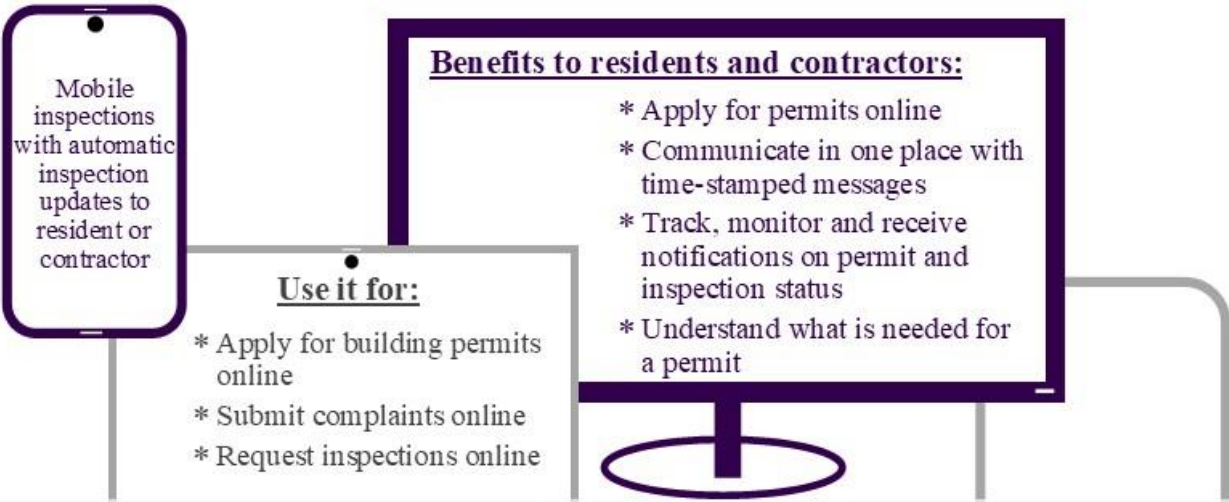


# New Application Process!

The Town of Aurora Building and Zoning Department is now using **Cloudpermit** online software for permitting and code enforcement!



Contractors **MUST** begin applying for building permits online by: **March 1, 2023**  
Residents are encouraged to apply online (deadline to follow late 2023)

\*additional fees for paper applications may apply after deadlines\*

## Log in/Create an account:

<https://us.cloudpermit.com/login>

## Step by Step Guide How to Create an account:

<https://support.cloudpermit.com/support/solutions/articles/67000648250-how-to-register-a-cloudpermit-account>

## How to submit an application:

<https://support.cloudpermit.com/support/solutions/articles/67000710153-how-to-submit-an-application>

## Applicant user guide:

<https://support.cloudpermit.com/support/solutions/67000379492>

**TOWN OF AURORA**  
**BUILDING DEPARTMENT**  
575 Oakwood Avenue, East Aurora, NY 14052  
(716) 652-7591      FAX (716) 652-3507

**REQUIREMENTS FOR COMMERCIAL CONSTRUCTION –**  
**NEW BUILDING/ADDITION/ALTERATION**

Note: The following may not be required for all projects. Call the office at 652-7591 with any questions.

Proof of ownership - If a there has been a recent closing, a copy of the Deed Indenture and receipt from County Clerk's Office is required.

**PLEASE UPLOAD DIGITAL FILES TO YOUR CLOUDPERMIT APPLICATION OF THE FOLLOWING:**

- Set of plans sealed and signed by NYS licensed Architect or Engineer including:  
**(please provide ONE hard copy signed set of large scale drawings to our office in addition to your online application submission)**
  - Floors (including basement/foundation level), elevations, sections
  - Structural and MEP drawings, including required CO/smoke detectors
  - Energy code requirements of 2016 Supplement to the NYS Energy Conservation Construction Code (Rev August 2016) section *C103.2 Information on construction documents*.
- Project Manual
- Commercial Plan Review Checklist – stamped and signed by Architect or Engineer
- Energy Audit statement (i.e. COMM Check) – stamped and signed by Architect or Engineer
- Approved Site Plan – may be included on drawings
- Drainage plan – may be included on site plan
- Soil bearing verification
- BOH approval for Septic or Paid sewer receipt from Village DPW or Erie County Sewer Authority
- Paid water receipt from TOA, VEA, or Erie County Water Authority
- Contractor name, address, and contact number
- Contractor and all sub-contractors must submit GL, WC and DB certificates (or waivers) with the Town of Aurora/Village of EA as certificate holder
- SWPPP/Notice of Intent/Erosion & Sediment control plan required if disturbing more than one acre

**BUILDING DEPARTMENT**  
**Town of Aurora/Village of East Aurora**  
**575 Oakwood Avenue, East Aurora, NY**  
**Phone (716) 652-7591**

Permit # \_\_\_\_\_  
 Reissued \_\_\_\_\_  
 Date \_\_\_\_\_

**APPLICATION FOR BUILDING PERMIT**

Please check one:     New Building         Addition         Alteration/Renovation     Fence  
                                   Accessory Building     Accessory Structure     Generator                     Other \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**SBL #** \_\_\_\_\_ **Zoning District** \_\_\_\_\_

**Applicant** (if not Owner) \_\_\_\_\_ **Phone #** \_\_\_\_\_

1. Brief description of request/intention for building permit: \_\_\_\_\_
2. Use:  Residential     Commercial                    Occupancy/Occupancy Load: \_\_\_\_\_
3. Construction Type:     I     II     III     IV     V
4. Size of completed construction    .....ft wide    .....ft long    .....ft high    Total sq ft.....
5. Construction Cost    \_\_\_\_\_
6. Name of Architect \_\_\_\_\_  
     Address of Architect \_\_\_\_\_ Phone # \_\_\_\_\_
7. Name of Contractor \_\_\_\_\_  
     Address of Contractor \_\_\_\_\_ Phone # \_\_\_\_\_
8. Contractors GL/WC/Disability Insurance Certificates with Town & Village as Certificate holder    **Yes/No**
9. Electrical work done, to be inspected by, and a Certificate of Approval obtained from an inspection agency approved by the Town of Aurora.     Yes     NA
10. DPW Action Required WATER TAP  SEWER TAP  BACKFLOW PREVENTER  GREASE TRAP

**IMPORTANT**

- The work covered by this application may not be commenced before the issuance of Building Permit.
- No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy shall have been granted by the Building Department.

**APPLICATION IS HEREBY MADE to the Code Enforcement Officer for the issuance of a Building Permit pursuant to the NEW YORK UNIFORM FIRE PREVENTION AND BUILDING CODE for the construction of buildings, additions and alterations, as herein described. The applicant agrees to comply with all applicable codes, laws, and regulations. The undersigned hereby certifies that all of the information contained in this application is correct and true.**

**Owner Name** \_\_\_\_\_  
 (Contractor and Corp/LLC must complete affidavit on back to sign as owner's agent)

**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**SIGNATURE OF OWNER** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>Town or Village</b>	<b>Bldg Dept</b>	<b>ZBA</b>
<b>App Fee</b> \$ _____	Reviewed by _____	Reason _____
<b>Permit Fee</b> \$ _____	Appr on _____	Approved/Denied on _____
<b>Park/Rec Fee</b> \$ _____		Case # _____
..... <b>Signature of Code Enforcement Officer</b>		
Receipt is hereby acknowledged of the sum of \$...... equal to the fees schedule established by the Town Board of the Town of Aurora NY..... <b>TC/ DTC Date:</b> _____ <b>Receipt</b> _____		

**TO SIGN AS AGENT FOR PROPERTY OWNER:**

IN ACCORDANCE WITH THE TOWN OF AURORA BUILDING CODE ORDINANCE (SECTION 65-8 B.2)

I, \_\_\_\_\_,

STATE THE PROPOSED WORK IS AUTHORIZED BY THE PROPERTY OWNER AND I AM AUTHORIZED TO MAKE SUCH APPLICATION FOR A BUILDING PERMIT.

\_\_\_\_\_  
(Signature of Applicant)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
TOWN \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

Notary Seal

-----  
**IF PROPERTY OWNER IS A CORPORATION, COMPLETE:**

**STATE OF NEW YORK**  
**COUNTY OF ERIE**                          ss

\_\_\_\_\_ being duly sworn deposes and says that he is the applicant  
(Name of individual signing application)  
above named. He is the \_\_\_\_\_ of said owner or owners, and  
(Corporate Officer, etc.)

is duly authorized to perform or have performed the said work and to make and file this application: that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

\_\_\_\_\_  
(Signature of Applicant)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

Notary Seal

**TOWN OF AURORA**  
**BUILDING DEPARTMENT**  
575 Oakwood Avenue, East Aurora, NY 14052  
(716) 652-7591      FAX (716) 652-3507

**INSPECTION PROTOCOL FOR COMMERCIAL BUILDINGS**

**Upon issuance of a Building Permit in the Town of Aurora, the following inspections are required:**

- **FOUNDATION INSPECTIONS:**
  - Footers & walls – PRIOR to pour
  - Trench footers, post holes, slab haunch – PRIOR to pour
  - **All foundations** PRIOR to back filling to ensure proper depth, waterproofing and drainage
- For new buildings, a **PLOTTED SURVEY** of the foundation shall be completed to ensure zoning compliance. A foundation survey by a licensed surveyor must be submitted to the Building Department PRIOR to rough framing.
- **ROUGH FRAMING:** after rough electric inspection check rough framing, plumbing and heating before insulation.
- **INSULATION:** Before applying approved wall covering (ie. drywall) a Building Department inspection is required to check insulation and vapor barrier applications.

**Requirements for Certificate of Occupancy (CO):**

- Building Commissioning Reports & Certification – Architect/Engineer’s written certification that all HVAC inspections, calibrations an overall HVAC functionality tests have been performed and that the HVAC system is operating as designed. All testing reports submitted with this certification.
- Final Electrical Inspection
- Truss/Pre-engineered Wood/Timber Sticker (if applicable)
- Board of Health approval for septic system (if applicable)
- Final Building Department Inspection to verify completion and compliance with building and energy codes.

NOTE: A building permit is valid for 1 year and construction must begin within 6 months. If construction is incomplete, the permit may be renewed for an additional year at half of the original permit fee.

I, \_\_\_\_\_, the undersigned, have read and understand the steps involved in completing the building permit and will abide by the procedures thereof.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Agent/Owner

# TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

## NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION, AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)

To: Town of Aurora, Code Enforcement Officer  
Owner: \_\_\_\_\_  
Property: \_\_\_\_\_  
SBL: \_\_\_\_\_

Please take notice that the (check applicable line):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation of Existing Residential Structure

To be constructed or performed at the subject property referenced above will utilize (check applicable line):

- Truss Type Construction (TT)
- Pre-engineered Wood Construction (PW)
- Timber Construction (TW)

In the following location(s) (check applicable line):

- Floor Framing, including girders and beams (F)
- Roof Framing (R)
- Floor and Roof Framing (FR)

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

Capacity (circle one):    Owner            Agent