

New Application Process!

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

Mobile inspections with automatic inspection updates to resident or contractor

Use it for:

- * Apply for building permits online
- * Submit complaints online
- * Request inspections online

Benefits to residents and contractors:

- * Apply for permits online
- * Communicate in one place with time-stamped messages
- * Track, monitor and receive notifications on permit and inspection status
- * Understand what is needed for a permit

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

**NOTICE TO HOME OWNERS REGARDING INSTALLATION
OF SWIMMING POOLS**

It is the responsibility of the home owner/agent to see that all required inspections are completed to ensure the safe and proper installation and enclosure of pools.

All in-ground pools **must be enclosed with fencing** before pool is filled with water.

Electrical inspections (including bonding and grounding) must be done by an approved electrical inspection agency (contact Building Department for list), for all pools.

A working pool alarm must be inspected. Any doors that open onto the pool deck must also have a working alarm inspected.

*Any windows that open onto the pool deck must also have a safety latch inspected **(new as of May 12, 2020)**

Because of possible safety hazards, pool permits are issued for three months only.

If circumstances don't allow for completion in this time, a permit can be renewed for three more months. However, **no** water shall be added to pool until acceptable enclosure is verified.

DOCUMENTS REQUIRED TO OBTAIN POOL PERMIT

***if you are unsure whether any of these requirements apply to your pool, please contact us.**

We will not review a pool application until we receive ALL applicable information.

- Pool permit application, completed and signed
- Pool design and construction specifications
- Pool alarm specs
- Pool drain specs (in-ground), including number of drains and where they will be installed in the pool
- Door alarm information, if applicable
- Window safety latch, if applicable
- Ladder specs (above-ground)
- Property survey showing location of pool and fence
- Fence specs including height, location, and gate

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TOWN OF AURORA AGREEMENT

I, _____, as owner of the premises at _____, do hereby state that I will comply with New York State pool requirements prior to completion of the pool (please contact the Building Department to obtain a copy of the general requirements).

I acknowledge my responsibility to contact the Building Department immediately to schedule all required inspections upon completion of installation of, and prior to, the use of the pool.

I also acknowledge my responsibility to contact the electrical Inspector* for the necessary electrical inspections prior to installation of the pool.

I understand that a pool permit will not be issued until this letter is signed and returned to the Town of Aurora Building Department.

I understand that a pool permit is only valid for three (3) months.

Signature

Date

*Please see the Building Department for a list of Town of Aurora approved electrical inspectors.

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

Permit # _____
Reissued _____
Date _____

APPLICATION FOR SWIMMING POOL PERMIT

Please check applicable: In Ground Above Ground
 Private/Residential Other (please describe) _____

Property Owner Name _____ Phone # _____
Property Address _____
SBL # _____ Zoning District _____

1. Name of Contractor _____
Address of Contractor _____ Phone # _____

2. Contractors GL/WC/Disability Insurance Certificates with Town & Village as Certificate holder **Yes/No**

3. Pool Details
a. Make and Model: _____
b. Constructed of : _____
c. Shape: _____ Dimension (L, W or Dia.): _____
d. Above Ground: Height: _____ Water Depth: _____
e. In Ground Depth: Shallow End: _____ Deep End: _____

4. The following Specifications/Information **MUST BE** Included:

Alarms Drain Heater Fence
 Window Latch Ladder (above-ground)

5. Enclosure ***New York State Code requires self-closing, self-latching gates or doors through enclosures to in-ground swimming pools***

a. Type: _____ Height: _____

IMPORTANT

A. No swimming pool shall be filled with water following its initial construction until it has first been enclosed by fencing which complies with any existing New York State, Erie County or Town/Village code or regulation and said fencing has been approved by this Building Department.

B. APPLICATION MUST BE ACCOMPANIED BY:

- i.** Survey or map of properties – showing location of proposed pool.
- ii.** A complete set of plans and specifications which shall include – **pool plan, pool alarm plan, water disposal plans, lighting plan, heating plan, filtration and chemical handling plan, if any, and the type, location of fencing, deck, patio or terrace.**
- iii.** Additional information for **other than** Private Residential Type Pool - Toilet facilities, shower facilities, cover and fencing are required.
- iv.** All electrical work must be inspected by a Town of Aurora approved agency and certificate submitted prior to issuance of Certificate of Compliance.

(continued on back...)

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 next page to sign as owner's agent)

Telephone _____ **E-mail** _____

SIGNATURE OF OWNER **DATE**

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

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