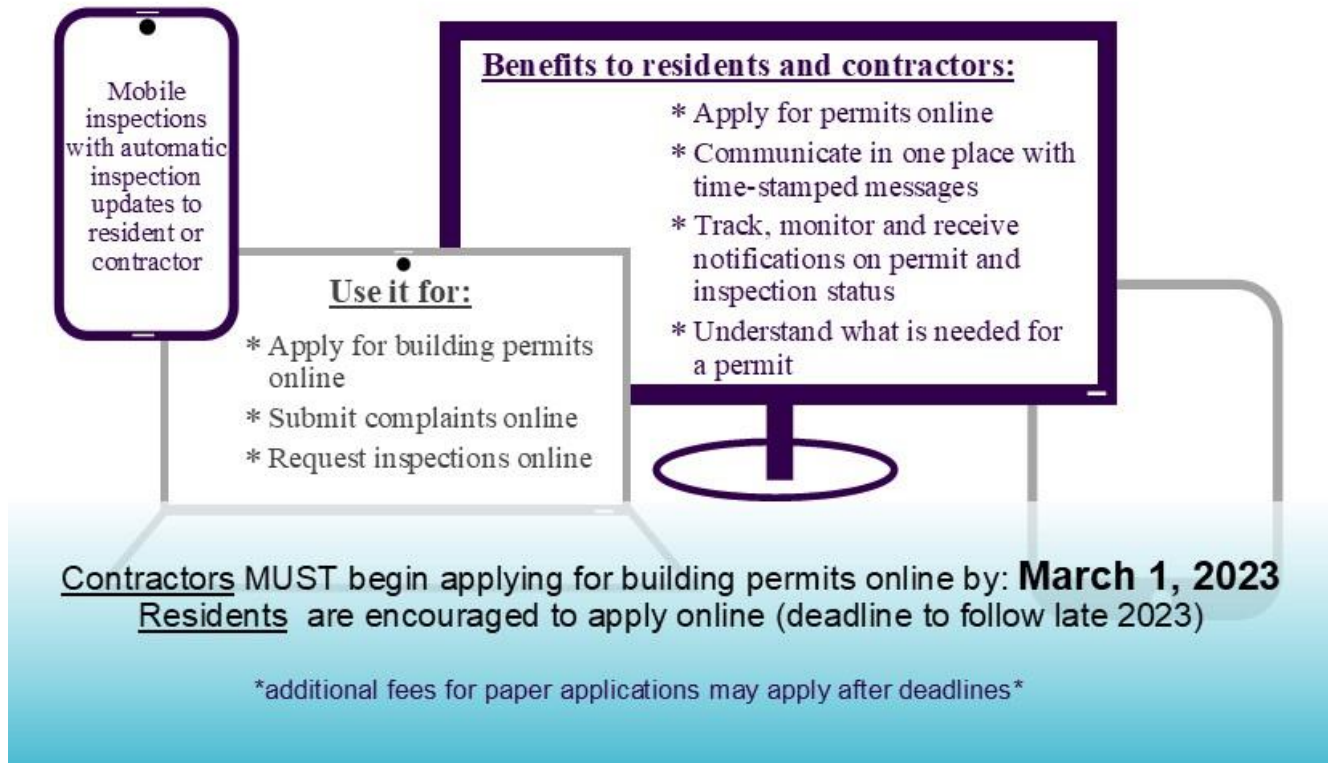


New Application Process!

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



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>

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

APPLICATION CHECK LIST FOR ONE AND TWO FAMILY DWELLINGS

- 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), elevations, and sections
 - Materials to be incorporated
 - Structural, mechanical, and electrical drawings including CO/smoke detectors as required
 - The following Energy Code requirements listed on drawings:
 - Insulation materials and their *R*-values
 - Fenestration *U*-factor and solar heat gain coefficient (SHGC)
 - Area-weighted *U*-factor and SHGC calculations
 - Mechanical system design criteria
 - Mechanical and service water heating system and equipment types, sizes, and efficiencies
 - Mechanical Ventilation required – specs on exhaust/balanced/ERV/HRV detailed on plans
 - Equipment and system controls
 - Duct sealing, duct and pipe insulation and location
 - Air sealing details
 - Building Thermal Envelope depicted
 - Written statement from Architect/Engineer regarding compliance with Energy Code
- Plan review check list showing details - stamped and signed by Architect/Engineer
- Full Energy Audit/Statement AKA RES check - stamped and signed by Architect/Engineer
- Plot Plan/survey showing proposed location of dwelling with all setbacks
- Drainage plan (can be on the plot plan/survey) –to daylight and not impact adjacent properties
- Soil bearing verification (*check with Building Department for requirement*)
- Truss/Pre-Engineered Wood/Timber Construction disclosure, if applicable
- Erie County Board of Health approval for septic system (*Town properties*)
- Paid sewer receipt from Erie County Sewer Authority or Village DPW (*Village properties only*)
- Paid water receipt from Village Clerk (*Village properties*) or copy of application and payment to Erie County Water Authority (*Town properties*)
- Signed permit application – if signed by contractor, must be notarized
- Name and address of General Contractor
- Contractor's General Liability, WC, and Disability insurance certificates (*TOA/Village of EA as certificate holder*)
- SWPPP/Notice of Intent/Erosion & Sediment control plan (*needed if disturbing more than 1 acre*)
- **SOLID FUEL BURNING APPLIANCE** - separate permit required prior to installation (*ie. woodstove, pellet stove, wood burning insert, etc*)

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Frequently Asked Questions/Miscellaneous Information for New Builds

1. **House numbers:** are issued by the Town of Aurora Building Department for both Village and Town properties. Please call the Building Department for new house numbers.
2. **Driveway Culverts:** you must contact Erie County Highway Department (local office 716-652-0410) or Town of Aurora Highway Department (716-652-4050) for driveway culverts. Call the Building Department to determine if your property is on a Town or County road.
3. **Septic systems:** in the Town of Aurora require a permit through the Erie County Health Department prior to issuing a building permit for a new dwelling. Permit Applications for septic systems can be found here: <https://www2.erie.gov/health/index.php?q=node/57>
4. **Water tap:**
 - a. applications for Town properties through Erie County can be found here: <https://www.ecwa.org/doing-business/resources/>
 - b. applications for Village properties through the Village Department of Public Works can be found here: <https://www.east-aurora.ny.us/applications-and-forms>

Permit # _____
Reissued _____
Date _____

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

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 constructionft wideft longft 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

Town or Village	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.....</i> TC/ DTC Date: _____ Receipt _____		

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
Inspection Protocol for New Dwellings

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

- **FOUNDATION INSPECTIONS PRIOR TO POUR:**
 - Soil verification at dig (visual inspection required if soil bore test is not required)
 - Footers
 - Trench and haunch footers
 - Walls
 - Post holes
- **FOUNDATION INSPECTIONS PRIOR TO BCKFILL:**
 - Foundation wall waterproofing
 - Foundation wall survey **prior to framing**

Construction may not proceed until plotted survey is verified. Additional inspections required:

- **CONCRETE SLAB** prior to pour (garage/basement floors, porches, etc.)
- **IN-FLOOR PLUMBING** prior to covering
- **ROUGH FRAMING**
- **ROUGH PLUMBING**
- **ROUGH ELECTRIC VERIFICATION** (third party electrical inspection)
- **ROUGH MECHANICAL**
- **AIR BARRIER AND ENERGY CODE INSPECTIONS THROUGHOUT CONSTRUCTION**
- **FIRE RESISTANT CONSTRUCTION**
- **INSULATION** prior to wall covering

Requirements for Temporary Certificate of Occupancy (TCO) or final Certificate of Occupancy:

- **BLOWER DOOR TEST AND REPORT**
- **DUCT TEST REPORT** (if required)
- **PERMANENT CERTIFICATE BY BUILDER/ARCHITECT/ENGINEER AS REQUIRED IN NYSECCC OR IECCC** (current edition)
- **FINAL ELECTRIC VERIFICATION** (third party electrical inspection)
- **TRUSS/PRE-ENGINEERED WOOD/TIMBER STICKER**
- **BOARD OF HEALTH SEPTIC COMPLETED WORKS CERTIFICATE**
- **BOARD OF HEALTH WELL CERTIFICATE** (if applicable)
- **FINAL INSPECTION** by Building Department

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 50% of the original permit fee or for 3 months at 25% 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