

# 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

**PROCEDURE FOR DEMOLITION OF BUILDINGS**

1. Applicant submits completed Demo permit application consisting of the following:
  - a) Application and any required addendum
  - b) Survey of premises highlighting buildings(s) to be demolished
  - c) Proof of insurance – General Liability, Workers Compensation, and Disability showing the Town of Aurora/Village of East Aurora as Certificate Holder
  - d) A barricade plan detailing placement and height of fencing
  - e) Elevation map showing new grade.
  - f) Written verification that all utilities have been properly shut off and disconnected.
  - g) Permit to disconnect and cap sanitary, storm sewers and water shutoff. All work done must be under supervision of Village DPW for village property and ECWA for town property.
  - h) Fee paid - \$50 (cash or check payable to the Town of Aurora)
  - i) Written verification from the property owner of date of building(s) will be demolished (received at least 24 hours in advance)
  - j) Short Environmental Assessment Form
2. No work may commence until an asbestos report is completed and submitted to this office.
3. All tanks (above and below ground) must be emptied, cleaned and removed
1. Extermination of insects, pests, vermin, etc by a private exterminator, licensed by NYS Dept of Environmental Conservation, may be required when deemed necessary by the Building Inspector and/or Fire Inspector.
2. Subsequent to demolition, all rubble, debris, etc. must be completely removed from the site and the site property secured for safety.
3. Safety during demolition must conform to part 608 of NYS Uniform Fire Prevention and Building Code.
4. East Aurora Police Department, 652-1111, needs to be contacted for traffic control.
5. Department of Public Works, 652-6057 - water use for dust control.

**SEE ATTACHED CHECKLIST**

**TOWN OF AURORA**  
**BUILDING DEPARTMENT**  
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**DEMOLITION PERMIT CHECKLIST**

1. \_\_\_\_\_ Demolition permit application and any addendum completed
2. \_\_\_\_\_ Signature of property owner
3. \_\_\_\_\_ Development Plan needed
4. \_\_\_\_\_ Refer to East Aurora Historic Preservation Commission?
5. \_\_\_\_\_ Survey submitted of property showing all building(s) to be demolished
6. \_\_\_\_\_ Certificate of insurance – General Liability, Workers Compensation, and Disability
7. \_\_\_\_\_ Barricade plan
8. \_\_\_\_\_ New grades and type of fill indicated on survey
9. \_\_\_\_\_ Utility lines disconnected:
  - Electric \_\_\_\_\_ Date \_\_\_\_\_
  - Gas \_\_\_\_\_ Date \_\_\_\_\_
  - Water \_\_\_\_\_ Date \_\_\_\_\_
  - Storm Sewer \_\_\_\_\_ Date \_\_\_\_\_
  - Sanitary Line \_\_\_\_\_ Date \_\_\_\_\_
10. \_\_\_\_\_ Fee paid - \$50
11. \_\_\_\_\_ Written notification of dates for demolition
12. \_\_\_\_\_ Asbestos survey
13. \_\_\_\_\_ Tank removal
14. \_\_\_\_\_ Extermination
15. \_\_\_\_\_ East Aurora Police Dept notification
16. \_\_\_\_\_ Department of Public Works notification
17. \_\_\_\_\_ Short SEQR form

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

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

**APPLICATION FOR DEMOLITION**

Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Address \_\_\_\_\_  
SBL # \_\_\_\_\_ Zoning District \_\_\_\_\_  
Applicant (if not Owner) \_\_\_\_\_ Phone # \_\_\_\_\_

6. Brief description of building to be demolished: \_\_\_\_\_  
\_\_\_\_\_
7. Use: \_\_\_ Residential \_\_\_ Commercial
8. Size of demolished building \_\_\_ ft wide \_\_\_ ft long \_\_\_ ft high \_\_\_ Total sq ft
4. Zone \_\_\_\_\_
5. Name of Contractor \_\_\_\_\_  
Address of Contractor \_\_\_\_\_ Phone # \_\_\_\_\_
6. Contractors GL/WC/Disability Insurance Certificates with Town & Village as Certificate holder **Yes/No**
7. Disconnect Required: \_\_\_ WATER \_\_\_ SEWER \_\_\_ ELECTRIC \_\_\_ GAS
8. Water use needed for dust control: **Yes/No**

**Village of East Aurora Requirements:**

- Is the building over 50 years old? **Yes/No** \*If **Yes**, please attach Historic Preservation Committee addendum
- Is the building over 500 sq feet? **Yes/No** \*If **Yes**, please attach Historic Preservation Committee addendum
- Is Development Plan Required? **Yes/No** \*If **Yes**: date approved: \_\_\_\_\_ Conditions: **Yes/No**  
(\*If **Yes**, please attach)

**IMPORTANT**

- Site Plan or Survey showing lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property **must be submitted with this application**. Indicate distance to nearest building on adjoining lot.
- A written report from a licensed exterminator regarding extermination **must be submitted with application** if applicable.
- Written verification that all utilities (ie. gas, electric, water, and sewer) have been properly shut off and disconnected, **must be submitted with application**.
- No work may commence until an asbestos survey is completed and filed with the commissioner of NYS Dept of Labor in accordance with the Industrial code 56 and the rules and regulations of the Dept of Labor (submit copy to this Dept)
- Debris, including any in-ground storage tanks, must be systematically removed from the site and not allowed to pile up or cause any obstruction.
- Demolition shall be carried out during daylight hours only on normal workdays.
- No explosives can be used in connection with demolition of buildings or structures unless a special permit is first obtained by Village Board of Trustees (village).
- All cellars and basements of demolished buildings or structures shall be filled in and made safe and causing the surface of the location to be on level with the surrounding premises.

(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>	<b>Bldg Dept</b>	<b>ZBA</b>
<b>Permit Fee</b> \$ <u>50.00</u>	Reviewed by _____	Reason _____
	Appr on _____	Approved/Denied on _____
		Case # _____
..... <b>Signature of Code Enforcement Officer</b>		
<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> <b>TC/ DTC</b> <b>Date:</b> _____ <b>Receipt</b> _____		



ADDENDUM TO APPLICATION FOR DEMOLITION

VILLAGE OF EAST AURORA

EAST AURORA HISTORIC PRESERVATION COMMISSION

Village Code §112-2(A) requires that, if a property owner wishes to demolish a building or structure that is fifty or more years in age, the demolition application must be referred to the East Aurora Historic Preservation Commission (HPC) to ascertain whether the property may have some historic significance of which the Village Board should be aware in reviewing the demolition application. The purpose of this addendum is to elicit basic information germane to the HPC's input. It is the practice of the HPC to place any demolition application that is referred to it for this purpose upon the HPC's meeting agenda for discussion. The applicant will be notified of the meeting, at which the applicant's attendance is encouraged but not mandatory. In order to furnish informed input to the Village Board, **in its discretion the HPC may require additional information or diligence beyond that set forth in this addendum.**

The following reference sources may be of assistance in completing this addendum: (i) Aurora Town Historian ([www.townofaurora.com/departments/historian](http://www.townofaurora.com/departments/historian)); (ii) your abstract of title; (iii) property file in Village Clerk's office; (iv) real property tax records ([www2.erie.gov/ecrpts](http://www2.erie.gov/ecrpts)); (v) Erie County Clerk's Office.

You are encouraged to consult with the Aurora Town/Village Historian to investigate the historical use and historical significance of the property, both of which are required in this application. Doing so may shorten the HPC's review of your application.

**NOTE:** This addendum is not intended to be used if the property in question is a local landmark or is within a historic district as designated under Village Code Chapter 156. If a property is so designated, then the property owner must submit to the HPC an Application for Certificate of Appropriateness. This form and instructions are available on the Village website.

Property Address: \_\_\_\_\_

Property Owner/Applicant Name: \_\_\_\_\_

Property Owner Contact Information (address, telephone and email):

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

*Provide information as follows to the best of your knowledge. This addendum should be accompanied by a photograph of the property.*

Year of Construction: \_\_\_\_\_

If architect designed, name of architect: \_\_\_\_\_

Names of original and subsequent owners, and dates of ownership if known:

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

What is the historic use of the property?

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

To the best of your knowledge, is there any historic significance associated with the property?

\_\_\_\_\_ Yes / \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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

Did you consult with the Aurora Town/Village Historian about the property's historical use and historical significance?

\_\_\_\_\_ Yes / \_\_\_\_\_ No

Applicant hereby certifies that, to the best of applicant's knowledge, information and belief, the information set forth above is accurate and complete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_