

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

Sign Permit Requirements:

- **All signs require permits.**
- **The sign permit application must be completed in full and legibly.** Incomplete applications will not be reviewed.
- **The application must be signed by the property owner as well as the applicant.** In lieu of a property owner signature, written authorization from the owner must be submitted at the time of application.
- **Plans and specifications of the sign are required.** This includes, but is not limited to: size of sign, location on building, building façade and window measurements, attachment to building, lighting, a rendering of the sign, photos of existing building and for a freestanding sign – a copy of the property survey showing the location.

FAQ:

- Signs painted onto the exterior wall of a building require a *special permit* from the Village Board.
- A-frame (aka sandwich board) signs are limited to 6 sqft & 4' high, must be removed nightly, and are permitted as a permanent sign.
- No signs may be placed in the Circle.
- Temporary signs, including Political/Election signs, do not require a permit in the Village of East Aurora only. Temporary signs must be placed on private property (in the Village, this is generally on the building side of the sidewalk) and are limited to 30 days in any 90 day period.
- Internally lit signs are not allowed in the Town or Village.
- See Town Code §116-34 or Village Code Chapter 285-44 for sign specifications and limitations.
- Window signs require a building permit.
- Ground signs must be parallel to the street in all zoning districts.

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

Permit # _____
 Reissued _____
 Date _____

APPLICATION FOR SIGN PERMIT

Please check applicable: Ground Wall Sandwich Board
 Pedestal Projecting Window
 Suspended Awning

of Permanent Signs _____

Is Existing Sign Legal Nonconforming? **YES** or **NO**

Location of proposed Sign(s):

Property Address _____ **SBL#** _____
 Zoning District _____ Cost of Proposed Sign _____

Property Owner Name _____ **Phone #** _____

Applicant Name _____ **Phone #** _____

Applicant Address _____ **Email** _____

Contractor Name _____ **Phone #** _____

Description of Proposed Sign: _____

Dimensions of Proposed Sign: Height _____ Length _____ Total Square Feet _____

Dimensions of Building Façade: Height _____ Length _____ Total Square Feet _____

Type of Lighting (if applicable): External Internal Wattage _____

(*internally lit signs are not allowed by code without a variance*)

For Window Signs:

Each Window: Height _____ Length _____ Total Square Feet _____

IMPORTANT

- Please include detailed drawings/information of proposed sign, showing location on building, dimensions, materials, construction/mounting details, etc.
- Signs are only allowed on **private property** (between sidewalk and building).
- **NO Signs are allowed in The Circle.**
- The work covered by this application may not be commenced before the issuance of Building Permit.

The undersigned hereby certifies that all of the information contained in this petition is correct and true.

Owner Signature _____

(Tenant/Applicant, Contractor or Corp/LLC must complete affidavit on back to sign as owner's agent)

Applicant Signature _____

<i>Town or Village</i>	Bldg Dept	ZBA
Permit Fee \$ _____	Reviewed by _____	Reason _____
	Appr on _____	Approved/Denied on _____
		Case # _____
..... Signature of Code Enforcement Officer		
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 _____		

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