

## **APPLICATION CHECK LIST FOR ONE AND TWO FAMILY DWELLINGS**

- Proof of ownership - If there has been a recent closing, a copy of the Deed Indenture and receipt from County Clerk's Office is required.
- **TWO SETS** of plans sealed and signed by NYS licensed Architect or Engineer including:
  - 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
    - 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
- 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
- Truss/Pre-Engineered Wood/Timber Construction disclosure, if applicable
- Board of Health approval for septic system
- Paid sewer receipt from Erie County Sewer Authority or Village DPW
- Paid water receipt from Village Clerk or Erie County Water Authority
- Signed permit application - Affidavit if application not signed by property owner
- 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)

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 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>		
<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 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  
Inspection Protocol for New Dwellings

**Upon issuance of a Temporary 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.
- **SOIL VERIFICATION** – if a soil bore test is not required, a visual inspection by the Architect or an Engineer is required at the time of the dig and actual soil conditions and basement construction must be verified in a letter.
- A **PLOTTED SURVEY** of the basement wall forms/walls 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.

**Construction may not proceed until plotted survey is verified and Building Permit is issued. Additional inspections required:**

- **ROUGH FRAMING:** after rough electric inspection check rough framing, plumbing and heating before insulating.
- **DUCT TEST REPORT** submitted to Building Department prior to Insulation, if required - as of **MAY 2017**.
- **INSULATION:** Before applying approved wall covering (i.e. dry wall) a building department inspection is required to check insulation and vapor barrier applications.
- **BLOWER DOOR TEST REPORT** submitted prior to final insp. - as of **MAY 2017**.

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

- **Duct Test report (if required) and Blower Door Test reports**
- **Permanent Certificate by Builder/Architect/Engineer as required in International Energy Conservation Code R401.3 (as of May 2017) see reverse.**
- 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 the full 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

## 2015 International Energy Conservation Code

**R401.3 Certificate (Mandatory).** A permanent certificate shall be completed by the builder or registered design professional and posted on a wall in the space where the furnace is located, a utility room or an approved location inside the building. Where located on an electrical panel, the certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall list the predominate R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and floor) and ducts outside conditioned spaces: U-factors for fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing done on the building. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace or baseboard electric heater is installed in the residence, the certificate shall list “gas-fired unvented room heater,” “electric furnace” or “baseboard electric heater,” as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces or electric baseboard heaters.

# 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