

**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 - 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 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.