

TOWN OF AURORA  
Building Department  
Inspection Protocol for Commercial Buildings

**Upon issuance of a 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.
- For new buildings, a **PLOTTED SURVEY** of the foundation 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.
- **ROUGH FRAMING:** after rough electric inspection check rough framing, plumbing and heating before insulating.
- **INSULATION:** Before applying approved wall covering (i.e. dry wall) a building department inspection is required to check insulation and vapor barrier applications.

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

- **Building Commissioning Reports & Certification** – Architect/Engineer’s written certification that all HVAC inspections, calibrations and overall HVAC functionality tests have been performed and that the HVAC system is operating as designed. All testing reports submitted with this certification.
- 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 half of the 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