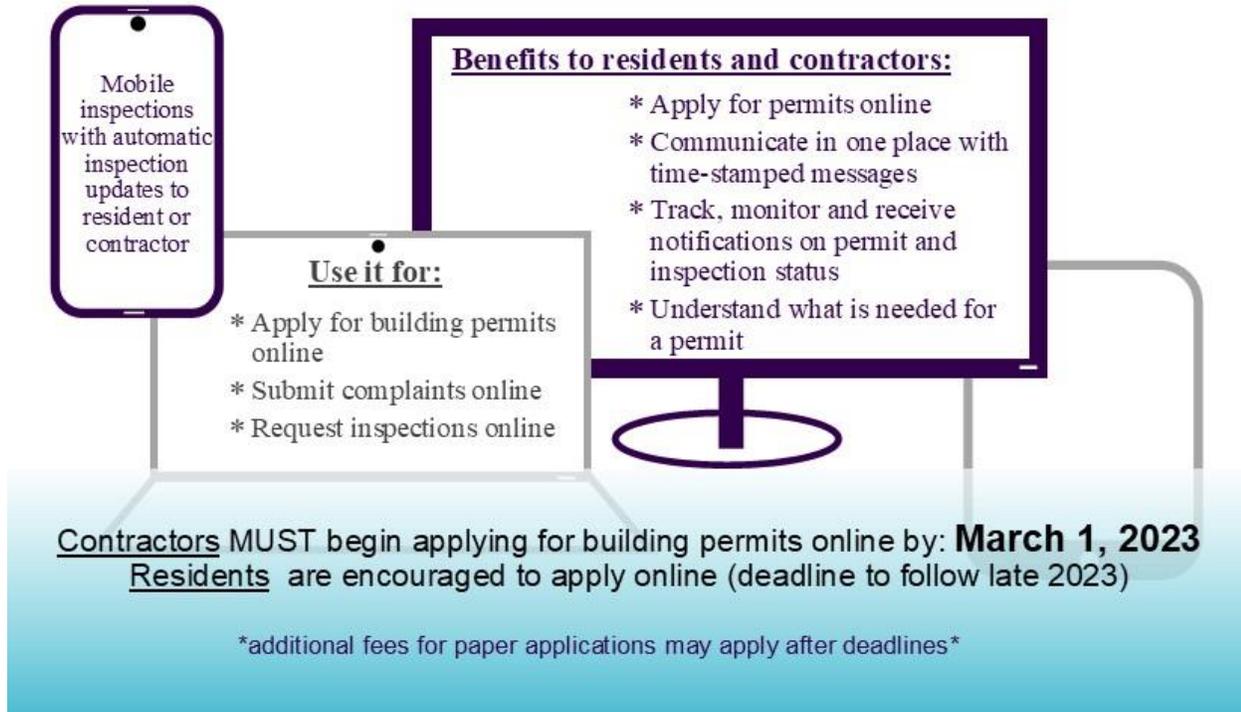


New Application Process!

The Town of Aurora Building and Zoning Department is now using *Cloudpermit* online software for permitting and code enforcement!



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

SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT
(Construction other than a new dwelling)

**Additions, Alterations-Renovations, Accessory Buildings (garage, pole barn, shed, etc.),
Accessory Structures (deck, carport, pergola, etc.):**

1. Completed and signed Building Permit Application
2. Survey or plot plan, drawn to scale, showing all existing structures on the site, distances from lot lines, well and septic locations; show location of proposed work.
3. Set of Plans of proposed improvement (floor plan, elevations, basement, materials, structural, mechanical and electrical work as applicable)
***For Additions: signed and sealed by NYS licensed Architect/Engineer**
(Any amendments to #2 or #3 must be filed prior to the completion of the work, subject to the approval of Building Department officials)
***For pre-built sheds:** provide a brochure or bill of sale showing or describing the framing of the structure.
***For accessory buildings over 24' x 24': signed and sealed by NYS licensed Architect/Engineer**
4. HOA approval as required (subdivisions such as Aurora Mills, Reed Hill, Polo Grounds)
5. General Liability, Worker's Comp and Disability Insurance Certificates of Contractor
6. Additional items if applicable:
 - a. Energy Audit/Statement aka REScheck (if living space)
 - b. Carbon monoxide alarm installed on any story having a sleeping area and where there is a fuel-fired appliance or equipment
 - c. Truss sheets
 - d. SWPPP/Notice of Intent/Erosion & Sediment control (if disturbing over 1 acre)

Generators:

1. Completed and signed Building Permit Application
2. Copy of property survey, showing all existing structures on the site, proposed location of the generator/fence.
3. Generator specifications **showing required clearances**
4. General Liability, Worker's Comp and Disability Insurance Certificates of Contractor
5. HOA approval as required (subdivisions such as Aurora Mills, Reed Hill, Polo Grounds)

APPLICATION FOR SOLID FUEL BURNING APPLIANCE
(i.e. Fireplace, wood stove, inserts, etc)

All solid fuel burning appliances require a separate permit. Prior to processing an installation application, a copy of the manufacturer's installation instructions for unit and chimney must be submitted to the Building office.

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

Permit # _____
 Reissued _____
 Date _____

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

<i>Town or Village</i>	Bldg Dept	ZBA
App Fee \$ _____	Reviewed by _____	Reason _____
Permit Fee \$ _____	Appr on _____	Approved/Denied on _____
Park/Rec Fee \$ _____		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** _____

