



City of Aurora, Development Services  
 Building Codes Division  
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[www.auroragov.org/building](http://www.auroragov.org/building)

**STATEMENT OF UNDERSTANDING FOR HOMEOWNER PERMIT**

PERMIT # \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Job Address \_\_\_\_\_

When a building permit has been issued for any construction within the City, the homeowner listed on the permit carries the responsibility and liability for all of the construction work and for ensuring that all facets of the project conform to the applicable regulations and code provisions of the City of Aurora. Types of inspections will vary depending on the scope of work. The order in which they are called are important. Our staff will assist you with questions, or you can request a consultation with one of our inspectors.

**Basement Finish/Additions**

Depending on the scope of work a basement finish may require some or all of these inspections.

- Rough Plumbing inspection required for drain waste and vent.
- Rough Electrical inspection for outlet boxes (lights, single or duplex, switches, etc.) and the wire connections are installed.
- Rough Heat inspections for duct work, bath fans, flues, hot water lines and refrigeration lines **before** they are covered or concealed. Note: All electrical and plumbing are required to be installed prior to this inspection.
- Rough Frame: This is an important inspection to the homeowner, and is required to ensure that the construction agrees with approved plans. Fire blocking is a requirement for basement finishes.
- Drywall screw inspection is called after the rough frame.
- Final Plumbing, Heating and Electrical Inspections can be requested in any sequence.

After the rough inspections have been done you can then call for final inspections.

- Final Frame: This inspection should be the last one requested but may be requested prior to the other final inspections i.e. Plumbing, Heating, Electrical. There are some items which do not have to be completed for final frame, i.e. interior/exterior painting, shelving, carpeting, cabinets, and counter tops (except where a sink is involved).

**Deck / Patio Cover** • Caisson or footing (do not fill) inspection as well as a frame rough and final frame inspection.

**Air Conditioning** • Requires Mechanical and Electrical final inspections.

**Roof** • Re-roof inspection – one inspection only.

**Water heater** • Final plumbing inspection required. If it is an electric water heater it will also require an electric final inspection.

**Shed** • Requires both a rough frame and final frame inspection.

City approved plans and the permit card must be kept on the jobsite during construction and must be followed and constructed exactly as approved.

Signature below acknowledges the responsibilities of a homeowner when obtaining a homeowner's permit.

I will be acting as my own General Contractor. I understand I have the responsibility and liability to manage this project and when to request inspections.

Homeowner's signature

\_\_\_\_\_

Date \_\_\_\_\_

22-184 of the Aurora city code requires all exterior work commenced by a homeowner acting as contractor shall be completed within one year of the issuance of the permit for such work. Failure to complete all exterior work within the one-year period shall void the permit, and require reapplication for a six-month permit extension for the work, and the fee therefor shall be the full amount required for the original work. A homeowner may apply for one extension for a six-month extension within which the work must be completed. To read this section of Aurora City code in its entirety visit our website at [www.auroragov.org/building](http://www.auroragov.org/building) Click on City Code Buildings and Building Regulations.