

STEP BY STEP CREATNG OVER THE COUNTER PERMITS

These instructions are for pulling the following over the counter permits such as water heaters, air conditioners, furnaces, roof and electrical service upgrades in our online system.

- Go to aurora4biz.org.
- Click on Building & Development.
- Click on Building Plan Review and Permit Management (lower left side).
- Go to **My Account** login.
- Go under **Projects** left hand side and pick **New Permit**.
- Click block for **I agree to all terms above**.
- Click on next.
- Continue onto steps to create your counter permit and to pay online.