



City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

GAZEBOS/PERGOLAS/ARBORS (200 SQ. FT. OR SMALLER)

GENERAL INFORMATION

All submittals should include a completed permit application, a \$55.00 deposit payment, and the required information as detailed below. All submittals should clearly depict the scope of the project and should include the requested information. Additional information may be requested to clarify a project's compliance with the Aurora Zoning Code. **All gazebo, pergola and arbor structures 200 square feet or smaller must be approved by the Architectural Board of Review.**

NOTE: Homeowners Associations have additional rules that may apply to your project. Please confirm your project with them prior to making an application for the building permit.

APPLICATION SUBMITTALS

GAZEBO, PERGOLA AND ARBOR STRUCTURES 200 square feet or smaller require submittal of the following:

1. Completed Building Permit Application.
2. A \$55.00 non-refundable deposit. Make checks payable to City of Aurora.
NOTE: *This is an application deposit only. Additional fees may be owed upon issuance of permit.*
3. Two Sets of Plans that include:
 - a. All elevations (drawings of all four sides of the structure).
 - b. Accurate location, details and dimensions of the structure
 - c. Details to show additional construction items such as electrical equipment, etc.
 - d. Description of all major finish materials.
4. Site Plan should include the following:
 - a. Location of all existing structures, such as house, garage, and accessory structures, and the proposed structure with dimensioned distances to all property lines. Show north direction.
 - b. Location of vehicular driveway.
5. Photographs (one set) of existing house and the location of the proposed structure.

APPLICATION REVIEW PROCESS

Applications must be delivered to the Aurora Planning, Zoning and Building Division Office, 129 W. Pioneer Trail, between 7:30 a.m. and 4:00 p.m. The application will be processed once the staff has deemed the submittal complete per the submittal requirements. A project is first reviewed for Zoning compliance. The applicant will be contacted if there are any compliance deficiencies. A project must obtain Zoning approval first before continuing through the review process.

After a project is approved by Zoning, **the project must be reviewed by the Architectural Board of Review.** The ABR meets on the fourth Thursday of each month except for November and December when it meets on the second Thursday of the month. **ABR submittal deadline is ten (10) days prior to the meeting.**

BUILDING PERMITS

Following approval of Zoning and ABR, the Director of Planning, Zoning and Building will review the plans for compliance of applicable building codes and determine the appropriate permit fees. The Planning, Zoning and Building Office will then notify the applicant when the permit is ready for issuance. **Please note that all contractors and subcontractors must be registered with the City of Aurora before a permit can be issued.** Homeowners are exempt from this registration when they obtain permits to work on projects that involve their own properties.

Residential building permits are good for one year from the date of issuance. The permit becomes invalid if work is suspended for six months after the work has begun. An extension may be granted with a written request to the Planning, Zoning and Building Division.

BUILDING INSPECTIONS

Inspections are required as part of the building permit process. The following inspections are required for 200 square foot and smaller gazebo, pergola or arbor structures:

1. Posthole Inspection
2. Foundation Inspection
3. Framing & Rough Electric Inspection
4. Final inspection

Inspections may be scheduled by calling our office at 330-562-9564. We require a 24 hour notice for an inspection. When scheduling an inspection, please provide the permit number, the project address, the name of the contractor, the type of inspection requested, and the date requested.

PERMIT # _____

Parcel No. _____

Zoning _____ S/L _____ G/L _____



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BUILDING PERMIT APPLICATION GAZEBOS/PERGOLAS/ARBORS (200 SQ. FT. OR SMALLER)

PLEASE PRINT:

Project Address: _____ Sublot No. _____

Owner's Name: _____ Email: _____

Owner's Address (if different than above): _____

City _____ State _____ Zip Code _____ Phone _____

General Contractor Name: _____

Address: _____ City _____ State _____ Zip Code _____

Phone _____ Cell _____ Fax _____ Email: _____

PROJECT INFORMATION:

Type of Project: _____

Project Cost: \$ _____ Height _____ Length _____ Width _____ Total Sq. Ft. _____

Number of Existing Accessory Structures on Property: _____ Electric: Yes _____ No _____

Acceptance of the permit herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and to comply with all ordinances of the City of Aurora and the laws of the State of Ohio relating to all work to be done thereunder; and said agreement is a condition of said permit.

Applicant Signature _____

Sign & Print Name

Owner/Agent

PLEASE PROVIDE SAMPLES OF ALL EXTERIOR MATERIALS AT ABR MEETING.

ALL CONTRACTORS/SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF AURORA BEFORE PERMITS ARE ISSUED.

NAME AND ADDRESS

GENERAL _____
EXCAVATOR _____
MASON _____
CARPENTER _____
ELECTRICIAN _____
CONCRETE _____
ROOFER _____
OTHER _____
OTHER _____
OTHER _____

FOR PLANNING, ZONING & BUILDING DIVISION USE ONLY

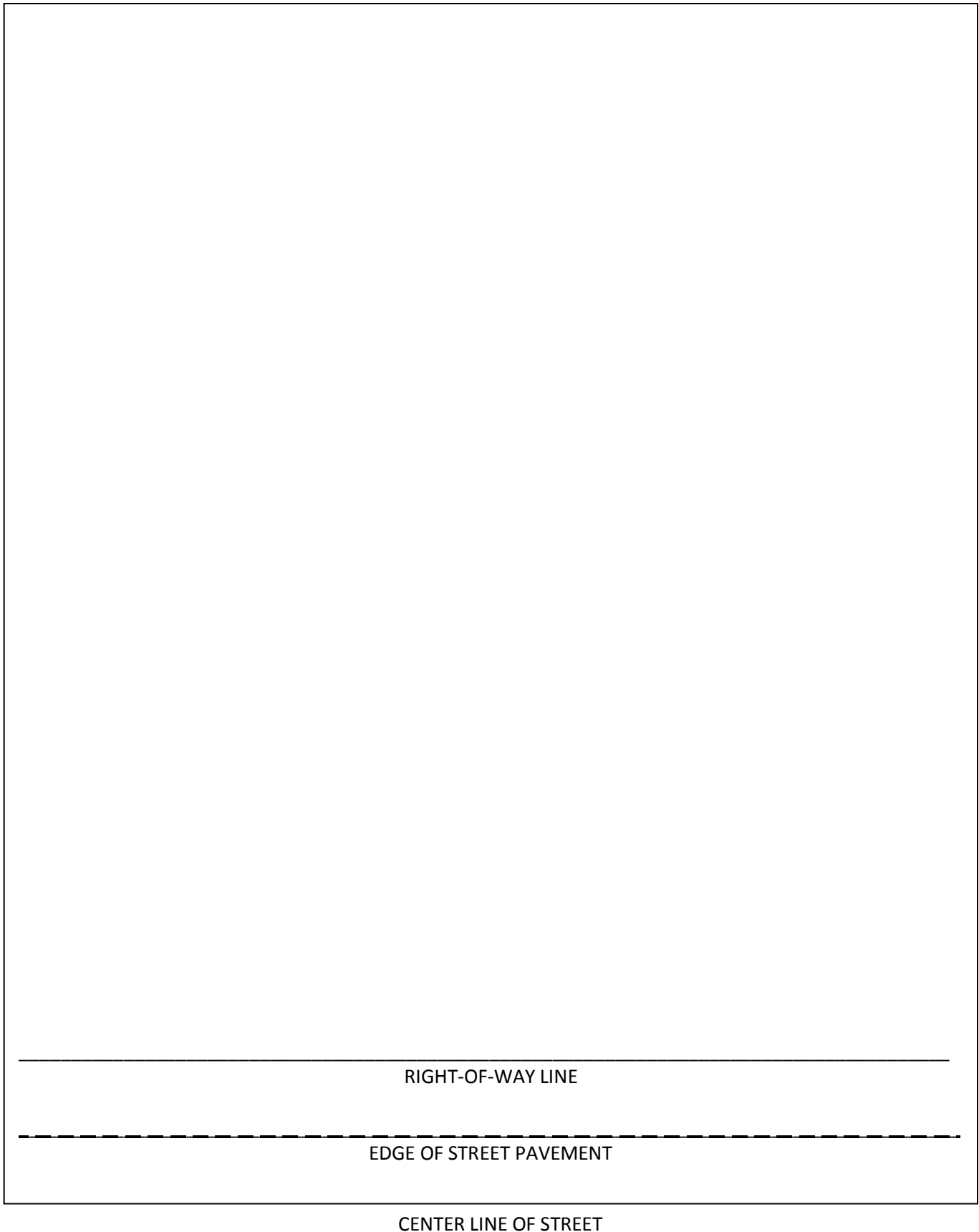
DATE APPLICATION RECEIVED _____
RECEIVED BY _____ DEPOSIT AMT. _____

Electric \$ _____
Concrete \$ _____
Zoning \$ _____
Occupancy \$ _____
Comp. Dep. \$ _____
Processing \$ _____
Other \$ _____
1% State Fee \$ _____

SUBTOTAL \$ _____
Deposit - \$ _____
TOTAL \$ _____

PERMIT PAID BY: _____ DATE: _____

SITE PLAN



1. SHOW LOCATION OF ALL EXISTING STRUCTURES: HOUSE, GARAGE, DRIVEWAY, ACCESSORY BLDGS., ETC.
2. SHOW LOCATION OF PROPOSED STRUCTURE AND HOW MANY FEET FROM ALL PROPERTY LINES