



City of Aurora Development Services Department

## STATEMENT OF UNDERSTANDING

Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012  
303.739.7420 • Email: permitcounter@auroragov.org

|                  |       |
|------------------|-------|
| HOMEOWNER'S NAME | PHONE |
| JOB ADDRESS      |       |

The undersigned Homeowner requests permission to act as a Supervisor/General Contractor to undertake a construction related project at the above referenced address without the benefit of a properly licensed contractor with the following terms and conditions:

1. The homeowner will be fully responsible for submission of a complete building permit application, site plan, building plans, and any other documentation required by the Building Division and to understand the scope and complexity of the work proposed. City approved plans must be kept on the jobsite during construction and must be constructed as approved.
2. The homeowner certifies that they fully understand all of the requirements of the City of Aurora adopted building codes and city regulations as they relate to the particular project being undertaken by the permit, and that the Homeowner ASSUMES FULL RESPONSIBILITY for compliance with all applicable codes, ordinances and inspection procedures including a clear understanding of all structural elements as related to load bearing members and/or structural floors.
3. City of Aurora Code, Section 22-97, Section 6, allows an exemption to contractor licensing for owners of up to three single family detached structures and the undersigned affirms that they meet the definition and intent of this ordinance.
4. The homeowner agrees to personally supervise all work. If the homeowner decides to hire a contractor to perform some, or all, of the proposed work, the homeowner acknowledges that all contractors must have a valid City of Aurora contractor's license for the applicable portion of the work they are performing.
5. Homeowner agrees to contact the Building Division to schedule all required inspections and agrees that no work will be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Division. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Division.
6. City of Aurora Code, Section 22-184, requires that all exterior work commenced by a Homeowner acting as a 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 extension for the work, and the fee therefor shall be the full amount required for the original work. A Homeowner may apply for one six month extension within which the work must be completed.

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Homeowner's signature

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Date



Congratulations on your journey into the world of construction! As you embark on your project, the City of Aurora Building Division is here to help you along the way. Call us at 303.739.7420 Monday through Friday or visit our website around the clock at [www.auroragov.org/building](http://www.auroragov.org/building) for checklists, and other useful information you may need to complete your project.

Here are some common construction projects taken on by Homeowners and the required inspections. Remember that your individual project may require more than one inspection.

### **BASEMENT FINISH PROJECTS** (depending on the scope of work a basement finish may require some or all of these inspections)

- ☐ Plumbing Rough inspection is required for drain pipe, vent pipe and water piping
- ☐ Electrical Rough inspection is required for outlet boxes (lights, single or duplex outlets, switches, etc.) including the wire connections
- ☐ Mechanical Rough inspection is required for duct work, bath fans and flues before they are covered or concealed
- ☐ Framing Rough inspection: This is an important inspection and is required to ensure that all construction agrees with the approved plans. Fireblocking will be inspected at this inspection also. The Framing Rough inspection can only be requested after passing all of your other Rough inspections.
- ☐ Drywall inspection: After the framing rough inspections have been signed off, a drywall screw inspection will be required before the drywall can be taped and textured.
- ☐ Final inspections for Electrical, Mechanical, Plumbing and Framing prior to being allowed to occupy the basement.

### **DECKS / PATIO COVERS / PERGOLAS / SHADE STRUCTURES**

- ☐ Caisson/footing (do not fill until inspection passes); Framing Rough and Framing Final inspections

### **ROOFING**

- ☐ Reroofing inspection (when all work is complete)

### **WATER HEATER REPLACEMENT**

- ☐ Plumbing Final inspection required. If you are installing an electric water heater, a Final Electrical inspection will also be required

### **AIR CONDITIONER OR SWAMP COOLER**

- ☐ Mechanical and Electrical Final inspections

Inspections can be requested during regular business hours at 303.739.7420 or online at [www.aurora4Biz.org](http://www.aurora4Biz.org)

Please be advised that your individual project may require more or fewer inspections depending on the scope of work. It is your responsibility as the contractor to know and understand what the required inspections are, and at what step in the process the work must be inspected. The Building Division also offers inspection consultations for the applicable scope of work you would like information for. The consultations are free of charge and may assist you in saving time and money on your project. Remember, it is easier to ask questions before work is started!