

**City of Hillsboro  
Building Permit Application**

Date of Application \_\_\_\_\_ Estimated Cost of Project \_\_\_\_\_  
Name of Property Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Address of Project \_\_\_\_\_  
Lot Number \_\_\_\_\_ Front yard area(from lot line, not curb or sidewalk) \_\_\_\_\_  
Side yard area \_\_\_x\_\_\_ Rear yard area \_\_\_\_\_  
Size of Building/Addition \_\_\_\_\_ Number of Stories \_\_\_\_\_  
Number of rooms \_\_\_\_\_ Type of Building (use) \_\_\_\_\_ Number of living units \_\_\_\_\_  
Zoning \_\_\_\_\_ Type of materials to be used: \_\_\_\_\_  
Estimated date work will be completed \_\_\_\_\_

Name of Contractor or Builder \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Applicant if other than Owner \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Each application shall include the following:

Plans in duplicate drawn in ink or other indelible medium showing the actual shape and dimension of the

Structure and lot to be improved.

Residential A & B – a drawing with emphasis on distance from property lines included with this application.

(please note that you need to check for covenants and property deed restrictions before beginning project in a residential area)

Commercial – Copy of State approved building plans must be submitted with application.

Please note that some driveway cuts are subject to approval by the Hillsboro Planning Commission.

Each application submitted shall be accompanied by a fee according to the following list:

New Residential Construction on Single Family Dwelling .....	\$200.00
New Residential Construction on Each Additional Dwelling .....	\$100.00
New Commercial Construction up to 20,000 sq. ft. ....	\$200.00
New Commercial Construction for each additional 100 sq. ft. ....	\$10.00
All other construction .....	\$35.00

Make check payable to City of Hillsboro.

Please remit to: City of Hillsboro, 130 N. High St., Hillsboro, Ohio 45133

Phone (937)393-5219; Fax (937)393-0516; Email: [nscott@hillsboroohio.net](mailto:nscott@hillsboroohio.net) or [kellison@hillsboroohio.net](mailto:kellison@hillsboroohio.net)

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General Contractor Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax Email

Additional Sub-Contractors:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax Email