



Justin Harsha, Mayor - Brianne Abbott, Safety & Service Director – Dawson Barreras, City Auditor

130 NORTH HIGH STREET·HILLSBORO, OHIO 45133-1152

Notice Regarding Inspection Scheduling Procedures

To streamline and improve the commercial inspection process, **all commercial inspections must now be scheduled directly through the Warren County office.**

♦ Commercial Inspections

- Contact: **Austin Powell**
- Phone: **513-965-1290 ext. 3994**
- **Scheduling Calls Must Be Made the Day Before the Desired Inspection Date, between 7:00 AM and 8:00 AM only**
- **You must also call again the morning of your scheduled inspection (between 7:00 AM and 8:00 AM) to receive your inspection time**
- **Failure to call on either day will result in the inspector not showing up**

Example:

If you need a **commercial footer inspection on Wednesday, July 10th:**

1. Call **on Tuesday, July 9th** between 7:00–8:00 AM to schedule
 2. Call **again on Wednesday, July 10th** between 7:00–8:00 AM to receive your time
- If either call is missed, **the inspection will not occur**

♦ Residential Inspections

Residential inspections are **not affected by this change** and should continue to be scheduled through the City of Hillsboro Building Department.

- Contact: **City of Hillsboro Building Department**
- Phone: **937-393-5219 ext. 1002**
- Hours: **8:00 AM – 4:30 PM**
- **All residential inspections must be scheduled at least 24 hours in advance**

Mayor's Office P (937) 393-5219 · Auditor's Office P (937) 393-5791

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