



THE CITY OF HILLSBORO, OHIO

Drew Hastings, Mayor · Todd Wilkin, Safety & Service Director · Gary Lewis, Auditor

130 NORTH HIGH STREET · HILLSBORO, OHIO 45133-1152

City of Hillsboro Plan Examination and Inspection Procedures

RBO plans examination:

Applicant must file, for approval 3 sets of construction documents along with application for approval before any work is started.

Information on the construction documents shall be submitted as prescribed per RCO 106.1.3 along with site plan and other information required by other city departments (zoning, utilities, etc.).

Upon receipt, the construction documents will be reviewed, in order received, by the residential plans examiner.

Construction documents found to be in compliance with the rules of the board will be approved and a certificate of plan approval shall be issued.

Construction documents found to be incomplete, inadequate or not in compliance with the rules of the board shall not be approved and items not in compliance will be sent to the applicant in the form of an adjudication letter for revision.

Upon approval and issuance of the certificate of plan approval a list of required inspections will be provided to the applicant.

RBO Inspections:

Required inspections shall be scheduled via telephone and scheduled a minimum of one working day prior the time the inspection is required. Inspections will be performed per RCO 108.

Inspections performed finding the work is in compliance with the approved plans will approved and noted on the job site, work being inspected is found not in compliance with the approved plans a written notice will be left on the jobsite stating the violations, a re-inspection will be required.

Upon completion of the project and all inspections have approved the building official shall issue a certificate of occupancy.