



City of Hillsboro

Project Plan Approval Guide

Homeowners & Property Owners

This information is intended to help our applicants obtain building plan approvals. The below sections describe the required steps to the building approval process to assist you in preparing your submittal of documents/plans.

Our goal as a department is to work with homeowners to 'Build a Stronger Community Together'.

Summary of the Building Plan Approval Process

There are three basic phases to the building plan approval process (PAP): Application submittal, plan review and construction inspection. From the receptionist window, applications received are checked for completeness, all project information is entered into the computer system and a permit number is created; documents are scanned and delivered for plan review. During plan review the plans examiner reviews the permit application and building plans for compliance with the Zoning and Building codes. Plan review must be completed prior to construction. If approved, a plan approval certificate will be released, and fees should be paid at this time. Construction inspection takes place after a plan approval has been issued. The Building Inspector approves each part of the project as it progresses, checking to see that the work is done safely and in accordance with the approved plans and codes.

Is the Property located in the City of Hillsboro?

To verify if an address is located within the City of Hillsboro, use the on-line Zoning Map to determine the zoning on your property and what jurisdiction it falls under.

www.hillsboroohio.net

(under forms and applications; department-zoning)

Depending on the type of construction you are planning, please check the zoning code update to make sure your request is permitted in your area. The zoning code update can be found on www.hillsboroohio.net

Do I Need a Permit?

Permits are required for all new construction, major repairs, alterations, and additions, which include structural, mechanical and electrical changes. An application shall be

made by the owner, person in control, or the authorized agent, architect, engineer or contractor employed by the owner or person in control in connection with the proposed work. Once the plan approval is issued and fees are paid, you may begin work. The approval certificate must be on site and available to the inspector and if your permit has accompanying approved plans, they must be available as well.

Construction and repairs for 1, 2, and 3 family dwellings are exempt from permit requirements as follows (unless any of the following are in the Historic District):

1. Repair and replacement of windows (no increase in opening size) or along fire escapes
2. Gutters and downspouts (includes valleys, flashings, soffits, fascia and associated trim work)
3. Siding
4. Flag poles
5. Storage sheds not greater than 200 square feet in area that is no higher than eight (8) feet in average height and located in a rear yard in accordance with the zoning code.

However, when the property or building is locally designated as historic, an application for a **Certificate of Appropriateness** is required to be obtained from the Building Department prior to proceeding with the work. The certificate of appropriateness process will be explained to you when you pick up the application.

When work is done without a permit, the code requires an **investigation fee** equal to and in addition to the regular permit fee. No portion of the investigation fee shall be refunded.

Other Enforcement Areas

Zoning: The City's zoning code regulates the use and development of land. This code is designed to protect property values by preventing the location of incompatible uses in close proximity to one another. Zoning regulations also help to maintain the character of established neighborhoods and prevents inappropriate activities such as auto repair, in residential areas. Each application is reviewed for zoning code compliance.

Planning: City Planning makes recommendations to the City Planning Commission, Council and citizens regarding the land use and development issues as regulated by zoning. If your project requires a Zone Change, Variances, or Conditional Use permit you should start by contacting the Building Department. Please call (937) 393-5219 to get more information.

Appeal Board: Boards are available to those seeking relief from the interpretations, orders, or rulings of the Department. Please contact the appropriate board at the following phone numbers:

Board of Residential Building Appeals: (937) 393-5219

Zoning Board of Appeals (Planning Commission): (937) 393-5219

When are plans required?

Section 4101: 2-1-19 of the Ohio Building Code. Generally, plans, specifications and energy report forms are required for any new building, addition or alteration to an existing building. All plans must be drawn to scale and must accurately show all detail of proposed work. A plot plan and/or site survey usually is requested for exterior site work, building alterations, changes of use, new buildings and building additions. Plans and associated construction documents for new construction and major alteration work for buildings and structures regulated by the Ohio Basic Building Code are required to be prepared by an Ohio registered architect or professional engineer.

Plans for 1, 2 and 3 family detached dwellings, in general, do not require sealed documents, unless prepared by a registered architect or professional engineer.

Alterations and repairs not involving the analysis or design of the means of egress, structural, mechanical, electrical, plumbing or fire protection are exempted from the certification requirements.

Three (3) sets of documents, drawings and specifications of the proposed work will have to be submitted along with the plan approval application for review.

An energy report is necessary for alterations involving Energy Code items such as new windows, insulation or a new shower.

Are There Any Related Certificates?

Certificate of Plan Approval: When a permit application has been approved to begin construction. A certificate of plan approval is issued along with original permit application, and set of approved plans (if applicable).

Certificate of Occupancy: When the occupancy type of a building is changed or when an addition or new building is completed, a Certificate of Occupancy must be obtained before the structure can legally be occupied. In many cases a Certificate of Occupancy is necessary for insurance or financing. A Certificate of Occupancy is required for all alterations except those in 1, 2, or 3 family dwellings, which do not create new habitable space, e.g.; finishing a basement.

Temporary Certificate of Occupancy: The Building Construction Inspections section may issue a Temporary Certificate of Occupancy when a building is safe to occupy temporarily while remaining issues are resolved and approved. A Temporary Certificate of Occupancy expires 30 days after issuance.

Apply In Person

Applications for permits or certificates can be made at the City Administration Building, 130 North High Street, Hillsboro, Ohio 45133 between 8:00 a.m. and 4:30 p.m. Monday through Friday. To apply you must submit:

- Completed application and supporting documentation (structural, energy, soils analysis) (where applicable)
- Three (3) sets of documents, drawings and specifications of the proposed work (where applicable).

How Much Does A Permit Cost?

The fees for new buildings and additions are based on the valuation of construction as determined by the Chief Building Official using the designated fee schedule. Other fees are based on the estimated cost of work shown on the application form.

Fees must be paid at time of plan approval pickup.

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Revision Process – Corrections, Clarifications and Changes

If an application does not meet the minimum requirements of the building codes, the plan examiner notifies the applicant by mail, or email, with a correction letter. This is a request for additional information and/or correction(s) to be made to the documents or drawings. The applicant is responsible for submitting corrected documents (revisions) to the plan examiner for re-review. A revision fee will be assessed to the plan fees when the application is approved. If your application is denied you have the option to appeal this decision to the Board of Building Appeals. Applicants have six (6) months from the date of the correction letter to respond before the application is considered invalid. An extension can be granted upon written request and must be approved by the Chief Building Official. When the plan examiner determines that the documents comply with the code, the computer record is updated and the application is signed as "Approved".

Issuing the Permit:

Applications and/or plans are received back at the receptionist desk when approved by the Building Plan Examiner. The application is then checked to ensure that all outside agencies have submitted their approvals to allow issuance of the plan approval certificate. The fees are checked for accuracy and the applicant is notified of any balance due. Payment of the balance due allows the plan approval to be issued and work to begin. The plan approval certificate must be posted on site and available to the inspector. If your certificate has accompanying approved plans, they must be available on site as well.

How long is a permit valid?

Approvals expire by limitation if work has not begun within twelve months from the date of approval certificate issuance or when the work has been discontinued for six months. However, the applicant may submit a written requests for a renewal prior to the expiration of the approval, the certificate can be extended for an additional twelve-month period for a fee.

Inspections:

Each phase of construction must be inspected to make certain the work conforms to the Code and submitted approved plans. If an inspector finds that some work does not conform to approved plans, the inspector will advise that the situation is to be remedied. If the violation is serious, a stop work order may be posted until the problem is resolved. Inspections are designed to ensure the work and progress of work is being followed by Code. The safety of our residents is our number one priority.

Ask about our virtual inspections! Virtual inspections are set to allow work to proceed without having to wait for the inspector to come to the job site. Call us to find out if your project is acceptable for a virtual inspection.

To schedule an inspection pertaining to your specific project, please call (937) 393-5219.

Field Changes (Engineering Change):

In general, the construction, erection, and alteration of a building, or additions, alterations, equipment and maintenance of the same, shall conform to required plans which have been approved by the Building Department. Minor changes to the approved plans may be submitted as an Engineering Change without submitting for an additional alteration permit. Minor changes do not include changes in the size, location, change of use of buildings or structures, or as-built drawings with multiple changes that will require a substantial plan review. An Engineering Change fee will be assessed at the time of filing.

Completing Your Project:

Although it is essential that you complete the inspection process, you do not have to finish your project during any fixed time period. From the day you pick up the plan approval certificate, you are allowed one (1) year (OBC 105.3) to begin work on your project. Once construction begins, you must continue to work on your project to avoid permit expiration. When work is completed, you need to call to schedule your final inspection. When all final inspections have been successfully completed, the Building Inspector may issue a **Certificate of Occupancy**, if required for your project.

Any further questions please call (937) 393-5219

Or email LWalker@Hillsboroohio.net / PGoerler@Hillsboroohio.net