



## RESIDENTIAL PLAN REVIEW INSTRUCTIONS

### 130 N HIGH STREET HILLSBORO, OHIO 45133

1. Application must be filled out completely by applicant.
2. Fees **must be paid** prior to release of plan approval certificate. Payment accepted by check, money order, or cash.

Checks may be payable to: City of Hillsboro  
130 N High Street  
Hillsboro, Ohio 45133

3. Building department requires three (3) sets of plans for residential construction. The following plans must be submitted. **(for new builds, additions, alterations, decks, accessory building/garage)**
  - A. Site plan/Plot plan for all new construction and additions showing the following to approximate scale.
    - (1) Street location
    - (2) Location of proposed building(s) and all existing buildings on site
    - (3) Setback and side yard dimensions
    - (4) Distance between all buildings
    - (5) Location of all utilities or services on property (overhead and underground)
  - B. Foundation Plan (Show to scale)
    - (1) Size of footing (width, depth, and material specifications)
    - (2) Size of construction of foundation walls
    - (3) Areas of thickened slabs, piers, etc.
  - C. Floor plan (all levels) (show to scale)
    - (1) Overall dimensions including gross square footage of all floors
    - (2) Dimensions on all rooms
    - (3) Identify use of all spaces
    - (4) Window and door locations, sizes, and direction of door swing
  - D. Elevation Plan (show to scale)
    - (1) Typical wall section from footer to roof framing
    - (2) Show sizes, thicknesses, materials
    - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
  - E. Electrical Plan (show to scale)
    - (1) Locations of all electrical devices and equipment
    - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data.
  - F. Mechanical Plan (show to scale)
    - (1) Show location, size, type, fuels, and capacities of HVAC and Mechanical Equipment
4. Re-roof – Building approval application must be submitted.

**YOU MUST HAVE AN APPROVED PLAN REVIEW AND CERTIFICATE OF PLAN APPROVAL  
BEFORE YOU START CONSTRUCTION**



## COMMERCIAL PLAN APPROVAL INSTRUCTIONS 130 N HIGH STREET HILLSBORO, OHIO 45133

1. Application must be completely filled out by applicant.
2. Fees **must be paid** prior to release of approved/adjudicated review. Payment accepted by check, money order, or cash.  
Checks may be payable to: City of Hillsboro  
130 N High Street  
Hillsboro, Ohio 45133
3. Plans, except those for minor repair or other work exempted under section 106.2 of the OBC, must have an architect or engineer seal to be reviewed.
4. For new commercial constructions, we require three (3) sets of plans. The following plans must be submitted:
  - A. Site Plan/Plat plan for all new construction & additions showing the following to approximate scale.
    - (1) Street location
    - (2) Location of proposed building(s) & all existing buildings on site
    - (3) Handicap accessible parking & accessible route to building
    - (4) Setback & side yard dimensions
    - (5) Distance between all buildings
    - (6) Location of all utilities or services on property (overhead and underground)
  - B. Foundation Plan (show to scale)
    - (1) Size of footing (width, depth, and material specifications)
    - (2) Size & construction of foundation walls
    - (3) Areas of thickened slabs, piers, etc.
  - C. Floor Plan (all levels) (show to scale)
    - (1) Overall dimensions including gross square footage of all floors
    - (2) Dimensions on all rooms
    - (3) Identify use of all spaces
    - (4) Window & door locations, sizes & direction of door swing
  - D. Elevation Plan (show to scale)
    - (1) Typical wall section from footer to roof framing
    - (2) Show sizes, thicknesses, materials
    - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
  - E. Electrical Plan (show to scale)
    - (1) Locations of all electrical devices and equipment
    - (2) Service showing panels location(s), sizes, wire sizes, panel schedules & other pertinent data
  - F. Mechanical Plan (show to scale)
    - (1) Show locations, size, type, fuels & capacities of HVAC & mechanical equipment
  - G. Sprinkler Plan (show to scale)
    - (1) Show details of sprinklers, if provided indicating water supply, layout, types of heads, sizes, and calculations.  
These may be submitted as shop drawings from an approved sprinkler contractor.
  - H. Additional Data – show compliance with OBC Article 31 on energy. Show compliance with ADA for handicap accessibility.
5. Commercial re-roof
  - (1) Submit spec sheets, dimensions of roof, dimensions of setbacks, slope of roof, drainage, roof materials, penetrations through roof, roof mounted equipment.

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