



THE CITY OF HILLSBORO

Justin Harsha, Mayor - Brianne Abbott, Safety and Service Director

130 NORTH HIGH STREET • HILLSBORO, OHIO 45133-1152

Building Permit Application

Permit No: _____

ALL PROCESSING FEES ARE NON-REFUNDABLE ▪ Make checks payable to City of Hillsboro

Official Use Onl

Residential: 1 Family Dwelling 2 Family Dwelling 3 Family Dwelling **Date:** _____

Commercial: 4 or More Family Dwelling; Commercial Structure Other _____
of Units: _____

After Hours Review Requested? Y N After 4:30 p.m. M-F - Available for Commercial and Multi-Family Only

Is this submittal a revision to approved plans? Y N **If Yes, Provide Permit Number:** _____

Type of Work:

- New Build
- Addition
- Alterations
- Repair/Replacement
- Change of Use
- Deck/Ramp
- Garage/Shed/Accessory Building
- Mechanical
- Temporary Electrical
- Sprinkler - floor plan must be included with submittal
- Electric Reconnect
- Electrical Upgrade w/o Addt'l Wiring Service size _____
- Electrical Upgrade w/Addt'l Wiring Service size _____
- Added Service _____ size
- Manufactured Home - Electrical
- Fire Suppression
- Fire Alarm
- Certificate of Occupancy
- Minor: Building Mechanical
- Electrical Other _____

For New Commercial Only: Will the construction be phased? Y N **If Yes, Provide Number of Phases:** _____

Job Site Information:

Certified Address _____ Zip _____ Working in Unit/Ste./Flr. _____ Parcel Number _____

If Vacant, How Long? _____ Bldg/Lot # _____ # of Stories _____ Existing Use of Building/Space _____

Project/Work Description:

Project Name _____ Gross Sq. Ft. Working Area _____ Cost of Construction _____

Applicant: Contractor _____ Property Owner _____ Other: _____

Name (Contact Person) _____ Company Name _____ Street Address _____ City, State, Zip _____

Telephone Number/Ext. _____ Fax Number _____ E-Mail Address _____

Property Owner of Record:

Individual Name _____ Company Name _____ Street Address _____ City, State, Zip _____

Telephone Number/Ext. _____ Fax Number _____ E-Mail Address _____

PLEASE NOTE: Incomplete information will result in the rejection of this submittal.

Rev. 09/18

Job Site Address: _____

ZONING VERIFICATION

The current zoning district for the address as listed above is: _____.

Please refer to the current Zoning Code for permitted uses and other information.

Safety & Service Director/Code Enforcement Officer

Date

**CITY OF HILLSBORO PUBLIC UTILITIES
WATER/SEWER DEPARTMENT**

The address as listed above:

Has current service

Has a past due balance as of _____ in the amount of _____

*Please note any past due balances must be paid prior to issuing a permit

Is new service

Has purchased the Water & Sewer Specifications Books in the amount of \$50.00

Public Utilities Office Manager

Date