



# 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