



**NOTE:
INCOMPLETE PLAN SUBMISSIONS
WILL NOT BE ACCEPTED FOR REVIEW.**

Plan Submission Requirements for:

New Single Family Residential Construction & Additions

Process Time 5 Working Days

- Permit Application Completed
- NOTE: All plans shall be drawn to scale
- Site Plan ○ Erosion Control Plan
- Floor Plan ▪ Elevations
- Roof Plan
- Wall Section & Narrow Wall Framing
- Electrical Floor Plan
- Energy Forms
- Engineered Foundation & Details
- Form Board Survey

Plan Submission Requirements for:

Single Family Residential Interior Remodel

Process Time 3 Working Days

- Permit Application
- Floor Plan NOTE: All plans shall be drawn to scale.
 - Plan should clearly show area of work to be done.
- Energy data for new work

Historic District Properties:

- Properties located in the Historic District shall comply with the Hillsboro Historic Preservation Resource Manual
- Any exterior renovation including signage will have to be approved by both the Hillsboro Historic Preservation Commission and the Hillsboro Main Street Commission.
- Please note that the Main Street Commission has grants available for exterior renovations and signage.
- The Historic Preservation Commission meets at 6:00 p.m. on the first Thursday of each month at Historic City Hall, 127 E Franklin St.
- The Main Street Commission meets at noon on the first Monday of each month at Chamber of Commerce, 115 N Covington St.

I _____ have received the listed information on the _____ day of _____, 20_____

Signature

City Staff