



SMALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

19 S Main Street / P.O. Box 400

Hillsboro, ND 58045

(701) 636-4620 / Fax (701) 636-4621

[www.hillsboro-nd.com](http://www.hillsboro-nd.com)

This document will help us understand the building permit process within Hillsboro, North Dakota. It is not all-inclusive, as some items may not fit into this document. If there are questions about your project, or you feel it does not fit below, don't hesitate to contact the City of Hillsboro at 701 636-4360 or [info@hillsboro-nd.us](mailto:info@hillsboro-nd.us). Permits must be submitted within the city limits and within ½ mile of the city limits (those outside the city limits are also submitted to the local township board.)

## ALL PROJECTS SHOULD FIT INTO ONE OF THE SECTIONS BELOW

- **SECTION ONE (No Building Permit Required)**
  - New water fixture
  - Replacement of outlet
  - Installing outlets without changing the main panel or subpanels
  - Drywall or paneling patching
  - Installment of accent shelving cabinets (shoe, boot rack, tv stands, nik knacks, book)
  - Painting
  - Water heater replacement
  - New appliance
  - Replacement of HVAC with the same type of unit. (no change to ductwork or locations of the unit)
  - Mailbox
  - Repair of fence or shed
  - Small dirt projects (2 yd brought in or taken out)
  - Decorative or landscaping work
  - Gardens
  - Dog kennel
  - Planting trees
  - Flower beds
  - Garden
  - Handrail
- **SECTION TWO (Building required \$25.00 fee)**
  - New shingles
  - Electrical work that adds more usage to the home.
  - HVAC change in ductwork or adding a new system or additional system.
  - Standby permanent or semi-permanent generator
  - Interior remodels without changing the structure or layout.
  - Replacement of shed (size and location in the same spot)
  - Replacement of fence (size and location in the same spot)
  - No dig fence
  - Storage containers for temporary storage (less than one year)
  - Dirt work of more than two yards of material does not affect the property's drainage or the surrounding property.

**State law requires you to call "North Dakota One Call" at 1-800-795-0555 at least 48 hours before you dig.**

Hillsboro Planning and Zoning Property Lines Sheet 9.12.2023



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- **SECTION THREE (Building permit required \$100 fee)**
  - New fence or replacement or repair (Size or Shape Change and/or Location)
  - Storage shed or replacement (Change of Size or Location)
  - New patio or replacement
  - Concrete Pads (non-commercial)
  - Non-Permanent Building (those that don't have a concrete floor or are tied into the ground by poles or footings)
  - Storage containers permanent (for commercial properties only)
  - Dirt work of more than 2 yards of material possibly affects the property's drainage.
- **SECTION FOUR (Building permit required \$25 plus Midwest Inspection fee sheet)**
  - New Construction of any kind
  - Accessory Buildings larger than 10ft by 20ft or 200 sq ft.
  - Additions to a building.
  - Remodels that change the layout of the home.
- Reminder that using an outside firm with licensure is for the safety of our community. Midwest Inspections set the fees for this process
- If you are a commercial property owner, use this form.
  - [https://hillsboro-nd.com/vetical/sites/%7B7383026E-3DE1-4DA9-9A29-A3887DB2DE61%7D/uploads/2022\\_Commercial\\_Permit\\_Application-Fillable.pdf](https://hillsboro-nd.com/vetical/sites/%7B7383026E-3DE1-4DA9-9A29-A3887DB2DE61%7D/uploads/2022_Commercial_Permit_Application-Fillable.pdf)
- If you are a residential property, use this form.
  - [https://hillsboro-nd.com/vetical/sites/%7B7383026E-3DE1-4DA9-9A29-A3887DB2DE61%7D/uploads/2022\\_Residential\\_Permit\\_Application-Fillable.pdf](https://hillsboro-nd.com/vetical/sites/%7B7383026E-3DE1-4DA9-9A29-A3887DB2DE61%7D/uploads/2022_Residential_Permit_Application-Fillable.pdf)

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