

City of Hillsboro, North Dakota

Building Permit Process

- I. Application Obtained at City Hall or on www.hillsboro-nd.us
 - Two Applications (Both are from Midwest Inspections, same for remodeling, new build, and demo)
 - Commercial
 - Residential
- II. Application is submitted to Auditors office
 - Within seven business days applicant will be notified of the status
 - Must have preferred method of contact on the application.
- III. Application Reviewed by City Auditor or their Designee
 - Have two business days to forward to Planning and Zoning for the inspection route.
 - Auditor's office may Approve Following Applications
 - Re-Shingle
 - Re-Siding
 - Replacement of Decking material
 - Other applications will be forwarded to Planning and Zoning.
 - Members of the Planning and Zoning Committee have two business days to respond and send to the Local Inspector or Midwest Inspections must have a majority agreement to send on. PZ also has the authority to determine if surveying needs to take place by AE2S unless the property owner can show proof from an outside certified surveyor.
 - <https://www.ae2s.com/services/surveying.php> They can take care of all surveying.
 - Planning and Zoning will handle all accessory buildings up to 750 square feet.
- IV. Local Inspector
 - Received application from P & Z and notified the applicant within two days of needed information and line-up time for inspection.
 - Signs off or let the applicant know of needed information or documents
 - Forwards to Auditors office for billing and issuing of Building Permit
 - Permit Fees (to be determined by City Auditor when building permit will be issued) and building permit signed for.
 - Base Permit Fee \$25.00
 - Street Cutting \$1000.00 Deposit
 - Surveying for \$500.00
 - Re-Surveying \$750.00 Per Time
 - Inspection Fees \$50.00
 - Inspector will follow up within one year to see the project's progress. If not completed, may grant up to six months extension. If more time is needed the applicant will need to reapply for an extension or get approval from Planning and Zoning. The applicant will notify the city upon completion for final inspection.

V. Midwest Inspections

- Received application from P & Z and notified applicant within two days of needed information and line up time for inspection.
- Signs off or let the applicant know of needed information or documents
- Forwards to Auditors office for billing and issuing of Building Permit
- Permit Fees (to be determined by Midwest Inspections when building permit will be issued) and building permit signed for.
- Public works will no longer be going out and checking the property pins for the city. Below is a link to AE2S.
- <https://www.ae2s.com/services/surveying.php> They can take care of all surveying.