
Residential Plan Routing Information

The building department receives all applications and issues all building permits for the City of Hillsboro. The plan holder must provide the following information as listed below. Failure to provide complete, sufficient and correct documentation may result delays to your project.

General Permit Application Requirements:

- ❖ Name, address and telephone number of person making application.
- ❖ Name, address and telephone number of person owning the property.
- ❖ Name, address and telephone number of Contractor, Designer and all subcontractors.
- ❖ Job description must indicate the entire scope of work to be completed (levels to be finished or unfinished, etc.)

Required Documents:

Provide a total of 2 sets of clearly marked plans with the following contents:

1. Residential Building Permit Application
2. Approval letters if applicable.
3. One complete set of engineered truss spec sheets.
4. (2) Copies of site plan to include address, lot, block & addition, any and all easements & driveways.
5. (2) Copies of construction drawings that include elevations, dimensioned floor plans for all levels, foundation plan, cross section detail showing materials being used and insulation R-values.
6. Tall walls and braced wall lines are to be labeled and also a garage portal wall framing detail should be shown.
7. Professional engineered designs may be required if the plan review indicates the structure or parts thereof exceed the requirements of the Building Code (IRC & IBC)
8. If engineered designs are required they must have the original wet stamp signature of the design professional on them.
9. All construction drawings must be to a minimum 1/8" scale.

All permits are to be paid, signed and picked up within 7days after you receive a copy of the building permit invoice or phone confirmation the permit is complete and ready to be picked up. No inspections will be performed until the permit is paid for and signed.