

CITY OF HILLSBORO
BUILDING DEPARTMENT
RESIDENTIAL SUBMITTAL REQUIREMENTS

1. A **Sensitive Area Pre Screen** is required (**Clean Water Services**) for any building work done outside the existing building footprint as well as any new construction. **Clean Water Services (503) 681-3600**
2. **All Minor Land Partition and Flag Lots must be partitioned and recorded before submittal.**
3. **All approved Minor Land Partition/ Flag lots** submittals will require “**Conditions of Approval letter**” and will be provided by the Planning Department.
4. New subdivision submittals will require letter of approval from **Engineering Dept.**
5. All submittals require **address**. Addresses are obtained from Planning Department.
6. **All permit** applications associated with a project should be completely filled out (Electrical signed by signing supervisor).
7. Residential Plan Examiners will do a 5 minute plan-review. Submittal for intake will require the following: 3 plans, 5 site plans. 2 copies of Trusses, Calcs, Geo Tech, & Engineering w/ wet stamp.
8. A **Demolition permit** is required on new submittals when replacing the existing house. **Please notify our staff if there was an existing house on the property.** (SDC fee credits will be given w/ an approved sewer plug inspection)
9. **Plan Review fee(s) required at the time of submittal.**
10. **Reverse Plans are not Acceptable (as well as support documentation)**

Incomplete submittals will not be accepted