



**Town of Hillsboro Beach
Building Department**

PERMIT SUBMITTAL DROP OFF

Do you have the following?

- Permit Application
Including ALL sub applications (if applicable)
- HOA Affidavit or Association Approval Letter
- 2 sets of plans (signed & sealed or notarized if applicable)
- Supporting documents including NOA's, AHRI Data Sheets, Change-out Forms

If you answered **Yes to all of the above, please leave your entire permit package in **DROPBOX.****

- You will receive an email the following day with your application number.
- The dropbox will only be outside during business hours.
- Permit payments may be made online, after review/approval, at www.fl-hillsborobeach.gov-easy.com

Additional questions, please email building@townofhillsborobeach.com, call **954 427-4011**, or leave a voicemail message at **954-766-2766**

For permitting emergencies, please call Steve Mitchell at 954-592-5057.

**** Please stay updated by visiting our website at www.townofhillsborobeach.com ****