

PERMIT SUBMITTAL DROP OFF

Do you have the following?

- ❖ Permit Application
 - Including ALL sub applications (if applicable)
- ❖ HOA Affidavit or Association Approval Letter
- ❖ Copy of Contract
- ❖ 2 sets of plans (signed & sealed or notarized if applicable)
 - Complete permit package including NOA's, AHRI, Data Sheets, etc.

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

- You will receive an email the following day with your application number & receipt of the permit. The dropbox will only be outside during business hours.
- Please contact us when submitting large alterations/additions/SFR
- If you are able to submit electronically, please do so via email at hbonline@cgasolutions.com
- Permit **PAYMENT** online at www.fl-hillsborobeach.gov-easy.com

Any questions, please email building@townofhillsborobeach.com

OR call **954-766-2766** voicemail box. This line will be checked frequently DURING business hours. If it is an **EMERGENCY**, please call Steve Mitchell at 954-592-5057.

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