



## ONLINE PERMITTING

The Town of Hillsboro Beach Building Department is continuously making efforts to provide the public with exceptional solutions and will now be accepting digital submittal of permits for **water heater replacements, air conditioning replacements and electrical panel/service changes.**

In order to utilize this service, you **must** be a registered contractor with the Town of Hillsboro Beach. If your information is not up to date or you are not registered with the Town, please attach the required information along with your application packet.

*Please note: All information must be either typed or neatly printed.*

*Please note: Incomplete packets **will not** be processed.*

### Water Heater Replacement Requirements

Listed below are the requirements for water heater replacement permits submitted online:

- Complete Permit Application. Please make sure accurate job cost, gallon capacity of tank, and notarized signatures of **both** the qualifier and property owner are included.
- Water Heater Replacement Form
- Notice of Commencement if job costs exceed \$2,500

Print out the [Water Heater Replacement Form](#) and [Permit Application](#), scan all of the required information and email one PDF file to [HBonline@cgasolutions.com](mailto:HBonline@cgasolutions.com)

### A/C Replacement Requirements

Listed below are the requirements for A/C replacement permits submitted online:

- Complete Permit Application. Please make sure accurate job cost and notarized signatures of **both** the qualifier and property owner are included.
- A/C Data Sheet
- Verification of the equipment's efficiency (AHR1)
- Anchoring details if applicable (required for commercial replacements)
- Notice of Commencement if job costs exceed \$7,500

Print out the [A/C Data Sheet](#) and [Permit Application](#), scan all of the required information and email one PDF file to [HBonline@cgasolutions.com](mailto:HBonline@cgasolutions.com)

### Electrical Panel/Service Change Requirements

Listed below are the requirements for panel/service change permits submitted online:

- Complete Permit Application. Please make sure accurate job cost and notarized signatures of **both** the qualifier and property owner are included
- Electrical Plan (if NOT an EXACT replacement)

Print out the [Permit Application](#), scan all of the required information and email one PDF file to [HBonline@cgasolutions.com](mailto:HBonline@cgasolutions.com)

Submitted applications will be processed in the order in which they are received. The Hillsboro Beach Building Department will make every effort to issue your permit within four (4) working days. Once completed, payment will be required. Payments can be made online at <https://prod-virtualpos.inkforce.net/fl-hillsborobeach/> or in person at Town Hall. Once the payment is received, we will email a validated copy of the permit. This copy, along with the original packet that was digitally submitted must be on site at the time of inspections.

Please feel free to contact the Building Department at (954) 427-4011, if you have any questions or comments concerning this process.