HillsGovHub
User Guide

Update Building Applications

Hillsborough County Florida
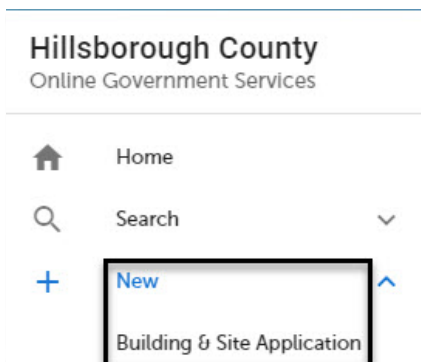EST. 1834

Contents

Update Building Applications

Add Contact – Contractor to a record

1) Log in to the portal.

2) Select **New** and **Building and Site Application** from the left-hand menu and select **Building and Site Application**.

Hillsborough County
Online Government Services

🏠 Home

🔍 Search ⌄

➕ **New** ⌃

Building & Site Application

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☑ I have read and accepted the above terms.

Continue Application »

4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter 'add' in the search box and select **Search** or select **Add Contract or Contractor to a Record** from the **Building and Site General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not list

| add | 🔽 | **Search** |

▶ Building and Site Commercial
▼ Building and Site General
  ○ Add Address to Burglar Alarm or Roof Trade
  ○ Add Contact or Contractor to a Record
  ○ Alternate Means and Methods Request
  ○ Building Official Determination
  ○ Building Plan Revision
  ○ Pre-Application Consultation
  ○ Preliminary Plan Review
▶ Building and Site Residential
▶ Natural Resources

Continue Application »

6) Enter the record ID for the application to add the contact or Licensed Professional to, select to add a contact or Licensed Professional, and select **Continue Application**. Follow the below steps to **Add Contact(s)** or **Add Licensed Professional(s)**.

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:
Do you wish to add a Contact in your record?:
Do you wish to add a Licensed Professional to your record?: ☐

Save and resume later   Continue Application »

Add Contact(s)

1) Select the checkbox next to 'Do you wish to add a Contact to your record?' and select **Continue Application**.

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:
Do you wish to add a Contact in your record?:
Do you wish to add a Licensed Professional to your record?: ☐

Save and resume later   Continue Application »

2) Select the contact information for the applicant by selecting from the account or looking up the contact.

a. **Select from Account** - select a contact associated to the account.

b. **Look Up** – select an existing contact in the system.

Contact List

TO ADD MULTIPLE CONTACTS:

Select "Select from Account" to select the contact tied to the login account.
 - Select the Contact Type.
 - Click on the "Continue" button.

Select "Lookup" to select a contact not associated to the login account.
 - Enter search criteria such as the email address.
 - Click on the "Look Up" button.
 - Select the Contact.
 - Click on the "Continue" button.
 - Select the Contact Type.
 - Click on the "Continue" button.

Select from Account   Add New   Look Up

Showing 0-0 of 0

| Full Name | Business Name | Contact Type | Work Phone | Fax | E-mail | Action |
No records found.

Save and resume later   Continue Application »

Please Note: *The contact must have an account to be added to the application.*

3) Repeat the above steps until all necessary contacts have been added and select **Continue Application** once complete.

4) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

Step 2 : Review

Save and resume later   Continue Application »

5) Select **Continue Application** to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Licensed Professional(s)

1) Select the checkbox next to 'Do you wish to add a Licensed Professional to your record?', and select **Continue Application**.

2) Select **Look Up** to search and add additional Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

3) Repeat the above steps until all necessary Licensed Professionals have been added and select **Continue Application** once complete.

4) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

5) Select **Continue Application** to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Address to Burglar Alarm or Roof Trade Application

The **Add Address to Burglar Alarm or Roof Trade** allows the applicant to add the additional address information to the application if the original application had more than one address.

1) Log in to the portal.

2) Select **New** from the left menu and select **Building & Site Application**.
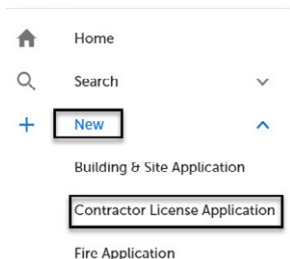

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.
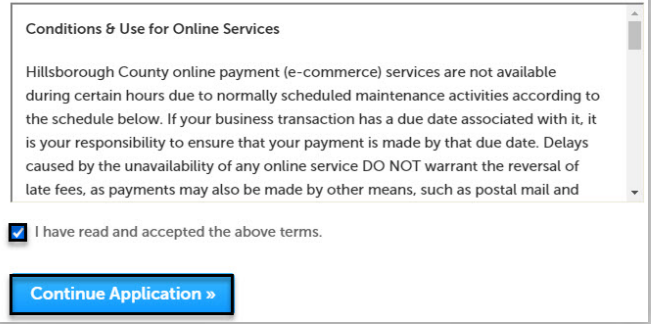
4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter 'add' in the search box and select **Search** or select **Add Address to Burglar Alarm or Roof Trade** from the **Building General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.
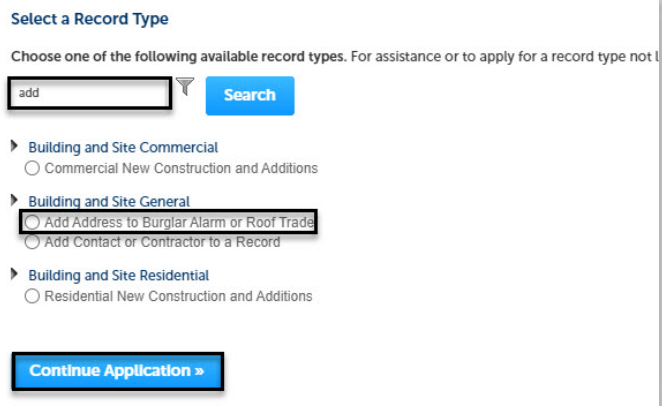
6) Enter the **Permit ID** and enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.
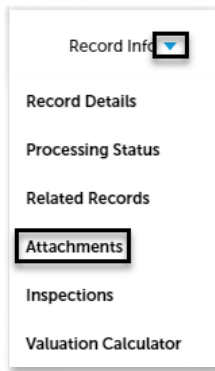

HillsGovHub
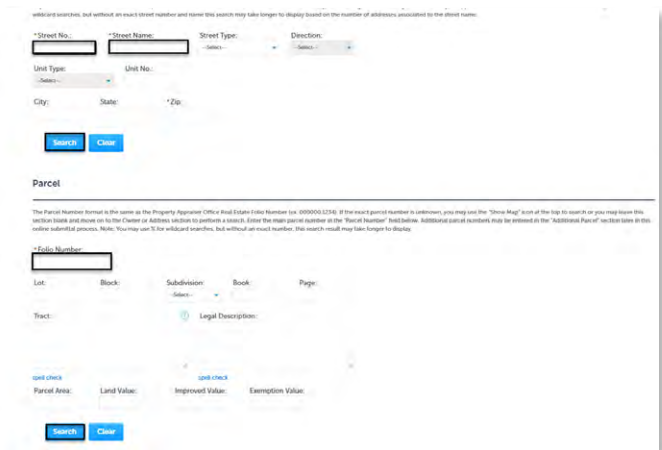
7) Select **Continue Application** to review the application. Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

Step 2 : Review

8) Select **Continue Application** to submit the application. The system will display confirmation the application was received successfully and will send an email confirmation.

Upload Documents

1) Search and open the record.

2) Select **Record Info** and select **Attachments**.

Record Info
Record Details
Processing Status
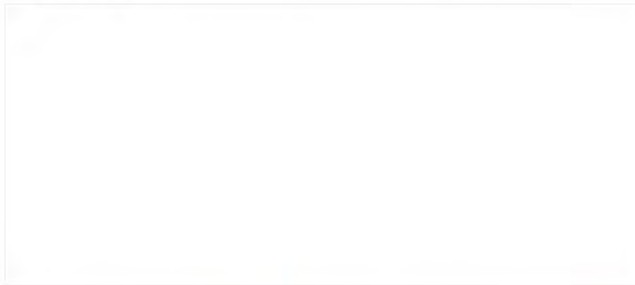Related Records
Attachments
Inspections
Valuation Calculator

3) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

Attachment

4) Select **Add**, **Browse for file**, and select **Open**.

File Upload

The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Continue   Add   Remove All   Cancel

5) Select **Continue** once the file upload is complete.

File Upload

The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
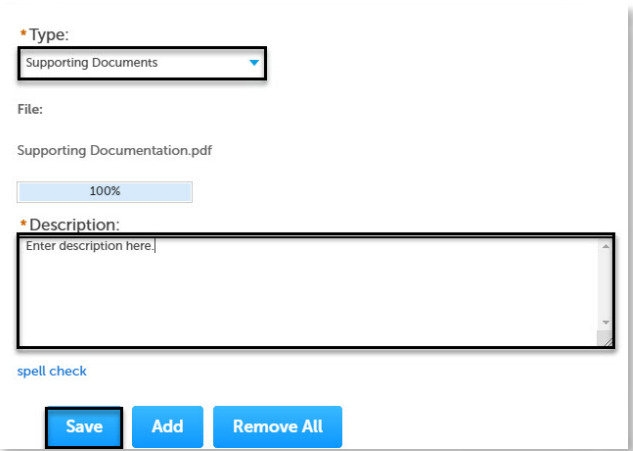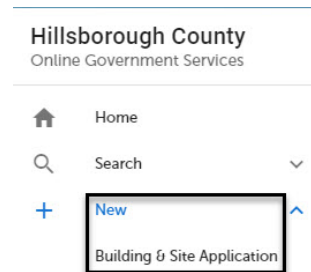
Supporting Documentation.pdf   100%

Continue   Add   Remove All   Cancel
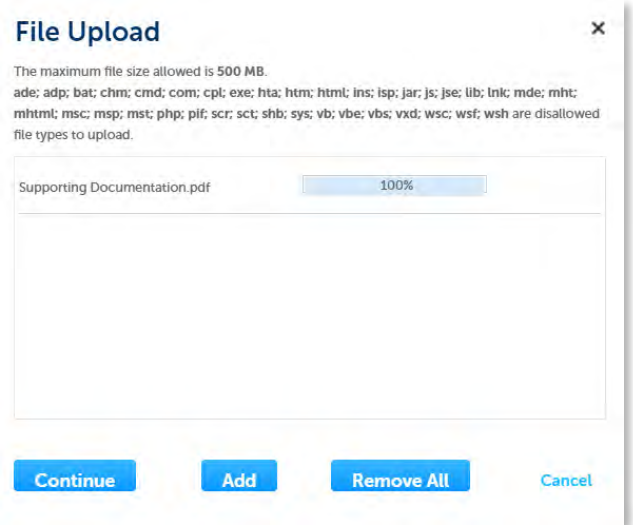
6) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

* Type:
Supporting Documents

File:
Supporting Documentation.pdf
100%

* Description:
Enter description here.
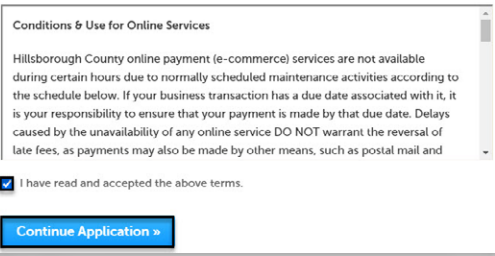
spell check

Save   Add   Remove All

Create a Building Revision Record

The Building Revision application is used for changes of scope, design or intent of an active permit on a Commercial or Residential project. The parent permit must be issued; however the status of the parent permit cannot be **Complete**, **Closed**, **Expired**, **Canceled**, or **Withdrawn**.

1) Log in to the portal.

2) Select **New** and **Building and Site Application** from the left-hand menu.

Hillsborough County
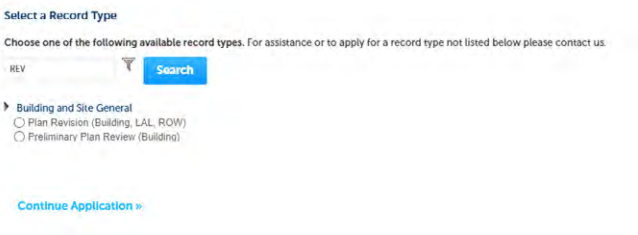Online Government Services

🏠 Home
🔍 Search
+ New
Building & Site Application

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☑ I have read and accepted the above terms.

Continue Application »

4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter 'rev' in the search box and select **Search** or select **Building Plan Revision** from the **Building and Site General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

REV   [Search]

▶ Building and Site General
 ○ Plan Revision (Building, LAL, ROW)
 ○ Preliminary Plan Review (Building)

Continue Application »

6) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.

Detail Information

* Detailed Description:

spell check
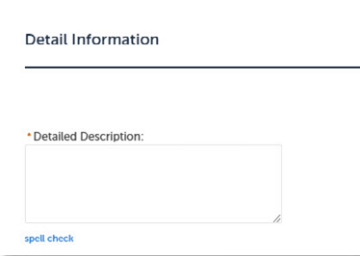
7) Enter the **Permit ID** of the initial or parent project that is being revised.

8) Enter the **Construction Cost Associated only to a Revision**. The cost entered should only be the cost associated to the revision application and not the entire cost of the project.
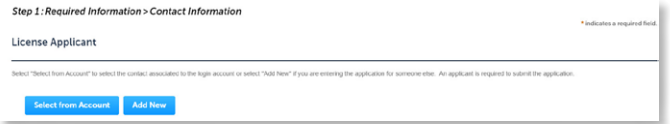
GENERAL INFORMATION

* Permit ID: ⓘ   * Construction Cost Associated only to a Revision:

9) Select **Continue Application** to proceed to the **Contact Information** page.

Application Information

GENERAL INFORMATION

* Permit ID: ⓘ   * Construction Cost Associated only to a Revision:

Save and resume later   Continue Application »

10) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

a. **Select from Account** - select a contact associated to the account.

b. **Add New** - add a new contact not associated to the account.

Step 1 : Required Information > Contact Information   * indicates a required field.

License Applicant

Select "Select from Account" to select the contact associated to the login account or select "Add New" if you are entering the application for someone else. An applicant is required to submit the application.

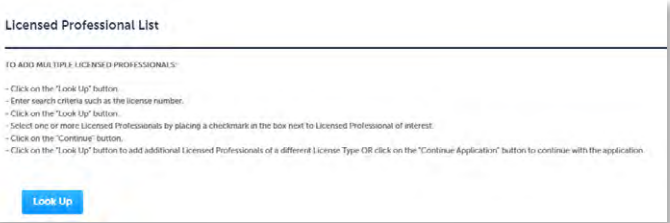[Select from Account]   [Add New]

11) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

a. **Select from Account** - select a contact associated to the account.

b. **Add New** - add a new contact not associated to the account.

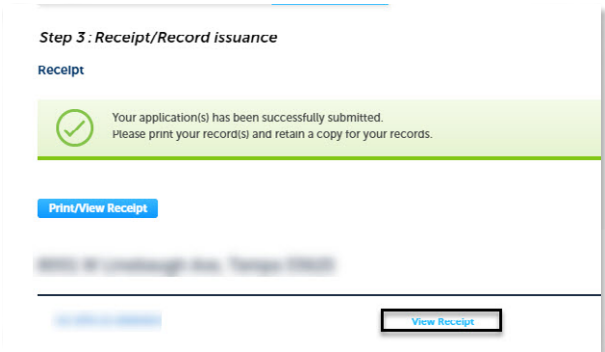c. **Look Up** – select an existing contact in the system.

Licensed Professional List

TO ADD MULTIPLE LICENSED PROFESSIONALS:

– Click on the "Look Up" button.
– Enter search criteria such as the license number.
– Click on the "Look Up" button.
– Select one or more Licensed Professionals by placing a checkmark in the box next to Licensed Professional of interest.
– Click on the "Continue" button.
– Click on the "Look Up" button to add additional Licensed Professionals of a different License Type OR click on the "Continue Application" button to continue with the application

[Look Up]

12) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

Step 2 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.   [Save and resume later]   [Continue Application »]

Record Type

13) Select **Check Out** to proceed to payment processing page and complete your payment.

14) Select **Print/View Receipt** to open the receipt.

Step 3 : Receipt/Record issuance

Receipt

✓ Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt]

[View Receipt]

15) Select **Upload Plans and Document** to submit the revised plan sheets. Do not include the full original plans for this revision. Only include the revised plan sheets from the original project.
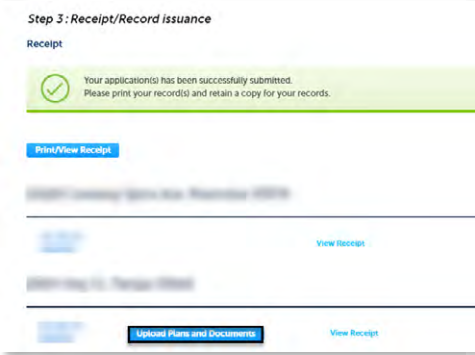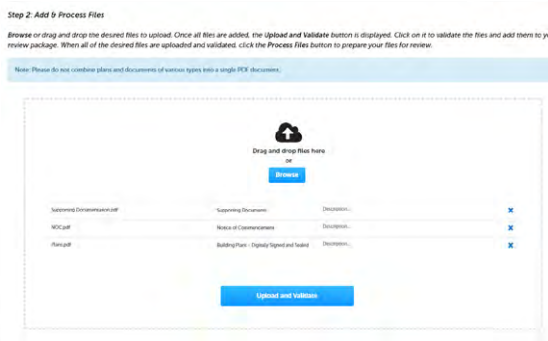

16) Enter a summary of the revised plans and documents to be uploaded in the **Description** field and select Continue.
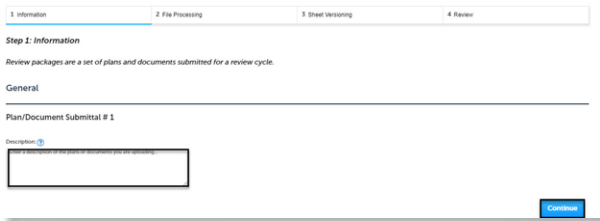

17) Drag and drop files(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

18) Select the document type of each document and select **Upload and Validate**.

19) Select Process Files after the file validation is complete. The document status will update to 'VALIDATED' once complete. The processing step may take some time depending on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.
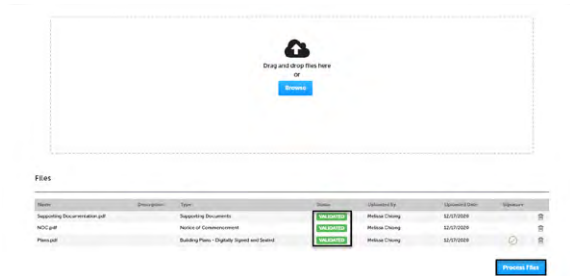

20) Select **Continue** once the processing is complete.
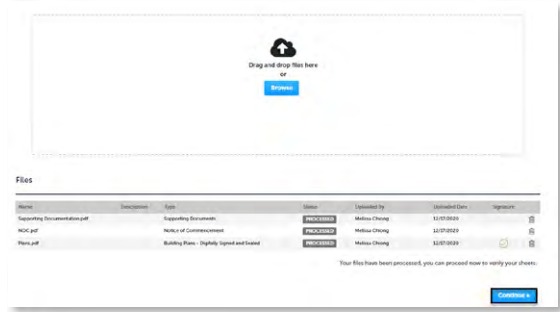
21) Enter the sheet numbers for any pages missing a sheet number. It is important to create a table of contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.
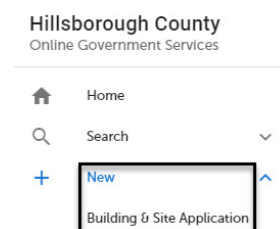

22) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed select **Finish**. The system will display a message and send an email confirmation that the review package was received.
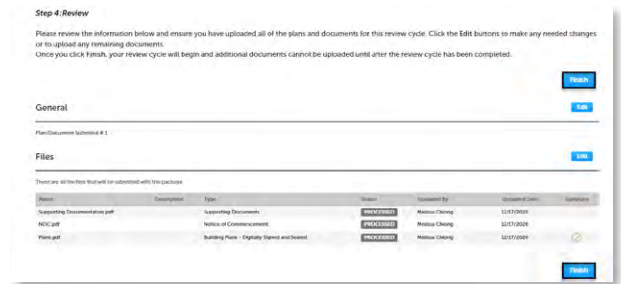
Create a Commercial and Residential Temporary Occupancy Record

A Temporary Certificate of Occupancy (TCO) temporarily certifies that a building is suitable for temporary occupancy in accordance to applicable building codes and laws. The parent permit must be issued. A TCO cannot be created if the parent permit status is **Complete**, **Closed**, **Expired**, **Canceled**, or **Withdrawn**.

1) Log in to the portal.

2) Select **New** and **Building and Site Application** from the left-hand menu and select **Building and Site Application**.

3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☑ I have read and accepted the above terms.

Continue Application »
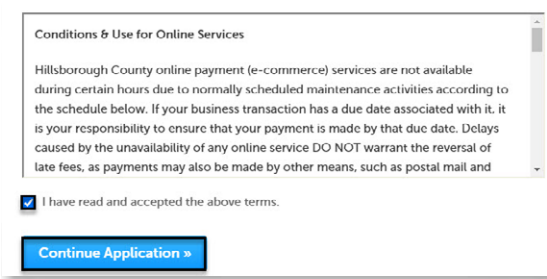
4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter 'temp' in the search box and select **Search** or select **Residential or Commercial Temp Certificate of Occupancy** from the **Building and Site Residential or Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

temp   ▼   Search

▶ Building and Site Commercial
  ⊙ Commercial Temp Certificate of Occupancy
▶ Building and Site Residential
  ○ Residential Temp Certificate of Occupancy

Continue Application »

6) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.
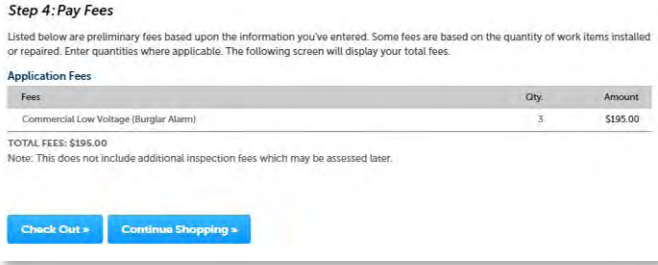
Detail Information

* Detailed Description:

spell check
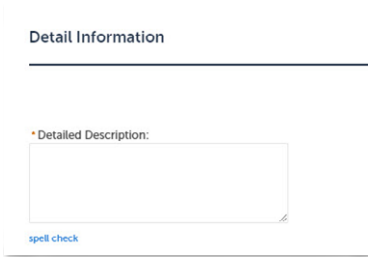
7) Complete the **Application Information** fields. Required fields are marked with a red asterisk.

Application Information

TEMP CERTIFICATE OF OCCUPANCY

* Please enter parent permit number.:   * Type:

8) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

Step 2: Review

Please review all information below. Click the "Edit" buttons to make changes to section or "Continue Application" to move on.

Save and resume later   Continue Application »

Record Type

9) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Commercial Low Voltage (Burglar Alarm)	3	$195.00

TOTAL FEES: $195.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out »   Continue Shopping »

10) Select **Check Out** to proceed to payment processing page and complete your payment.

11) Select **Print/View Receipt** to open the receipt.

Step 3: Receipt/Record issuance

Receipt

✓ Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Receipt

View Receipt

HillsGovHub