



HillsGovHub

User Guide

Create Demolition Records



**Hillsborough
County** Florida

SM

Contents



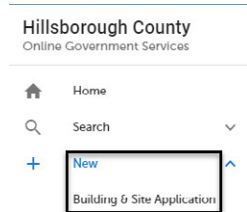
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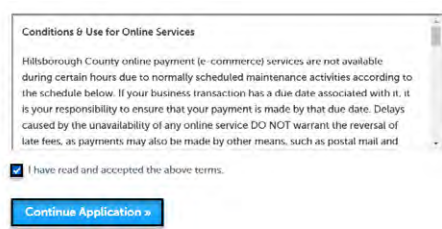
Create Demolition Records

Create a Residential Demolition Record

- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.



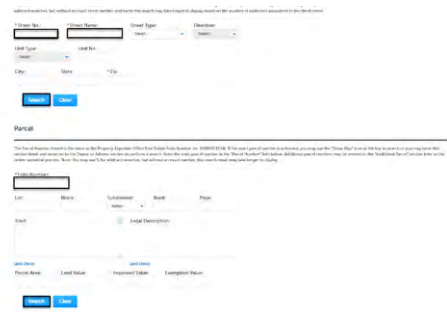
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



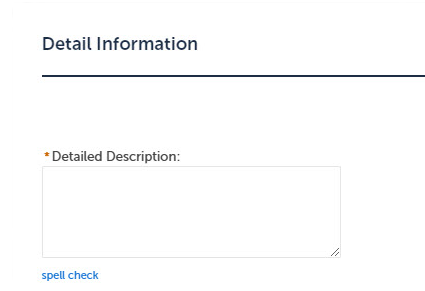
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'demo' in the search box and select **Search** or select **Residential Demolition Permit** from the **Building and Site Residential** menu. Select the circle next to the application type and select **'Continue Application'** to proceed to **Application Information** page.



- 6) 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**.



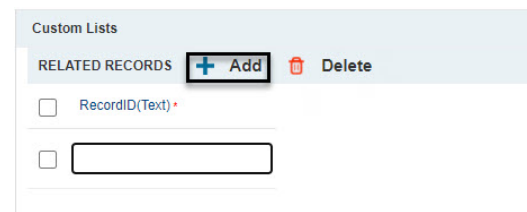
- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.



- 9) Complete the application fields. Required fields are marked with a red asterisk.



- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.



- 11) Select **Continue Application** to proceed to the **Contact Information** page.
- 12) 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.



13) 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.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.
- Look Up** - select an existing contact in the system.

14) Select **Look Up** in the Licensed Professional List section to search and add License Professional(s) to the application. A License Professional is not required to submit the application.

15) Select **Continue Application** to proceed to the **Attachment** page. Select **Add** in the **Attachment** section to add documents, if applicable.

16) 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.

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

18) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

19) Select **Print/View Receipt** to open the Receipt.

Create a Commercial Demolition Record

- Log in to the [portal](#).
- Select **New** and **Building and Site Application** from the left-hand menu.

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

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

5) Enter 'demo' in the search box and select **Search** or select **Commercial Demolition Permit** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) 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**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.

- 9) Complete the **Application Information** fields. Required fields are marked with a red asterisk.

- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.

- 11) Select **Continue Application** to proceed to the **Contact Information** page.
- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.

- 13) 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.
- Select from Account** - select a contact associated to the account.
 - Add New** - add a new contact not associated to the account.
 - Look Up** - select an existing contact in the system.

- 14) Select **Look Up** in the Licensed Professional List section to search and add License Professional(s) to the application. A License Professional is not required to submit the application.

- 15) 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.

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

Step 4: Pay Fees

I 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.

Fees	Qty.	Amount
Commercial Low Voltage (Surgeless 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](#)

- 17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).
- 18) 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](#)

- 19) Select **Upload Plans and Documents** to submit the project plans.

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](#)

[Upload Plans and Documents](#)

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

1 Information 2 File Processing 3 Sheet Verifying 4 Review

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Plan/Document Submittal # 1

Description:

[Continue](#)

- 21) 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.

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

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

Supporting Documentation.pdf	Supporting Documents	Documentation
NOC.pdf	Notice of Commencement	Documentation
Plan.pdf	Building Plans - Digitally Signed and Sealed	Documentation

[Upload and Validate](#)

- 23) 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.

Drag and drop files here or [Browse](#)

Files

Name	Submission	Type	Status	Submitted By	Submission Date	Signature
Supporting Documentation.pdf	Supporting Documents	VALIDATED	Matthew Chong	11/17/2020		
NOC.pdf	Notice of Commencement	VALIDATED	Matthew Chong	11/17/2020		
Plan.pdf	Building Plans - Digitally Signed and Sealed	VALIDATED	Matthew Chong	11/17/2020		

[Process Files](#)

- 24) Select **Continue** once the processing is complete.

Drag and drop files here or [Browse](#)

Files

Name	Submission	Type	Status	Submitted By	Submission Date	Signature
Supporting Documentation.pdf	Supporting Documents	PROCESSED	Matthew Chong	11/17/2020		
NOC.pdf	Notice of Commencement	PROCESSED	Matthew Chong	11/17/2020		
Plan.pdf	Building Plans - Digitally Signed and Sealed	PROCESSED	Matthew Chong	11/17/2020		

Your files have been processed; you can proceed now to verify your clients.

[Continue](#)

- 25) 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.

Sheet number is required
(Sheet title is required)

[Plans.pdf \(Page: 2\)](#)

26) 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.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General

Plan/Document Submittal # 1:

Files

These are all the files that will be submitted with this package:

Name	Description	Type	Status	Uploaded by	Agreement Date	Signature
Supporting Documentation.pdf	Supporting Documents	PDF Document	Final	Melissa Cheung	12/01/2020	
4002.pdf	Notice of Commencement	PDF Document	Final	Melissa Cheung	12/01/2020	
Plan.pdf	Building Plans - Digitally Signed and Stamped	PDF Document	Final	Melissa Cheung	12/01/2020	

Finish