HillsGovHub

User Guide

Create Demolition Records

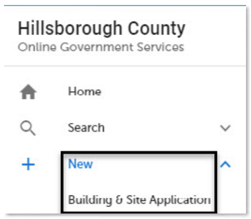
Hillsborough County Florida
EST. 1834

Contents

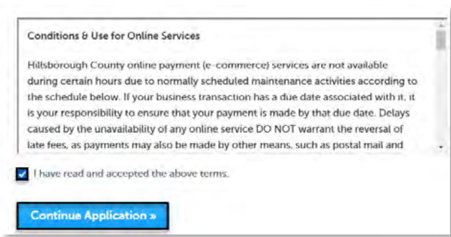
Create Demolition Records

Create a Residential Demolition Record

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

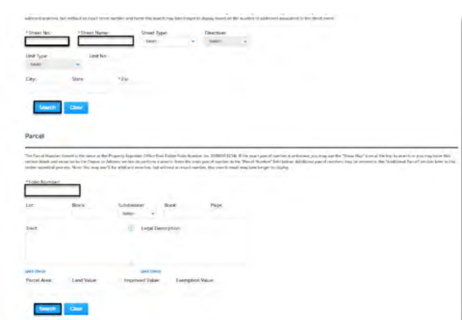


3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

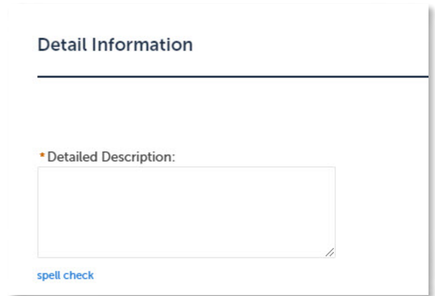


4) Select **Continue Application** to proceed to the **Select a Record Type** page.
5) Enter 'demo' in the search box and select **Search** or select **Residential Demolition Permit** from the **Building and Site Residential** menu. Select the circle next to the application type and select '**Continue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

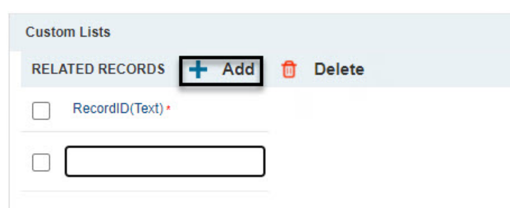


7) Select **Continue Application** to proceed to the **Application Detail** page.
8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.



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.

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

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

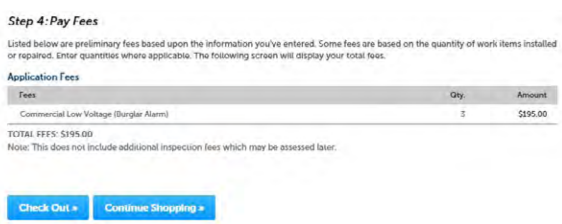
   c. **Look Up** – select an existing contact in the system.

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.

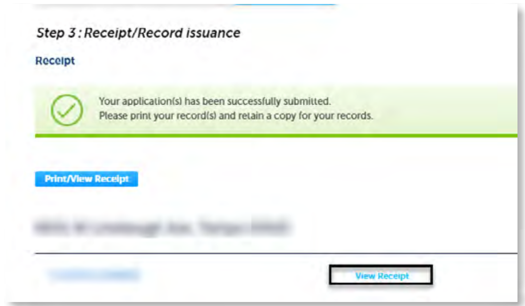
16) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

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.

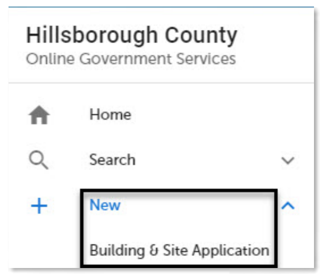
19) Select **Print/View Receipt** to open the Receipt.



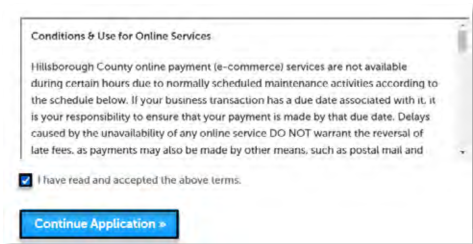
Create a Commercial Demolition Record

1) Log in to the portal.

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

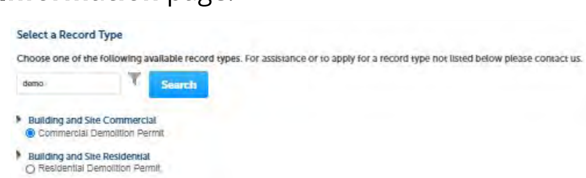


3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

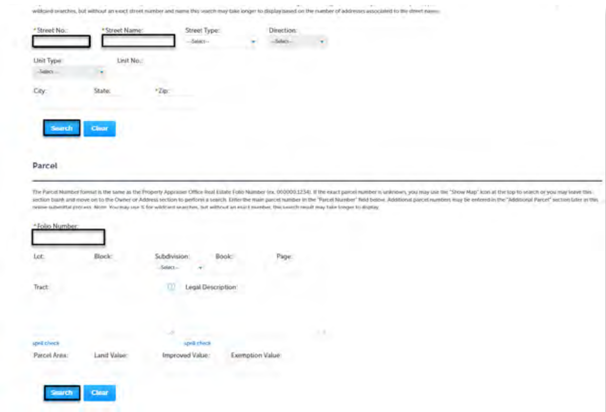


4) Select **Continue Application** to proceed to the **Select a Record Type** page.

5) Enter 'demo' in the search box and select **Search** or select **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.

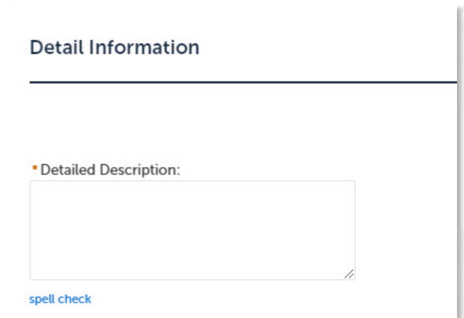


6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search**,or enter the **Folio Number** and select **Search**.



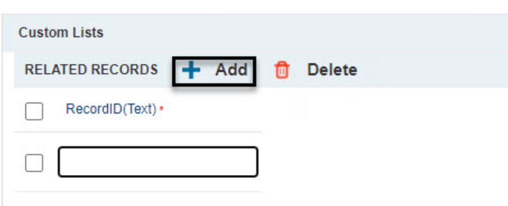
7) Select **Continue Application** to proceed to the **Application Detail** page.

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.

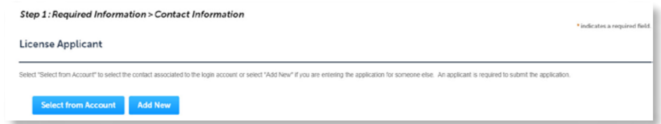


11) Select **Continue Application** to proceed to the **Contact Information** page.

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

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

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

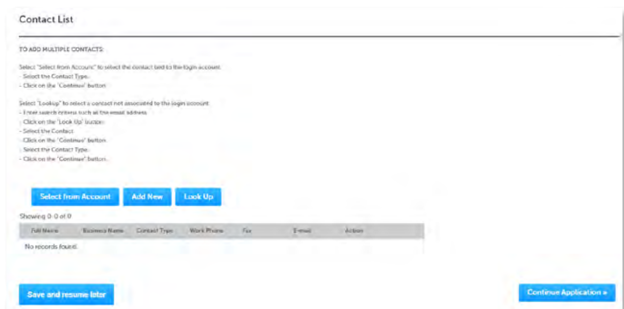


13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be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

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

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

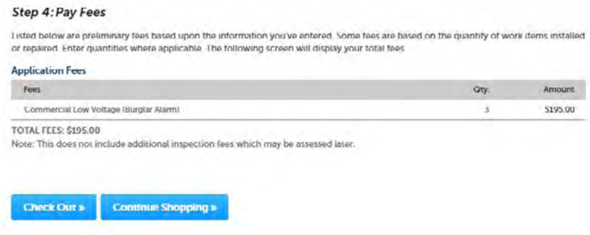
   c. **Look Up** – select an existing contact in the system.



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**.



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

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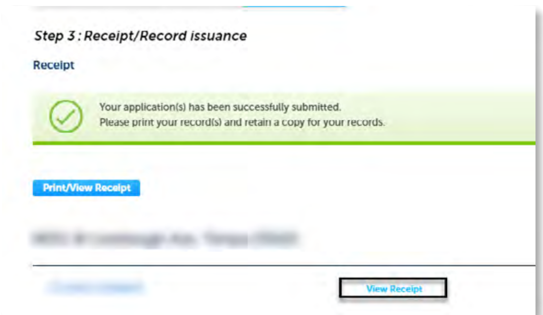
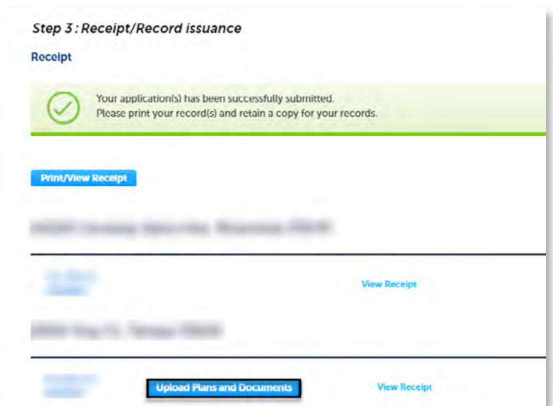
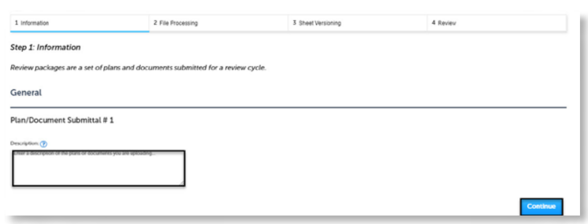


19) Select **Upload Plans and Documents** to submit the project plans.

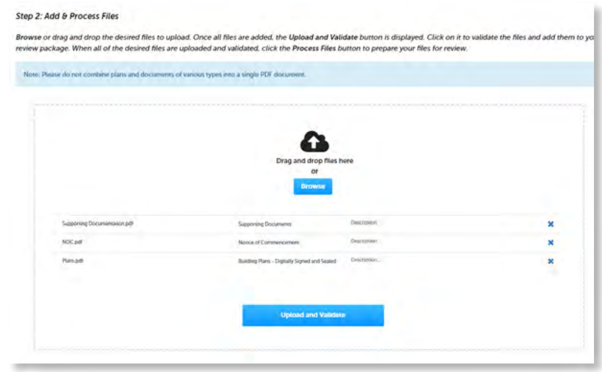


20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

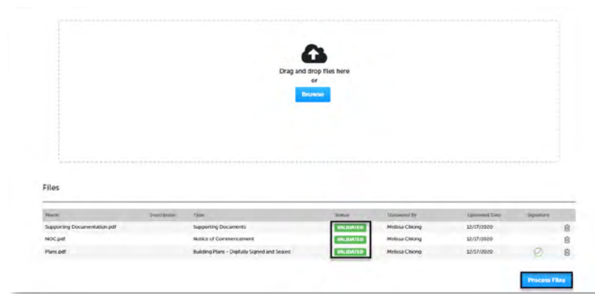


21) Drag and drop files(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

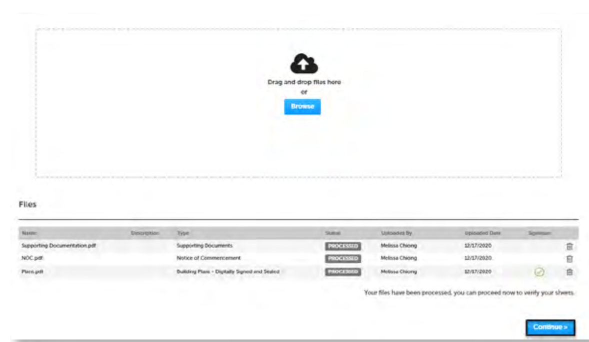
22) Select the document type of each document and select **Upload and Validate**.



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.



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



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.

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.