HillsGOV**Hub** User Guide

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Extend Building Permit Applications & Re-Issue Expired Permits



Extend Building Permit Applications & Re-Issue Expired Permits

Follow the instructions below to apply for a Building Permit Extension or re-issue an expired building permit application. When an application is eligible for extension, typically within 30 days of the expiration date for a permit, a link will appear to request an extension under the **My Records** menu in HillsGovHub. The fee is \$50.00.

Complete Extension of Building Application

The steps listed below provide instructions on how to complete the Building Application Extension Process:

- 1) Log in to the <u>portal</u>.
- 2) Select **Search** and **My Records** from the top menu bar.



3) Select the **Renew Application** link under the Action column to initiate the renewal request.

10/29/2021	Residential New Construction and Additions	11/05/2025	Issued	Кноги Аррасабоо
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4) Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.

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Step 1: Application Inform	nation > Application Information		
Application Information			"ADCANS & RETAILED BIO
ULDING PERMIT EXTENSION			
Check this box if you wish to pay	for a 1920 day extension.		
Save and resume later			Continue Application =

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

Residential Permit Extension				
1 Application Information	2 Révieu	3 Pay Fees	4 Record Issue	nce
Step 2: Review				
			Save and resume later	Continue Application =
Press review all information below. Cick the 'Te	It' buttons to make changes to sections or 'Con	edanae Application" to increase on.		
Record Type				
-		Basistennial Ivenia Estension		
Application Information				
RURLING PERMIT EXTENSION				Eak
Check this box if you wish to pay for a 180 da	y extension: Tes			
and the second se				Continue Application a
abive directional calling				

Page 2 6) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.

971 Fake St. Unit 123. Tampa FL 33635		
1 Application(s) \$50.00		
Commercial New Construction and Additions HC-BLD-23-0052102	Total due: \$50.00	
Total amount to be paid: \$50.00		
Note: This does not include additional inspection fees	which may be assessed later.	

- 7) Select **Check Out** to proceed to the payment processing page and <u>complete your payment</u>.
- 8) Select Print/View Receipt to open the Receipt.

Step 3 : A Receipt	eceipt/kecora issuance
\oslash	Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.
Print/View	Receipt
Print/View	(Receipt

Your request to extend the application has been submitted and will be reviewed by staff

