



HillsGovHub

User Guide

Extend Building Permit Applications & Re-Issue Expired Permits



Hillsborough
County Florida

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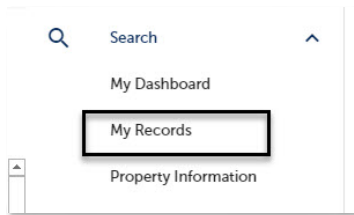
Extend Building Permit Applications & Re-Issue Expired Permits

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 [portal](#).
- 2) Select **Search** and **My Records** from the top menu bar.



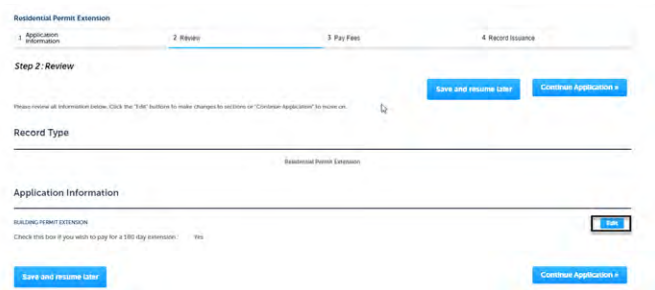
- 3) Select the **Renew Application** link under the Action column to initiate the renewal request.



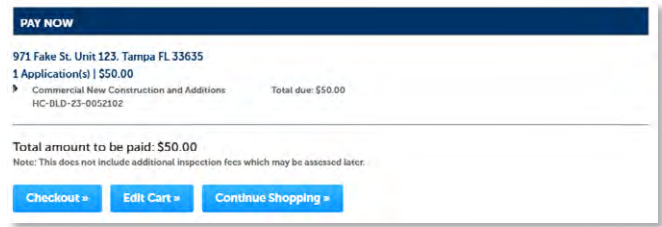
- 4) Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.



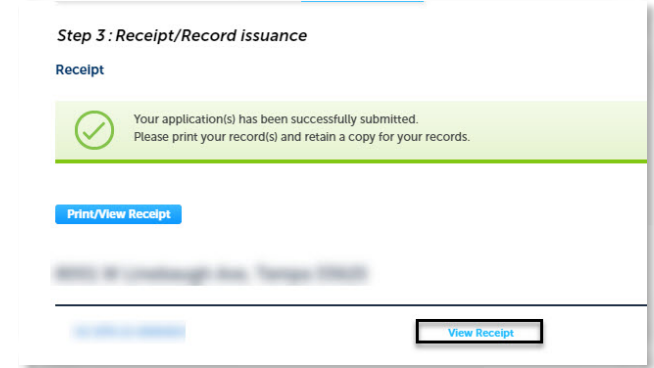
- 5) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



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



- 7) Select **Check Out** to proceed to the payment processing page and [complete your payment](#).
- 8) Select **Print/View Receipt** to open the Receipt.



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