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# Pay Fees



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When a payment is due after the initial submission, an email will be sent to the contacts on the record. There are two methods to complete payments after the application.

### Pay fees from "My Records"

- 1) Log in to the portal.
- 2) From the left-hand menu, select **Search** and select **My Records**.



3) Select the **Pay Fees Due** link under the Action column to proceed to the **Application Fees** page.

	Date	Flocand Number	Record Type	Description	Project Name	Expiration Date	Status	Action
1	12/17/2020		Commercial New Construction and Additions	- 10		12/17/2020	Open	Pay Feet Due

4) Select **Check Out**.



5) Select **Checkout**.



6) You will be redirected to the payment page. This may take a few moments. You can now pay by Credit Card or Electronic Funds Transfer (e-check).

	Dayment Type	Customer Info	2	4.50	and the second s	Transaction Summary
A	Transaction	Detail				Demolition Residential \$190.0 Parmit Surcharge (1.0% / Min. S2) F.5
	sku	Description	Unit Price	Quantity	Amount	553.721 52.0 Read Surphyse /1 55 / Mo 57:55
	HILS-BUILDING	Demolition - Residential	\$150.00	1	\$199.00	468.631 52.0
	HILLS-BUILDING	Permit Surcharge (1.0% / Mn. 52) F.S. 553 721	\$2.00	1	\$2.00	TOTAL \$194.8
	HILLS-BUILDING	Permit Surcharge (1.5% / Min. 52) F.S. 468 631	\$2.65	1	\$2.05	
	Total				\$194.85	
						Need Help?
	Payment					Preside Company of Consistent and Social Action
	Payment Type				4	
		Credit/Debit Card			Eds.	
	Customeritate	mation			1000	

#### To pay by credit card:

7) Scroll down and complete the required information and select **Next**.

	Credit/Dr	bit Card	
	Ground	on our o	
Customer Information			
Country *			Complete all required field
United States	<b>~</b> ⊘		
First Name *		Last Name *	
David	0	Mote	0
Company Name			
Address *			
123 Main Street			0
Address 2			
City *		State *	
Palm Harbor	0	FL - Florida	v 📀
ZIP/Postal Code *			
34684	0		
Phone Number *			
8132721142	0		
Email * 🕜			
	<u>()</u>		

8) Complete the required payment information and select **Next**.

Credit Card Number *		Credit Card Tupe	Complete all required fiel
40120000000011	0	VISA	DISCOVER
Expiration Month *		Expiration Year *	
12 - December 🗸 🌝		2025	~ <b>0</b>
123			
Name on Cleon Card -	1		
_			
Payment Address is the same as 0	Sustomer	Information *	

9) Check the CAPTCHA box and complete the CAPTCHA challenge if prompted. Then select **Submit Payment**.



10) Select Print/View Receipt to open the receipt.

Step 3 : R Receipt	Receipt/Record issuance	
$\oslash$	Your application(c) has been successfully submitted Please print your record(s) and retain a copy for your records.	
Print/View	v Receipt	

- To pay by e-check (electronic funds transfer):
- 7) Under Payment Type select Edit.

Payment Type		
		Ed
	Credit/Debit Card	

8) Select electronic check from dropdown.

Payment Type			
	Payment Type *		
	Credit/Debit Card	~ 0	
	Select One		_
	Electronic Check		Next >

**Please note:** Do **NOT** check the box next to the question that appears regarding a foreign source as this will trigger an error message.

9) Select Next to continue.



10) Scroll down and complete the required customer information and select **Next**.



11) Complete the required payment information and select **Next**.

Name on Account *		Complete al	I required field
David Mote			] 🗢
This is a business account.			
Routing Number *		Account Number * 😮	
05320098	0	11010	0
SOUTHSTATE BANK, N.A.			
		Re-enter Account Number. *	
Pay		1101010	<b></b>
		Checking O Savings	
01234567890 Routing Number Account Number			

12) Complete the Terms & Conditions by first scrolling down and then checking the box next to "**YES**. I authorize this transaction." Check the CAPTCHA box, and complete the CAPTCHA challenge if prompted. Then select **Submit Payment**.

David Mote Open a new vendow to print open an the vandow to print open and the page if you would kee a copy of open and applies the bank account to all astements to all astemen
Open a new window to print be print the page if you would be a copy of y declose: of day spans the bank account to all asterments to all asterments to all asterments see for payment. used in good standing and able to accopt
te print this page if you would like a copy of y electronic debit gainst the bank account to all statements to all statements where, or have legal authority in relation to the see for payment sued in good standing and able to accept
y electronic debit against the bank account to all statements: litorey, or have legal authority in relation to the seet for payment sued, in good standing and able to accept
to all statements: altorney, or have legal authority in relation to the seed for payment. sued, in good standing and able to accept
storney, or nave regal authority in relation to the ised for payment. sued, in good standing and able to accept
sued, in good standing and able to accept

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



### Pay fees from the Record

1) Log in to the <u>portal</u>.

HillsGovHub

- 2) <u>Search</u> and open the record.
- 3) Select Fees from the Payments drop-down menu.



#### Page 4

4) Select Pay Fees to review the fees.

Fees					
Outstanding:					
Date	Invoice Number	Amount			
12/17/2020	19163	\$2.00	Pay Fees		
12/17/2020	19163	\$2.00			
12/17/2020	19162	\$50.00			
Total outstanding fe	es: \$54.00				

- Select Check Out to proceed to the Select item to pay page.
- 6) Select Check Out.



7) Select Checkout.



8) You will be redirected to the payment page. This may take a few moments. You can now pay by Credit Card or Electronic Funds Transfer (e-check).

#### To pay by credit card:

9) Scroll down and complete the required information and select **Next**.

Country *			Complete all required fields [*
United States	× 0		
Contribution 1		I and Marrie I	
Partitione -		Last reamo	
David		Mote	
Company Name			
Address *			
123 Main Street			<b>O</b>
Address 2			
City*		State *	
Paim Harbor		FL - Fiorida	v 📀
ZIP/Postal Code *			
34684	0		
Phone Number *			
8132721142	0		
Email ' 🍘			

10) Complete the required payment information and select **Next**.

ao120000000011         Image: Constraint of the second	kor 120000000011         Image: Constraint of the second seco	Credit Card Number * 🝘		Credit Card Type	Complete all required fiel
Expiration Nenth * Expiration Year *       12 - December     Image: Constraint of the second s	Expiration Month * Expiration Year *  12 - December   Security Code *  123  Name on Credit Card *	40120000000011	0	CO VISA	DISCOVER Biotoset
12 - December V 2025 V 2 Security Code * 123	12 - December V 2025 V 2 Security Code * 1 123 Name on Credil Card *	Expiration Month *		Expiration Year *	
Security Code * 👩	Security Code *	12 - December 🗸 🎯		2025	✓
123	123 Name on Credil Card *	Security Code * 😰			
	Name on Credit Card *	123			
Name on Credit Card *		Name on Credit Card *			

11) Check the CAPTCHA box and complete the CAPTCHA challenge if prompted. Then select **Submit Payment**.

1	0	
	HEGAPTCHA Briasy / Yerra	

12) Select Print/View Receipt to open the receipt.

Step 3 : R Receipt	Receipt/Record issuance	
$\oslash$	Your application(s) has been successfully submitted. Please print your records: and retain a copy for your records.	
Pont/View	a Bocula	

#### To pay by e-check (electronic funds transfer):

7) Under Payment Type select Edit.

Payment		
Payment Type		×
	Credit/Debit Card	Edit
Customer Information		

8) Select electronic check from dropdown.

Payment Type			
r dyment type			
	Payment Type *		
	r ayment type		
	Credit/Debit Card	✓ ⊘	
	Select One		
	Electronic Check		Next

**Please note:** Do **NOT** check the box next to the question that appears regarding a foreign source as this will trigger an error message.

9) Select Next to continue.

	Payment Type *		
	Electronic Check	~	<b>Ø</b>
		CODEION	
Select if this p International ACH	yment IS being funded specifically t ransaction ("IAT").	oy a FOREIGN source	ce (bank or company), an

10) Scroll down and complete the required customer information and select **Next**.



11) Complete the required payment information and select **Next**.

lame on Account *	Complete all required fields [*
David Mote	0
This is a business account.	
louting Number *	Account Number * 😢
05320098	11010
Pay	Re-enter Account Number. *  1101010  Checking Savings
DI2345678 DI234567800	

12) Complete the Terms & Conditions by first scrolling down and then checking the box next to "**YES**. I authorize this transaction." Check the CAPTCHA box, and complete the CAPTCHA challenge if prompted. Then select **Submit Payment**.

		Edit
lectronic Check	Name on Account	
**** 1010	David Mole	
Terms and Conditions	Open a new window to print	
Yes, I authorize this transac	tion. Please print this page if you would like a copy of	
By checking "Yes" and online	cords.	
specified above. I agree and	d stipulate to all statements:	
1. I am the legal owner, have	power of attorney, or have legal authority in relation to the	
bank account specified abo	ove to be used for payment.	
2. Such bank account is open	n, validly issued, in good standing and able to accept	
Yes, I authorize this transaction	n.	
erification		
	2 M	
I'm not a robot	7#CAPTCH4	
	MeCADICHA Minacol Thema	
I'm not a robot	INCLUTIONA INCLUTIONA	
	InclaPTCNA Miller Thema	

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

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

### **Paying Impact Fees**

There are certain situations that apply only when paying impact fees. Detailed instructions for these situations are covered below.

If you have any questions, contact the Impact Fee Program at (813)276-8319, or via email at impactfees@HCFLGov.net.

**Please Note** – This is not for refund requests, refunds should be submitted following the <u>appropriate instructions</u>.

#### Pay Later

Impact fees can be paid later utilizing the **Pay Later** option.

- 1) <u>Search</u> and open the record.
- 2) Select Pay Fees Due from the record list.

- Bi	uilding an	nd Site							
Show	ing 1-10 of 10	0+   Downsol many	Add the colourney is defined	-					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	01/14/2021		Commercial New Construction and Additions	Thurs Test Impact Fees	Thurs Test	07/20/2021	Glosed	Pay Fees Due	

#### 3) Review fees due and select Check Out.

Construction Application Fee	1	\$50.00
Parks Northwest Impact Fee Zone (RES)	1	\$1.00
A-1 Large Assembly (Inspection) IA/IB	1	\$2.211.75
School Impact Fee Countywide	1	\$1.00
Mobility Fee Benefit District 1 (URBAN)	1	\$1.00
TOTAL FEES: \$2,264.75		
Note: This does not include additional inspection fees which may be assessed later.		
	I	
Listed below are conditions that will be applied once you submit your application. Note that the	se conditions must be re	solved or met
before your can get approval from the agency.		
Conditions		
Showing 1-3 of 3		
Default - 3 Applied		
Utilities		
Utilities Payment Due		
Utilities fees must be paid in full prior to the issuance of the Certificate of Occupancy.		
Required		
and a second a second		
Utilities Approval Required		
Utilities approval is required before permit can be issued.		
required		
UNDER Instant Proc. Proc.		
Utility impact Fees Due Utilities tees must be part in thil or or to the issuance of the Certificate of Cocupation		
Required		
- the agent of the		
a los anti-		
Check Out # Continue snopping #		

#### 4) Select **Edit Cart** to remove the impact fees.

1 Select item to pay	2 Payment information
Step 1: Select item to pay	
Click on the arrow in front of a row to o later link.	lisplay additional information. Items can
PAY NOW	
11211 Countryway Blvd. Tampa 3362	26
1 Application(s)   \$2,264.75	
Commercial New Construction and Ar HC-BLD-21-0001093	dditions Total due: \$2,264.75
Total amount to be paid: \$2.264	1.75



### Paying Your Impact Fees with a Trust (Offset) Account

To pay Impact Fee using a Trust (Offset) Account, follow the steps below to upload your Notarized Assignment Letters to your project.

- 1) Log in to the portal.
- 2) <u>Search</u> and open the record or locate it using **My Records.**

in	e Government Services				
	Home				-
	Search	~		awn.	Q •
	My Dashbourd		Dashboard My Records My Account		
	My Becords				
	Property Information		Hello,		
	Building & Site Records		la man	Provide state of the second state of the secon	Man Colomban
	Tex Records		Samo in Lan (v)	Ny Collection (v)	Park Couldons
	Litense Records				
	1.0	~			
	JACH .		There are no items in your shopping cart right now.	You do not have any collections right r	now.
	Reguest	÷.			

3) Select **Record Info** to open the menu and select **Attachments.** 



4) In the **Attachments** section, select **Add**.

decadp.bat.chm.cmd.com.cpt.exe.hta.html	html:insispijarijsjise:
Narse	Record ID
NOCAN	HC-BLD-21- 0008213
Iamilia Certificate.pdf	HC-8LD-21- 0008213
Supporting Documentation pdf	HC-8LD-21- 0008213
Payment_Recept_20201105_152543.pdf	HC-8LD-21- c000213
Commercial Building Flans PDF	HC-8LD-21- 0005213

5) Choose **Add** when the File Upload Window appears and select your Trust Account Notarized Assignment Letter. Select **Open**.

Page 7

		21.21	Search Beau	.op		
			)ii •		0	
Name						
🔁 Test file	docx				13	1
					-	
•	III					
: Test file.doe	x	✓ All	Files (*.*)	_	-	
			Open	Cancel		
			open	Cancer		

- 6) Select **Continue**.
- 7) Select **Trust Account Documentation** from the Type menu.
  - a. Enter the following description in the **Description** field: "Request for use of offset to pay [Fee Type – Mobility, Parks, School, or Fire] Fees."

Grand Oak Tree Evaluation	
Impact Fee Documentation	
Impact-Mobility Fee Calculation	
No Grand Oak Affidavit	
No Tree Affidavit	
No Tree Removal Affidavit	
Notice of Commencement	
Owner Builder Acknowledgement	
Private Provider - Final Inspection Report	
Private Provider - Notice to Building Official	
Private Provider - Periodic Inspection Report	
Private Provider Documentation	
Site Engineering Report	
Supporting Documents	
Termite Certificate	
Threshold Building - Engineer Final Inspection Report	
Threshold Building - Engineer Periodic Inspection Report	
Transportation Impact Fee Credit Letter	
Tree Barricade Affidavit of Compliance	
Trust Account Documentation	•
Select a document type Description	n

- b. Select Save.
- 8) Your submission is complete. Staff will review and process your request or notify you if any additional information is needed.

#### Requesting Impact Fee Adjustments (Prior Structure Credit, Grandfathering, Approved Exemption, etc.)

If you believe your impact fees were not provided an eligible adjustment, you can upload documents that will support your request for review and adjustment. This may be a project that is approved for Grandfathered rates, should have received credit for a prior structure, an Approved Exemption (via a Community for Older Persons, etc.), or some other adjustment type.

These instructions illustrate how to upload your Impact Fee Documentation to your project so that a review and potential update or adjustment to your impact fee assessments can take place.

- 1) Log in to the portal.
- 2) <u>Search</u> and open the record or locate it using **My Records.**

niin	Government Services				Logaritzen. Collection	(D) Carr(0) My An	Coase Lingson
ñ	Home				_		_
٩	Search	^				5-0'5'	19 ·
	My Dashboard		Dashboard My Records My Account				
Г	My Records		7				
	Desired Information		Hello				
	Property and integers						
	Building & Site Records		Send in Carl (0)	View Care	No Collection (0)		Ves Coleman
	Building & Site Records		Saved in Carl (0)	View Cart	My Collection (0)		View Collections
	Building & Site Records Fire Records Latense Records		Savad in Carl (0)	View Cart	My Collection (0)		View Collections
+	Building & Site Records Fire Records License Records New	×	Sand in Carl (9)	View Cart	My Collection (0)		Vew Collections
+	Ruising & Site Records Fire Records License Records New Request	* *	Swat a cat (1) There are no items in your shopping cart right now	View Cart	My Collection (0) You do not have any c	oilections right now	View Collections

3) Select **Record Info** to open the menu and select **Attachments.** 

R	ecord HC-BLD-21-00
C	ommercial New Cons
R	ecord Status: Issued
E	xpiration Date: 08/09
	Record Info 🔻
R	ecord Details
P	rocessing Status
R	elated Records
A	ttachments
Ir	nspections
v	aluation Calculator

#### 4) In the Attachments section, select Add.

The maximum file size allowed is 500 MB. ide;adp:bat;chm;cmd;com:cpl;exe:hta:htm	nchtmLins.isp.jar.js.jse.li
Name	Record ID
NOCpdf	HC-8LD-21- 0000213
Termite Certificate pdf	HC-8LD-21- 0000213
Supporting Documentation pdf	HC-8LD-21- 0000213
Payment. Receipt .20201105. 152543.pdf	HC-8LD-21- 0000213
Commercial Building Plans PDF	HC-8LD-21- 0000213
Commercial Building Plans/DDF	HC-8LD-21- 0000213

5) Choose **Add** when the File Upload Window appears and select your relevant impact fee backup document. Select **Open**.

	. 1 . 1 Il segret permote	
	# • T	0
Name		5 <b>*</b>
Test file.docx		
		-
III		+
Test file.docx	✓ All Files (*.*)	•
	Open Can	cel
		di

6) Select Continue.

- 7) Select **Impact-Mobility Fee Calculation** from the Type menu.
  - a. Enter the following description in the **Description** field: "Request for adjustment of impact fees based on [reason, i.e. Grandfathered Project, or School Exempt]."

Select a document type	
Approved Blower Door Test Form	
Cancellation Letter	
Change of Contractor by Owner	
Commercial Irrigation Design Certification	
Commercial Irrigation Installation Certificati	ion
Energy Calculations	
Engineering Report	
Environmental Report	
FEMA Elevation Certificate	
FEMA Substantial Improvement Documents	
Grand Oak Pruning Affidavit	
Grand Oak Tree Evaluation	
Impact Fee Documentation	
Impact-Mobility Fee Calculation	
No Grand Oak Affidavit	
No Tree Affidavit	
No Tree Removal Affidavit	
Notice of Commencement	
Owner Builder Acknowledgement	-

- b. Select Save.
- 8) Your submission is complete. Staff will review and process your request or notify you if any additional information is needed.

### **View and Print Receipt**

1) Log in to the <u>portal</u>.

**Please note:** You will not be able to view your receipt if you are not logged in to your account.

2) Select **Search** and select **My Records** from the lefthand menu.

Hills Onlin	sborough County e Government Services	
ŧ	Home	
Q	Search	^
	My Dashboard	
	My Records	
	Property Information	
	Building & Site Records	
	Fire Records	
	License Records	
+	New	$\sim$
	Request	$\sim$
?	Help	

3) Select the record number to enter into the record.

ha	king 1-10 of 10	00+ 1 Download resa	o   Add occulectors   Add (	il cart							
	Date	Record Number	Record Type	Adutress		Description	Project Heatter	Expiration Date	Scenar	Action	Short Hores
	03/29/2021	HC-6LD-23-	Commercial Building Alterations (Renovations)	1000	e.	test		10/02/2021	Awaiting Client Repty	Pay Fees Due	
٥	03/29/2023	HC-810-21-	Commercial Building Alterations (Renovations)	1	7	test		10/02/2021	In Process		
۵	03/29/2021	HC-8L0-25-	Commercial Miscellaneous Permit	1	1	test		10/03/2021	listund		
0	03/29/2021	HC-BLD-21-	Commercial Miscellaneous Permit	1000		com misc		10/02/2021	in Process		

#### 4) Select **Payments** and select **Fees**.



5) Select **View Details** link next to the fee, receipt will generate.

Pald:			
Date	Invoice Number	Amount	
03/29/2021	15560	\$50.00	View Details
03/29/2021	15559	\$50.00	View Details
03/29/2021	15558	\$\$0.00	View Details
03/29/2021	15557	\$597.17	View Details
03/29/2021	15556	\$22.89	View Details

6) Select the download option to download and save.

Receipt_Custom_AC	A_w 1 / 2	- 95% +		め	Ŧ
Hillsborough County Florida	Development Services Departm 601 E. Kennedy Bvd. Tampa, Florida 33602 Phone: 813-272-5600	sent			PAYMENT RECEIPT
	Permit Number: HC-BLD-21 Permit Type: Building / C	0001085 'ommercial / Building Alteratic	ns/NA		
Receipt Number: 3	134	Payor:			
Payment Method Credit Card	Ref. Number	Status Amount Paid \$50.00	Paid Payment Date 03/29/2021	Comments	
Invoice # Qty Fe	e Description			Fee Amount	Paid
15546 1 0	instruction Application Fee			\$50.00	\$50.00
		Т	otal:	\$50.00	\$50.00

**Please note:** Your payment type will appear as 'CC' for credit card payments or 'ACH' for e-check payments.

