



HillsGovHub

User Guide

Pay Fees

Contents

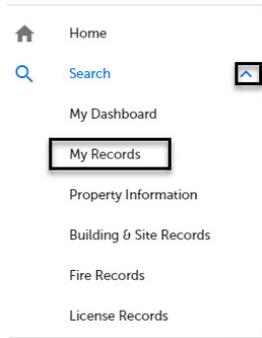
- Pay fees from "My Records" 3**
- Pay fees from the Record..... 4**
- Paying Impact Fees..... 6**
 - Pay Later..... 6*
 - Paying Your Impact Fees with a Trust (Offset) Account 7*
 - Requesting Impact Fee Adjustments..... 7*
- View and Print Receipt..... 8**

Pay fees

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"

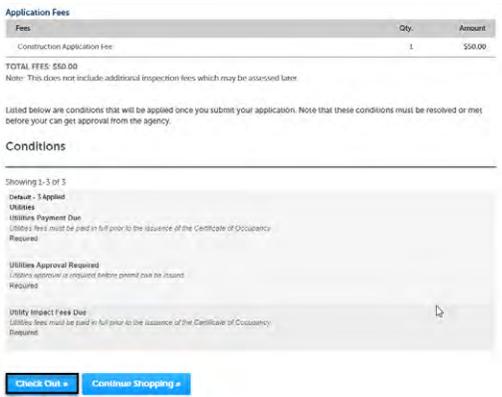
- 1) Log in to the [portal](#).
- 2) From the left-hand menu, select **Search** and select **My Records**.



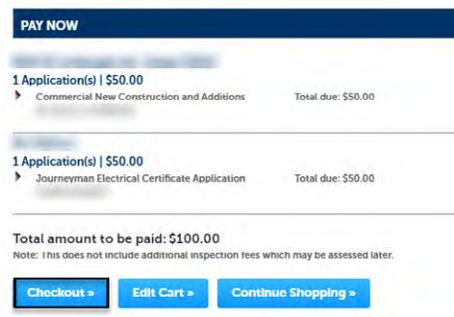
- 3) Select the **Pay Fees Due** link under the Action column to proceed to the **Application Fees** page.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
12/17/2020		Commercial New Construction and Additions			12/17/2020	Open	Pay Fees Due

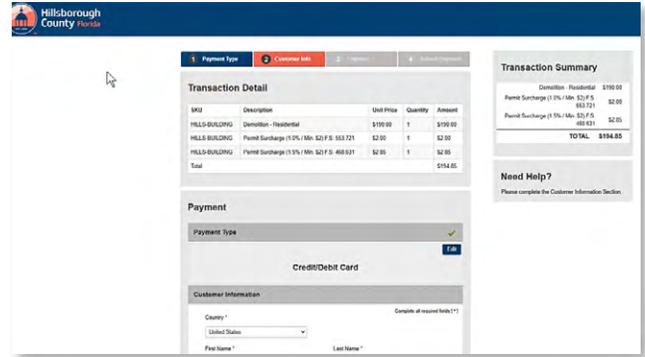
- 4) Select **Check Out**.



- 5) Select **Checkout**.

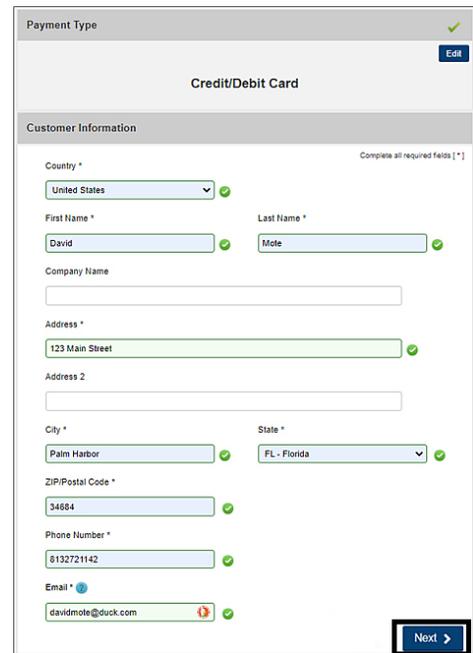


- 6) You will be redirected to the payment page. This may take a few moments. You can now pay by **Credit Card** or **Electronic Funds Transfer (e-check)**.

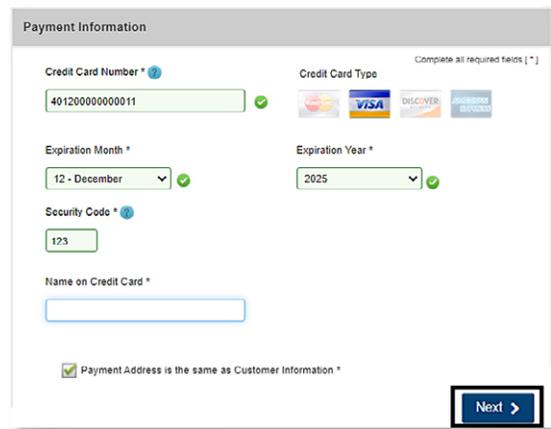


To pay by credit card:

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



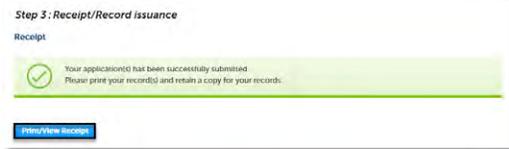
- 8) Complete the required payment information and select **Next**.



- 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.



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

- 7) Under **Payment Type** select **Edit**.



- 8) Select **electronic check** from dropdown.

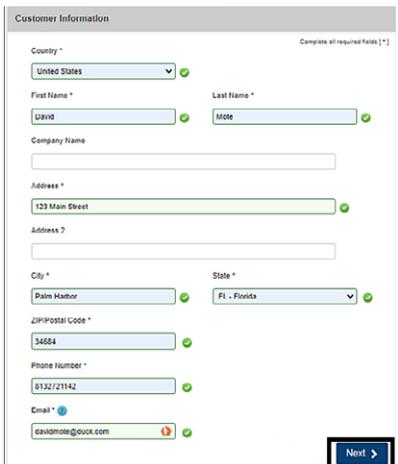


Please note: Do **NOT** check the box next to the question that appears regarding a foreign source as this will trigger an error message.

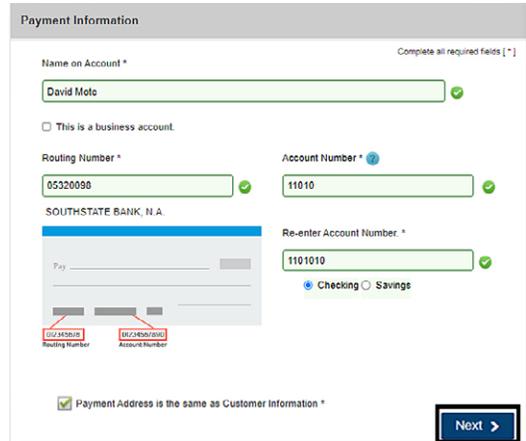
- 9) Select **Next** to continue.



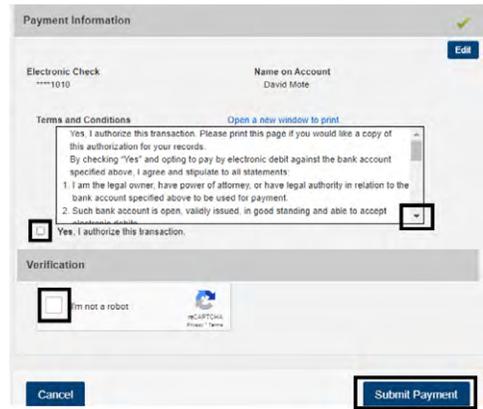
- 10) Scroll down and complete the required customer information and select **Next**.



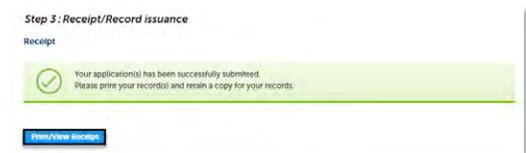
- 11) Complete the required payment information and select **Next**.



- 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**.

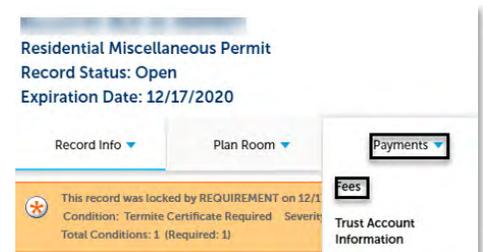


- 13) Select **Print/View Receipt** to open the receipt.



Pay fees from the Record

- 1) Log in to the [portal](#).
- 2) [Search](#) and open the record.
- 3) Select **Fees** from the **Payments** drop-down menu.



4) Select **Pay Fees** to review the 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 fees:		\$54.00	

5) Select **Check Out** to proceed to the **Select item to pay** page.

6) Select **Check Out**.

Application Fees

Fees	Qty.	Amount
Construction Application Fee	1	\$50.00

TOTAL FEES: \$50.00
 Note: This does not include additional inspection fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Conditions

Showing 1 - 5 of 3

Default - 5 Applied

Utilities

Utilities Payment Due
 Utilities fees must be paid in full prior to the issuance of the Certificate of Occupancy.
 Required

Utilities Approval Required
 Utilities approval is required before permit can be issued.
 Required

Utility Impact Fees Due
 Utilities fees must be paid in full prior to the issuance of the Certificate of Occupancy.
 Required

[Check Out >](#) [Continue Shopping >](#)

7) Select **Checkout**.

PAY NOW

1 Application(s) | \$50.00

- Commercial New Construction and Additions Total due: \$50.00

1 Application(s) | \$50.00

- Journeyman Electrical Certificate Application Total due: \$50.00

Total amount to be paid: \$100.00
 Note: This does not include additional inspection fees which may be assessed later.

[Checkout >](#) [Edit Cart >](#) [Continue Shopping >](#)

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**.

Customer Information Complete all required fields [*]

Country *

First Name *

Last Name *

Company Name

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone Number *

Email *

[Next >](#)

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

Payment Information Complete all required fields [*]

Credit Card Number *

Credit Card Type
 VISA DISCOVER AMERICAN EXPRESS

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Payment Address is the same as Customer Information *

[Next >](#)

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

Verification

I'm not a robot

CAPTCHA Image

[Cancel](#) [Submit Payment](#)

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

Step 3 : Receipt/Record issuance

Receipt

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

[Print/View Receipt](#)

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

Payment Type

Payment Type *

[Next >](#)

Customer Information

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 *

Select if this payment is being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction (IAT).

[Next >](#)

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

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

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**.

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

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 [appropriate instructions](#).

Pay Later

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

- 1) [Search](#) and open the record.
- 2) Select **Pay Fees Due** from the record list.

Building and Site

Showing 1-10 of 100+ | [Download photos](#) | [Add to collection](#) | [Add to cart](#)

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
06/14/2021		Commercial New Construction and Additions	Thurs Test Impact Fees	Thurs Test	07/26/2021	Closed	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.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you 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
- Utilities Approval Required**
Utilities approval is required before permit can be issued.
Required
- Utility Impact Fees Due**
Utilities fees must be paid in full prior to the issuance of the Certificate of Occupancy.
Required

[Check Out >](#) [Continue Shopping >](#)

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

Cart

1 Select item to pay 2 Payment information

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved later link.

PAY NOW

11211 Countryway Blvd, Tampa 33626
1 Application(s) | \$2,264.75

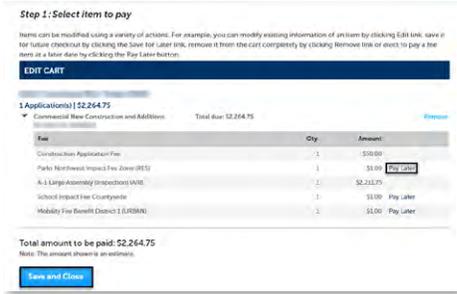
- Commercial New Construction and Additions Total due: \$2,264.75
- HC-BLD-21-0001093

Total amount to be paid: \$2,264.75

Note: This does not include additional inspection fees which may be assessed later.

[Checkout >](#) [Edit Cart >](#) [Continue Shopping >](#)

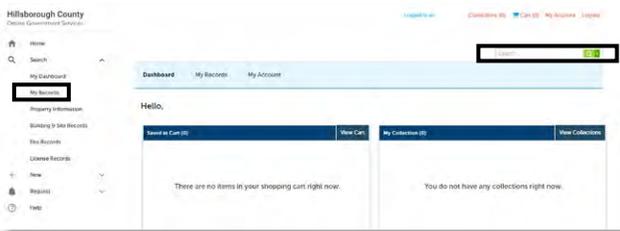
- 5) Select **Pay Later** for each fee to pay later and select **Save and Close** once **Pay Later** is selected for the desired fees.



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.

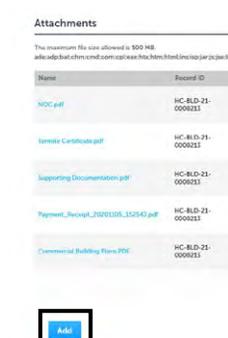
- 1) Log in to the [portal](#).
- 2) [Search](#) and open the record or locate it using **My Records**.



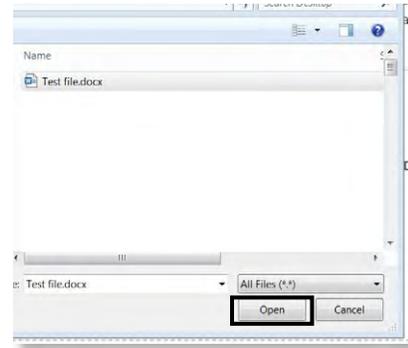
- 3) Select **Record Info** to open the menu and select **Attachments**.



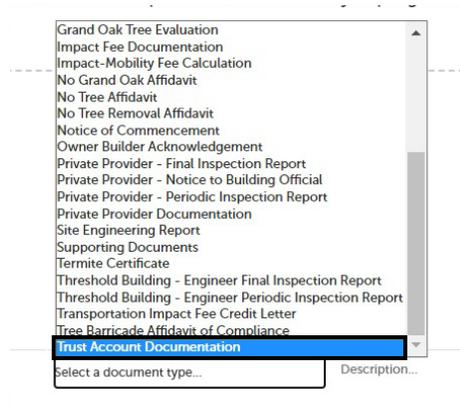
- 4) In the **Attachments** section, select **Add**.



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



- 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."



- b. Select **Save**.

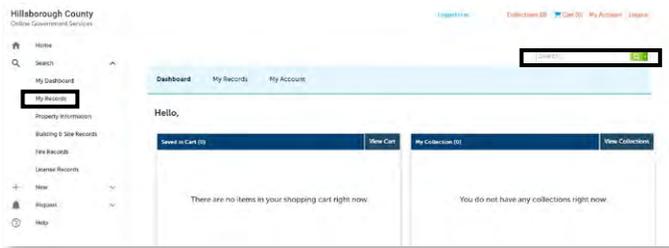
- 8) Your submission is complete. Staff will review and process your request or notify you if any additional information is needed.

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.

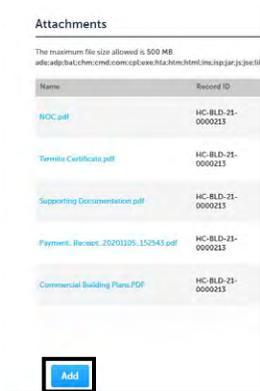
- 1) Log in to the [portal](#).
- 2) [Search](#) and open the record or locate it using **My Records**.



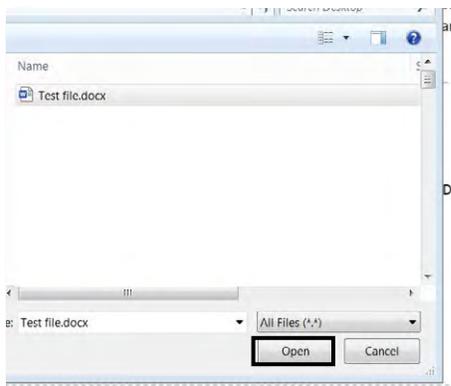
- 3) Select **Record Info** to open the menu and select **Attachments**.



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

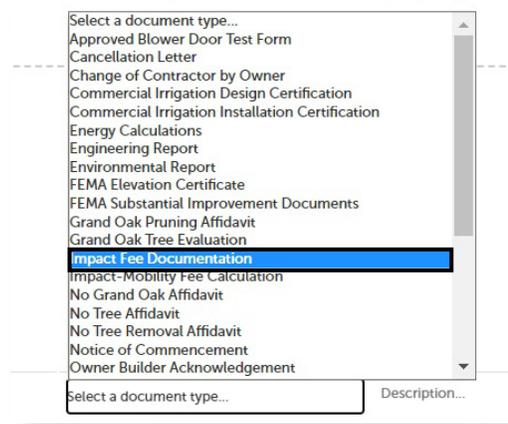


- 5) Choose **Add** when the File Upload Window appears and select your relevant impact fee backup document. Select **Open**.



- 6) Select **Continue**.

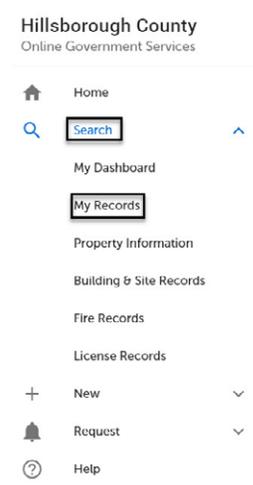
- 7) Select **Impact-Mobility Fee Calculation** from the Type menu.
 - a. Enter the following description in the **Description** field: "Request for adjustment of impact fees based on [reason, i.e. Grandfathered Project, or School Exempt]."
this time write a plan review is currently in progress.



- 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 [portal](#).
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 left-hand menu.



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



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

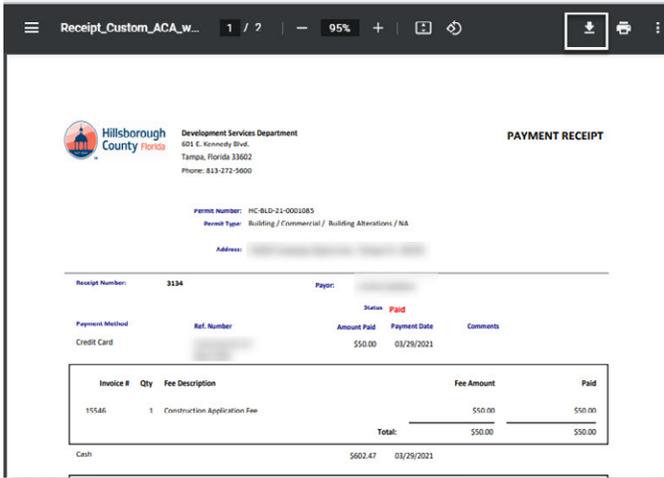


5) Select **View Details** link next to the fee, receipt will generate.

A screenshot of a 'Paid' table. The table has columns for Date, Invoice Number, and Amount. The 'View Details' link for the first row is highlighted with a red box.

Date	Invoice Number	Amount	
03/29/2021	15560	\$50.00	View Details
03/29/2021	15559	\$50.00	View Details
03/29/2021	15558	\$50.00	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.



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