# HillsGovHub
## User Guide

## Inspections

Hillsborough County Florida
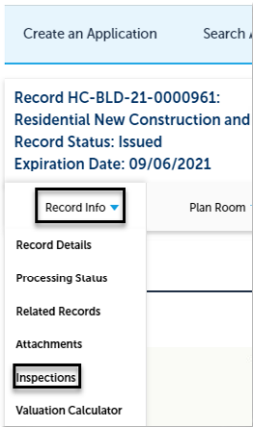
EST. 1834
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# Contents

# Inspections

## Schedule Inspections

1) Log in to the portal.

   **Please Note:** *To schedule inspections you must log in.*

2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.
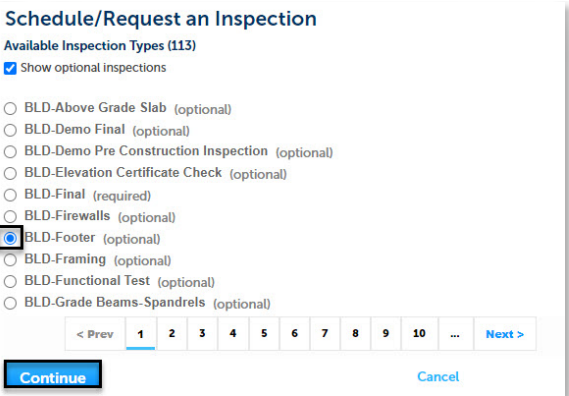
3) Select **Inspections** from the **Record Info** menu option.

4) Select **Schedule or Request an Inspection**.

5) Select the applicable inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.

| Prefix | Prefix Discipline |
|--------|-------------------|
| BLD | Building |
| DOH | Department of Health |
| ELE | Electrical |
| EZE | Engineering |
| FIR | Fire |
| GEN | General |
| LAL | Land Alteration Landscaping |
| MEC | Mechanical |
| PLB | Plumbing |
| ROW | Right-of-Way |
| ROF | Roof |
| TTC | Temporary Traffic Control |
| TRP | Transportation |
| UTL | Utilities |
| VRT | Virtual Inspection |
| ZON | Zoning |

6) Select the inspection date, select the radio button next to '07:00 AM – 04:00 PM', and select **Continue**.
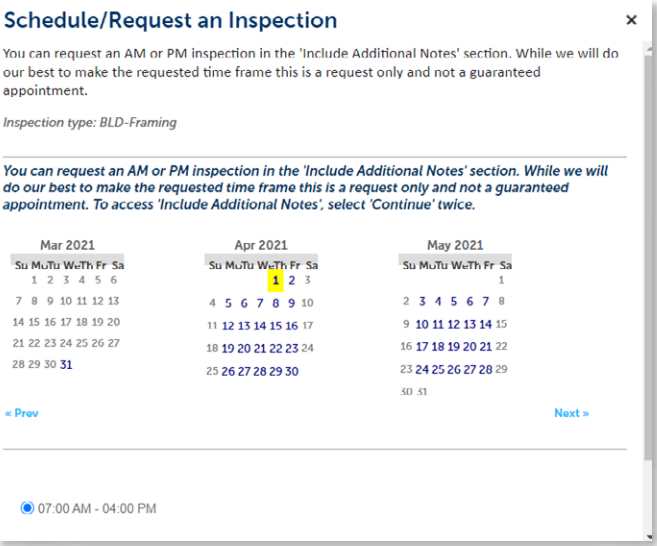
**Please note:** *You can request an AM or PM inspection in the* **Include Additional Notes** *section.  While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access* **Include Additional Notes***, select* **Continue** *twice.*

7) Select **Change Contact** to update the contact listed and select **Continue**.



8) Select **Include Additional Notes** to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select **Finish** to schedule the inspection or **Cancel** to cancel the request.



# Reschedule an Inspection

1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



2) Select **Inspections** from the **Record Info** menu option.



3) Select the inspection and select **Reschedule** from the **Actions** drop down.



4) Select the inspection date, select the radio button next to '07:00 AM – 04:00 PM', and select **Continue**.



*Please note: You can request an AM or PM inspection in the **Include Additional Notes** section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access **Include Additional Notes**, select **Continue** twice.*

5) Select **Change Contact** to update the contact listed and select **Continue**.



6) Select **Include Additional Notes** to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select **Finish** to schedule the inspection or **Cancel** to cancel the request.
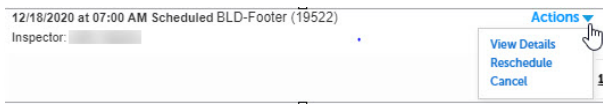


HillsGovHub

# Cancel an Inspection

1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.
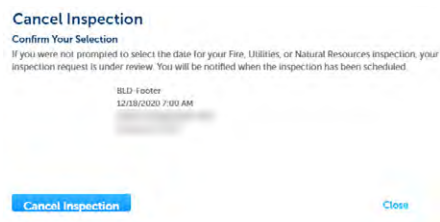


2) Select **Inspections** from the **Record Info** menu option.
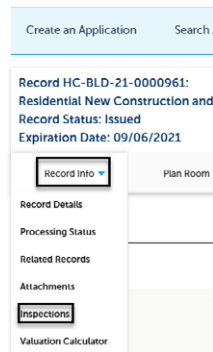


3) Select the inspection and select **Cancel** from the **Actions** drop down.



4) Select **Cancel Inspection**.



# Text Inspection Requests

## Schedule an Inspection

1) Text **S** or **Schedule** to (844) 529-6141.

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to schedule you inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces. A list of inspection codes is available.

## Reschedule an Inspection

1) Text **Rechedule** to (844) 529-6141.

   **Note:** Same day rescheduling is only available until 8:30 AM

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to reschedule your inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces.

## Cancel an Inspection

1) Text **C or Cancel** to (844) 529-6141.

   **Note:** Same day cancellations are only available until 8:30 AM

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to cancel your inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces.

## View Inspection Results

1) Text **R** or **Results** to (844) 529-6141.

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to view your inspection results. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces. To view details of the results, enter the code listed of the completed inspection.
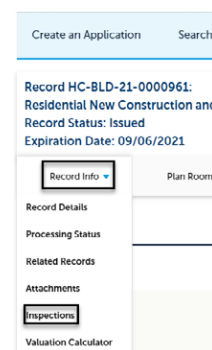
# Request and Submit a Virtual Inspection

1) Log in to the portal.

   ***Please Note:*** *To schedule inspections you must log in.*

2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard. You may also select from the **My Records** tab.



3) Select **Inspections** from the **Record Info** menu option.

4) Select **Schedule or Request an Inspection**.

**Inspections**

**Upcoming**

**Schedule or Request an Inspection**
You have not added any inspections.
Click the link above to schedule or request one.

5) Select the applicable virtual inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.

**Schedule/Request an Inspection**
**Available Inspection Types (113)**
☑ Show optional inspections

○ BLD-Above Grade Slab (optional)
○ BLD-Demo Final (optional)
○ BLD-Demo Pre Construction Inspection (optional)
○ BLD-Elevation Certificate Check (optional)
○ BLD-Final (required)
○ BLD-Firewalls (optional)
● BLD-Footer (optional)
○ BLD-Framing (optional)
○ BLD-Functional Test (optional)
○ BLD-Grade Beams-Spandrels (optional)

< Prev  1  2  3  4  5  6  7  8  9  10  ...  Next >

Continue                    Cancel

6) Select **Change Contact** to update the contact listed and select **Continue**.

**Schedule/Request an Inspection**

Contact

Change Contact ▼
● Select an existing contact

○ Specify another person (for this inspection only)
  *First Name   Middle Name   *Last Name

  *Phone Number

Submit                      Cancel

7) Select **Include Additional Notes** to add notes if necessary and select **Finish** to schedule the inspection or **Cancel** to cancel the request.

**Schedule/Request an Inspection**
You can request an AM or PM inspection in the 'Include Additional Notes' section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment.

**Confirm Your Selection**
If you were not prompted to select the date for your Fire, Utilities, or Natural Resources inspection, your inspection request is under review. You will be notified when the inspection has been scheduled.

BLD-Framing
4/1/2021 7:00 AM
1039 S 50th St
Tampa 33619

Melisa Willingham (813) 276-2272

Include Additional Notes

Finish          Back        Cancel

8) Gather all necessary photos/videos/documents as noted in the checklist of inspection requirements for the selected inspection.

9) Select **Record Info** and select **Attachments**.

Record Info ▼

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

10) Select **Add** in the **Attachment** section to add required documents. .

Attachment

11) Select **Add**, **Browse for file**, and select **Open**.

**File Upload**                    ✕
The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Continue        Add        Remove All        Cancel

12) Select **Continue** once the file upload is complete.

**File Upload**                    ✕
The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Supporting Documentation.pdf          100%

Continue        Add        Remove All        Cancel

13) Select the appropriate Virtual Inspection document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

*Type:
Virtual Inspection Checklist
Virtual Inspection Photo or Video
Virtual Inspections

Virtual Inspection Checklist.pdf
100%

*Description:
Enter description here.
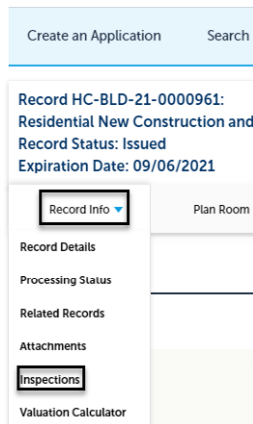
spell check

Save        Add        Remove All

# Check Inspection Results

1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



2) Select **Inspections** from the **Record Info** menu option.



3) Select **View Details** to view the results of the selected inspection.



4) Select **View Result Comments** to read inspector comments.