



# HillsGovHub

## User Guide

### Inspections



**Hillsborough**  
**County Florida**

SM

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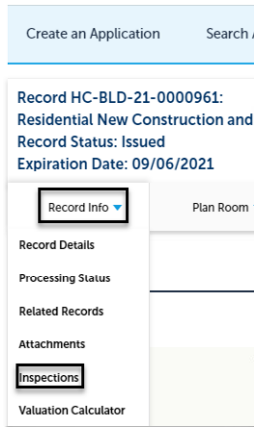
# Inspections

## Schedule Inspections

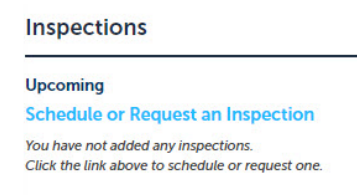
- 1) Log in to the [portal](#).  
**Please Note:** To schedule inspections you must log in.
- 2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



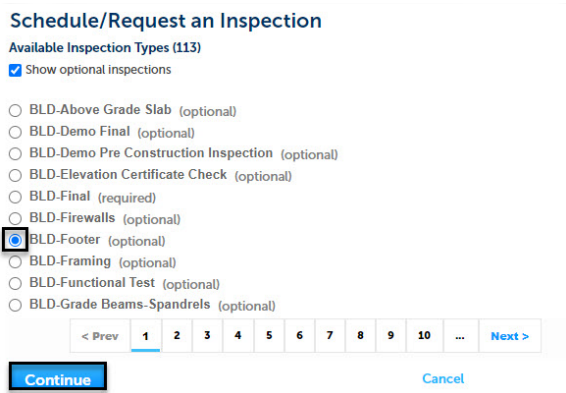
- 3) Select **Inspections** from the **Record Info** menu option.



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

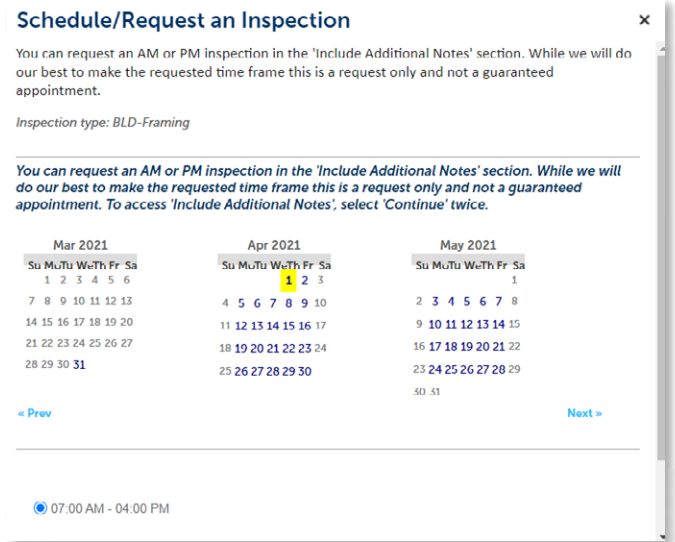


- 5) Select the applicable inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.



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**.

The screenshot shows the 'Schedule/Request an Inspection' form. A red box highlights the 'Change Contact' button. Below it, there are radio buttons for 'Select an existing contact' and 'Specify another person (for this inspection only)'. The 'Specify another person' option has fields for First Name, Middle Name, Last Name, and Phone Number. 'Submit' and 'Cancel' buttons are at the bottom.

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

The screenshot shows an inspection entry for '12/18/2020 at 07:00 AM Scheduled BLD-Footer (19522)'. An 'Actions' dropdown menu is open, showing options: 'View Details', 'Reschedule', and 'Cancel'. A red box highlights the 'Reschedule' option.

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

The screenshot shows a calendar view for scheduling an inspection. It displays months for Mar 2021, Apr 2021, and May 2021. A date in April is highlighted. Below the calendar, there is a radio button selected for the time slot '07:00 AM - 04:00 PM'. 'Prev' and 'Next' navigation buttons are also visible.

- 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.

The screenshot shows the 'Confirm Your Selection' section of the form. It contains summary information for the inspection: 'BLD - Framing', '4/1/2021 7:00 AM', '1039 S 50th St', 'Tampa 33619', and 'Melissa Willingham (813) 276-2272'. A red box highlights the 'Include Additional Notes' button. 'Finish', 'Back', and 'Cancel' buttons are at the bottom.

**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**.

This is a duplicate of the 'Change Contact' form shown in step 7, featuring a 'Change Contact' button and fields for contact information.

## 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.

The screenshot shows a record details page for 'Record HC-BLD-21-0000961: Residential New Construction and Record Status: Issued'. A dropdown menu is open under 'Record Info', and the 'Inspections' option is highlighted with a red box. Other menu items include 'Plan Room', 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Valuation Calculator'.

- 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.

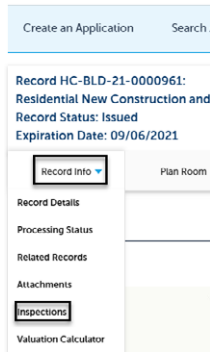
The screenshot shows the 'Include Additional Notes' form, which is identical to the one shown in step 8. It contains the same summary information and a red box highlights the 'Include Additional Notes' button.

## Cancel an Inspection

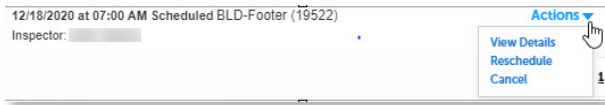
- 1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



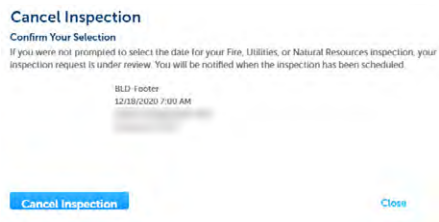
- 2) Select **Inspections** from the **Record Info** menu option.



- 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 your 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

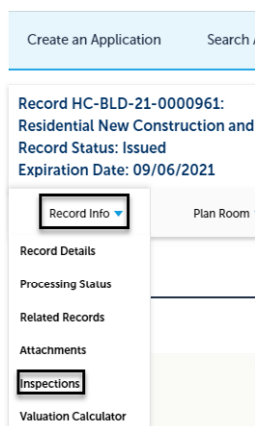
- 1) Visit [HCFL.gov/VirtualInspections](https://www.hcfl.gov/VirtualInspections) to learn how to request and submit virtual inspections.

# 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.

## Inspections

### Upcoming

You have not added any inspections.

### Completed (2)

Approved - 1; Cancelled - 1

Cancelled 698 - Pool Final (113765)  
 Cancelled by: Laura Muckefuse on 03/25/2021 at 09:01 AM  
 Approved 698 - Pool Final (120665)  
 Result by: Jeffrey Ferrante on 03/31/2021 at 01:33 PM

[View Details](#)

[View Details](#)

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

Not Ready  
 1/14/2022 12:00 AM  
 Desired Date: TBD

**Record**  
 HC-BTR-21-0086299  
 Residential Electrical Trade Permit

Last updated  
 Christopher Soler  
 1/14/2022 11:12 AM

[View Status History](#)

[View Result Comments](#)