

HillsGovHub

User Guide

Schedule Inspections

Hillsborough County Florida

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Schedule Inspections

Schedule Inspections

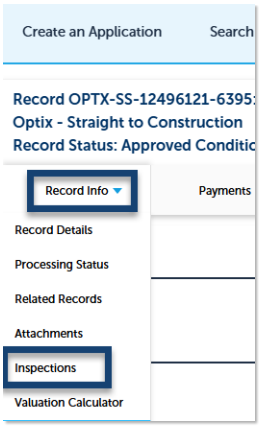
1) Log in to the portal.

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

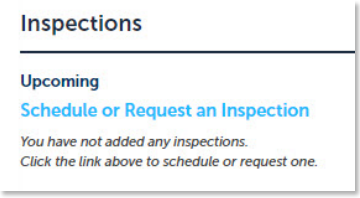
2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



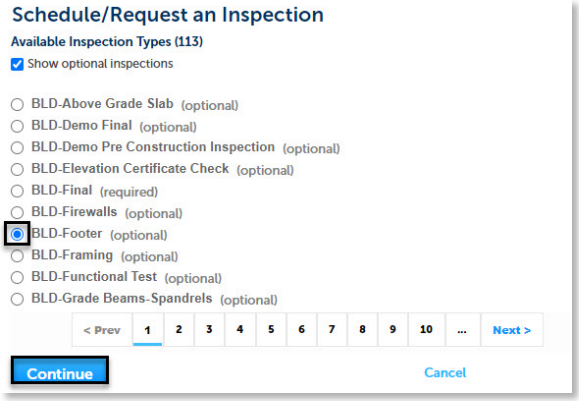
3) Select **Inspections** from the **Record Info** menu option.



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

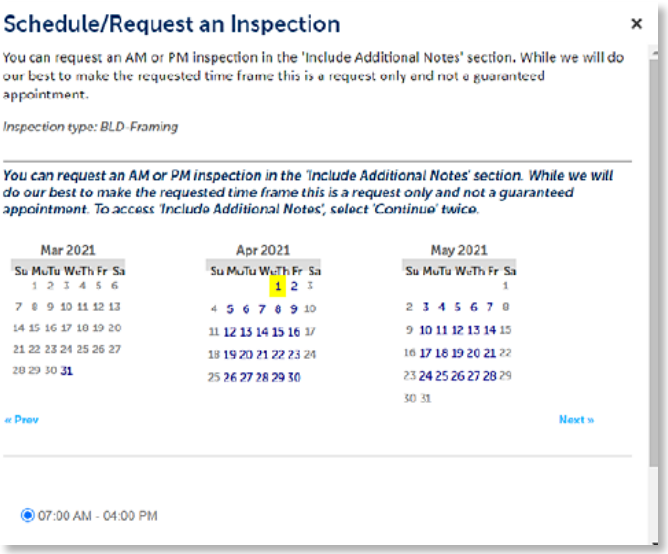


5) Select the applicable inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.



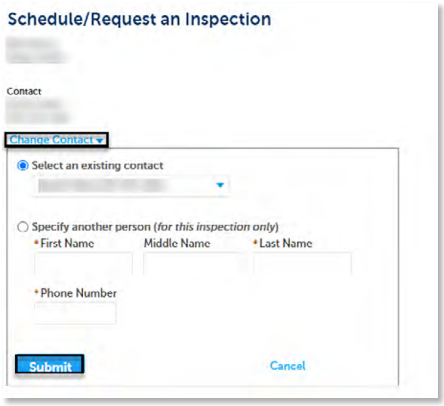
Prefix	Prefix Discipline
BLD	Building
DOH	Department of Health
ELE	Electrical
EZE	Engineering
FIR	Fire
GEN	General
LAL	Land Alteration Landscaping
MEC	Mechanical
PLB	Plumbing
ROW	Right-of-Way
ROF	Roof
TTC	Temporary Traffic Control
TRP	Transportation
UTL	Utilities
VRT	Virtual Inspection
ZON	Zoning

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

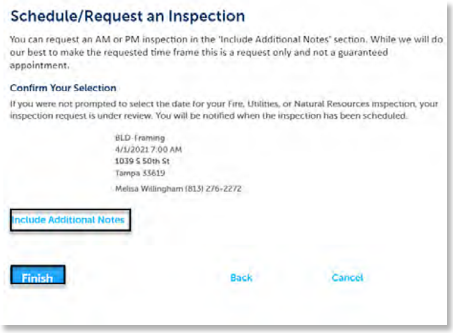


Please note: *You can request an AM or PM inspection in the* ***Include Additional Notes*** *section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access* ***Include Additional Notes****, select* ***Continue*** *twice.*

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.

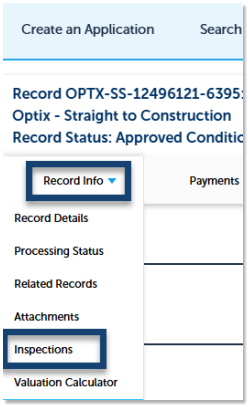


Reschedule an Inspection

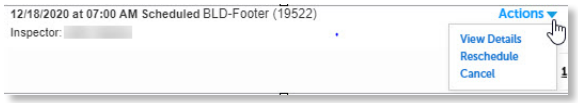
1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



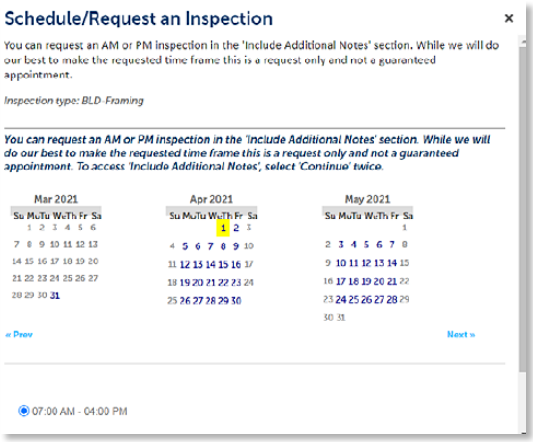
2) Select **Inspections** from the **Record Info** menu option.



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

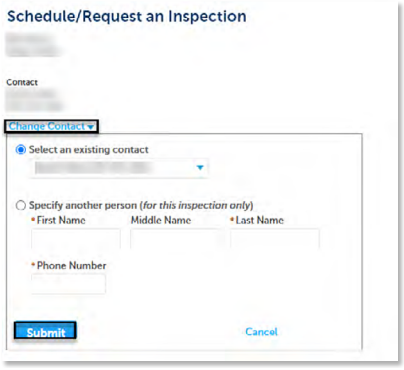


4) Select the inspection date, select the radio button next to '07:00 AM – 04:00 PM', and select **Continue**.



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.

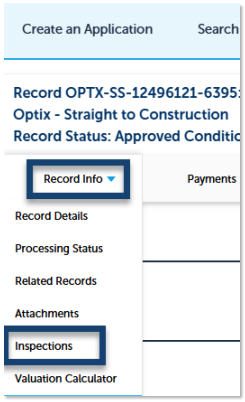


Cancel an Inspection

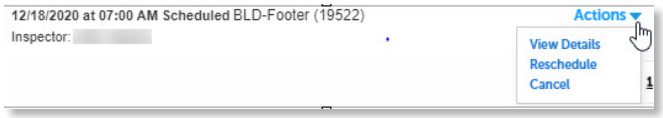
1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



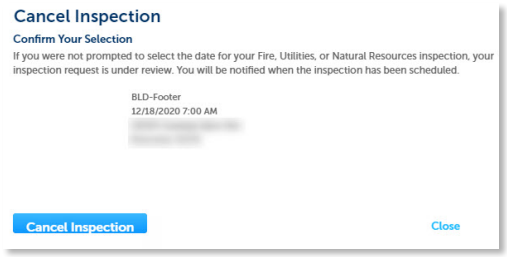
2) Select **Inspections** from the **Record Info** menu option.



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



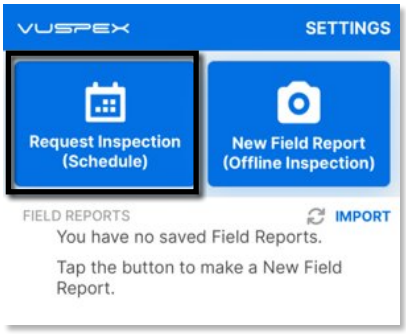
4) Select **Cancel Inspection**.



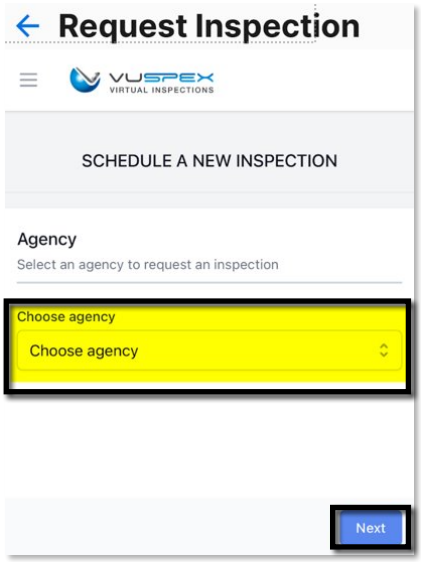
Request an In-Person Inspection using the VuSpex Go App

1) Open VuSpex GO app on your mobile device.

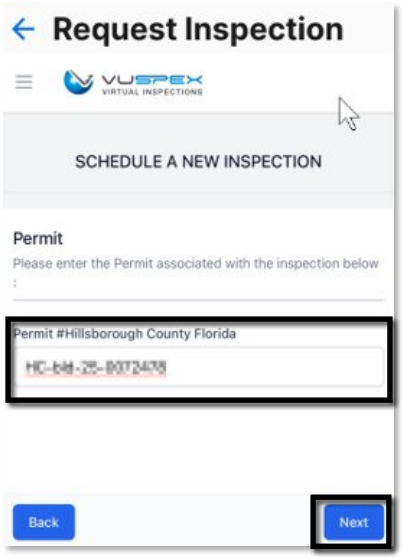
2) Select **Request Inspection (Schedule).**



Please note: *If you are using VuSpex within multiple jurisdictions, you will be prompted to choose an agency. Select* **Hillsborough County**, *then choose* **Next**.

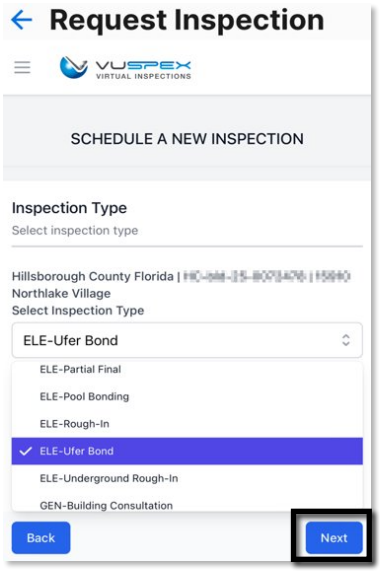


3) Tap in the Permit # field and enter the complete permit number record including dashes (-). For example, HC-BLD-23-0055555. Select **Next**.



4) Confirm the correct permit record number and address are displayed. If not, you will need to correct permit record number that was entered.

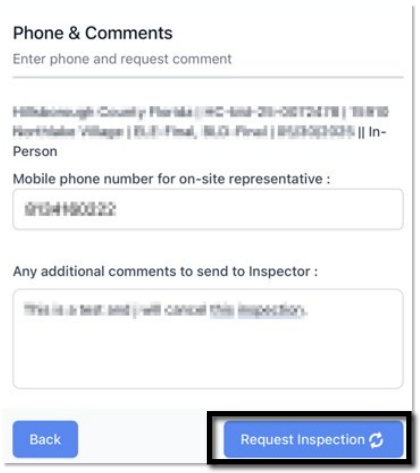
5) Select the inspection you wish to schedule from the Select Inspection Type drop down menu. Select **Next**.



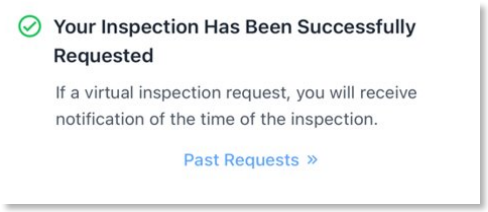
6) Select the **Inspection Date**, leaving the Inspection Mode set to In-Person. Select **Next**.



7) Confirm the mobile number and enter any additional comments to be sent to the inspector. Select **Request Inspection**.



8) You will receive a confirmation that your inspection has been requested.



Request and Submit a Virtual Inspection

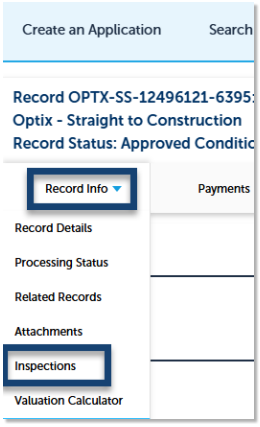
1) Visit HCFL.gov/VirtualInspections to learn how to request and submit virtual inspections.

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.



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

