



HillsGovHub

User Guide

Create Building Applications



Hillsborough
County Florida

SM

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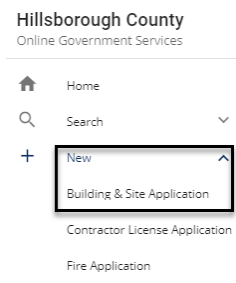
Create Plan on File – Master Record 23

Create Building Applications

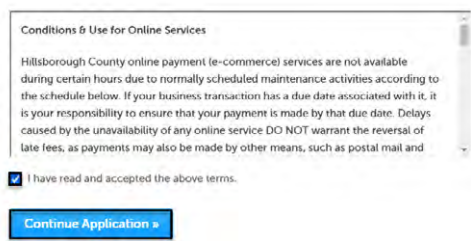
Create Commercial New Construction Applications

The Commercial New Construction record includes the option to submit building and site plans at the same time for review, when Straight to Construction is allowed. You will need to provide a complete set of "Approved for Construction" civil plans approved by the Site Intake Section or [Approved Verticle Plan Submittal Consent Letter](#).

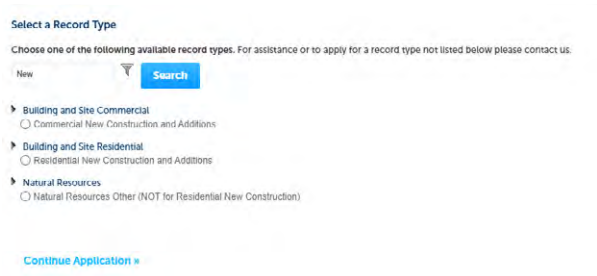
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Application**.



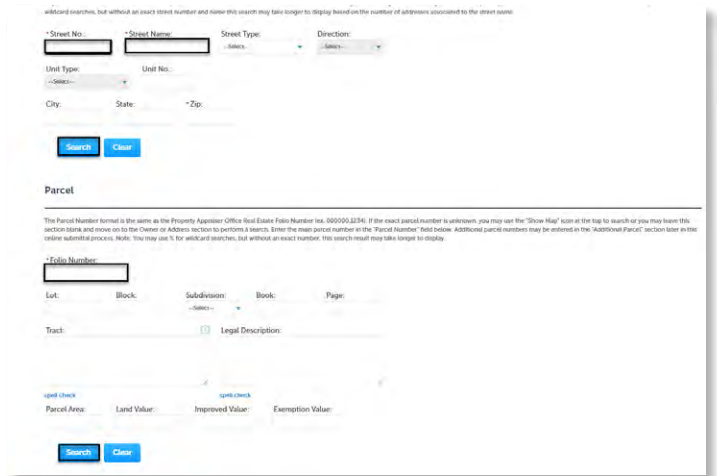
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



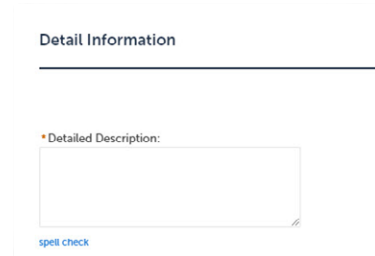
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'new' in the search box and select **Search** or select **Commercial New Construction and Additions** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.



- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.



- 9) Complete the application fields. Required fields are marked with a red asterisk.
 - If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment** form will be required before the permit will be issued.
 - The required fields in the Utilities section replace the fields previously needed on the Concurrency application. The Service Provider fields indicate whether or not the County is the Service Provider.
 - i. The Occupancy Type is populated from the Occupancy Type selected in the General Project Information section.
 - ii. Required fields are added to the application based on the Occupancy Type.
 - iii. The Flow Calculation field is populated based on the required utility fields.
- 10) Complete the custom lists, if applicable.

- Select **Add a Row** for the **Tree Removal** custom list if there is a tree removal. Complete the required fields and select **Submit**. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Utilities** custom list to add the fixture information if the project is in the Hillsborough County service area. The service area will be populated with HC in the Service Provider fields above. Complete the required fields and select **Submit**. The Total Fixture Value will auto-calculate based on the information entered in the Fixture Type, Fixture Value, and Number of Fixtures. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the **Record ID**. Repeat the steps to add additional rows as needed.

11) Select **Continue Application**.

12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.

13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.
- Look Up** - select an existing contact in the system.

14) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

Please Note: A License Professional is not required If the application is being submitted as an Owner-Builder. Licensed Professionals can be added prior to issuance utilizing the Add Contact-Contractor record.

15) Select **Continue Application** and review the application. If changes are needed, select Edit to edit the applicable section of the application.

16) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

Fee	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 5

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

17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

18) Select **View Receipt** to open the receipt.

19) Select **Upload Plans and Document**.

20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

21) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

22) Select the document type for each document and select **Upload and Validate**.

23) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending the size of the files. It is ok to close the window as an email will be sent once the processing is complete.

Name	Description	Type	Status	Uploaded By	Upload Date	Signature
Supporting Documentation.pdf	Supporting Documents		VALIDATED	Melissa Cheung	12/17/2020	
NOC.pdf	Notice of Commencement		VALIDATED	Melissa Cheung	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed		VALIDATED	Melissa Cheung	12/17/2020	

24) Select **Continue** once processing is complete.

Name	Description	Type	Status	Uploaded By	Upload Date	Signature
Supporting Documentation.pdf	Supporting Documents		PROCESSED	Melissa Cheung	12/17/2020	
NOC.pdf	Notice of Commencement		PROCESSED	Melissa Cheung	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed		PROCESSED	Melissa Cheung	12/17/2020	

25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

26) Select **Continue** to proceed to the **Review** page. Ensure that your application meets all of the [necessary requirements](#). Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Create Commercial Miscellaneous Applications

- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Commercial Application**.

- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Misc' in the search box and select **Search** or select **Commercial Miscellaneous Permit**. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

- 9) Complete the application fields. Required fields are marked with a red asterisk.

- If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment** form will be required before the permit will be issued.

- 10) Complete the custom lists, if applicable.

- Select **Add a Row** for the **Tree Removal** custom list if there is a tree removal. Complete the required fields and select **Submit**. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the **Record ID**. Repeat the steps to add additional rows as needed.

- 11) Select **Continue Application**.

- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.

- 13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.
- Look Up** - select an existing contact in the system.

- 14) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

Please Note: A License Professional is not required if the application is being submitted as an Owner-Builder. Licensed Professionals can be added prior to issuance utilizing the Add Contact-Contractor record.

- 15) Select **Continue Application** and review the application. If changes are needed, select Edit to edit the applicable section of the application.

- 16) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and 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 1-3 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**

- 17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

- 18) Select **View Receipt** to open the receipt.

- 19) Select **Upload Plans and Document**.

- 20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

- 21) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

- 22) Select the document type for each document and select **Upload and Validate**.

- 23) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending the size of the files. It is ok to close the window as an email will be sent once the processing is complete.

Name	Description	Type	Status	Uploaded by	Upload Date	Signature
Supporting Documentation.pdf		Supporting Documents	VALIDATED	Melissa Chong	12/17/2020	
NOC.pdf		Notice of Commencement	VALIDATED	Melissa Chong	12/17/2020	
Plans.pdf		Building Plans - Digitally Signed and Sealed	VALIDATED	Melissa Chong	12/17/2020	

Process Files

24) Select **Continue** once processing is complete.

Drag and drop files here

Files

Name	Description	Type	Status	Submitted by	Submitted Date	Thumbnail
Supporting Documentation.pdf	Supporting Documents	PROCESSED	Wendy Chong	12/07/2020		
NCC.pdf	Notice of Commencement	PROCESSED	Wendy Chong	12/07/2020		
Plans.pdf	Building Plans - Digitally Signed and Sealed	PROCESSED	Wendy Chong	12/07/2020		

Your files have been processed, you can proceed now to verify your items.

[Continue](#)

25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

PLAN

GE LEFT

1

Sheet number is required

Plans.pdf / Page 21

26) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents.

Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

General

Plan/Document Submitted # 1

Files

These are all the files that will be submitted with this package:

Name	Description	Type	Status	Submitted by	Submitted Date	Thumbnail
Supporting Documentation.pdf	Supporting Documents	PROCESSED	Wendy Chong	12/07/2020		
NCC.pdf	Notice of Commencement	PROCESSED	Wendy Chong	12/07/2020		
Plans.pdf	Building Plans - Digitally Signed and Sealed	PROCESSED	Wendy Chong	12/07/2020		

[Finish](#)

Create Commercial Building Alterations (Renovations) Applications

- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Commercial Application**.

Hillsborough County
Online Government Services

Home

Search

+ New

Building & Site Application

Contractor License Application

Fire Application

- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☒ I have read and accepted the above terms.

[Continue Application](#)

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Alt' in the search box and select **Search** or select **Commercial Building Alteration (Renovation)** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us:

Alt [Search](#)

☒ Building and Site Commercial

☐ Commercial Building Alteration (Renovations)

☐ Building and Site General

☐ Residential Access and Materials (Renovations)

☐ Building and Site Residential

☐ Residential Building Alteration (Renovations)

[Continue Application](#)

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

Address section, but without an exact street number and name this search may take longer to display based on the number of addresses associated to the street name.

Street No. Street Name Street Type Direction

Unit Type Unit No.

City State Zip

[Search](#) [Clear](#)

Parcel

The Parcel Number format is the same as the Property Appraiser Office Real Estate Index Number (e.g. 000000 000000 000000). If the exact parcel number is unknown, you may use the "Show Map" icon at the top to search or you may leave this section blank and move on to the Owner or Address and then to perform a search. Enter the exact parcel number in the "Parcel Number" field below. Additional parcel numbers may be entered in the "Additional Parcel" section later in this online submitted process. Note: You may use a lot number or address, but without an exact number, this search may take longer to display.

Parcel Number

Lot Block Subdivision Book Page

Tract Legal Description

Parcel Area Land Value Improved Value Exemption Value

[Search](#) [Clear](#)

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

Detail Information

* Detailed Description:

[spell check](#)

9) Complete the application fields. Required fields are marked with a red asterisk.

- If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment** form will be required before the permit will be issued.
- The required fields in the Utilities section replace the fields previously needed on the Concurrency application. The Service Provider fields indicate whether or not the County is the Service Provider.
 - The Occupancy Type is populated from the Occupancy Type selected in the General Project Information section.
 - Required fields are added to the application based on the Occupancy Type.
 - The Flow Calculation field is populated based on the required utility fields.

10) Complete the custom lists, if applicable.

- Select **Add a Row** for the **Tree Removal** custom list if there is a tree removal. Complete the required fields and select **Submit**. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the **Record ID**. Repeat the steps to add additional rows as needed.

11) Select **Continue Application**.

12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.

Step 1: Required information > Contact Information

License Applicant

Select "Select from Account" to select the contact associated to the login account or select "Add New" if you are entering the application for someone else. An applicant is required to submit the application.

Select from Account Add New

13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to

the account.

c. **Look Up** – select an existing contact in the system.

Contact List

TO ADD MULTIPLE CONTACTS:

Select "Select from Account" to select the contact tied to the login account.

Select the Contact Type.

Click on the "Continue" button.

Select "Look Up" to select a contact not associated to the login account.

Enter search criteria such as the email address.

Click on the "Look Up" button.

Select the Contact.

Click on the "Continue" button.

Select the License Type.

Click on the "Continue" button.

Select from Account Add New Look Up

Showing 0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Notes
No records found.						

Save and Resume later Continue Application

14) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

Licensed Professional List

TO ADD MULTIPLE LICENSED PROFESSIONALS:

Click on the "Look Up" button.

Enter search criteria such as the license number.

Click on the "Look Up" button.

Select one or more Licensed Professionals by placing a checkmark in the box next to Licensed Professional of interest.

Click on the "Continue" button.

Click on the "Look Up" button to add additional Licensed Professionals of a different License Type OR click on the "Continue Application" button to continue with the application.

Look Up

Please Note: A License Professional is not required if the application is being submitted as an Owner-Builder. Licensed Professionals can be added prior to issuance utilizing the Add Contact-Contractor record.

15) Select **Continue Application** and review the application. If changes are needed, select Edit to edit the applicable section of the application.

Step 2: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Save and Resume later Continue Application

Record Type

16) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or required. Enter quantities where applicable. The following screen will display your total fees.

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 1-3 of 3

Default - 1 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

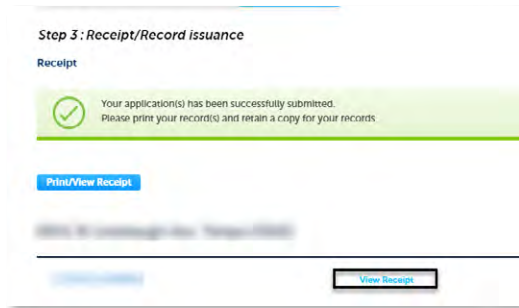
Utility Impact Fees Due

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

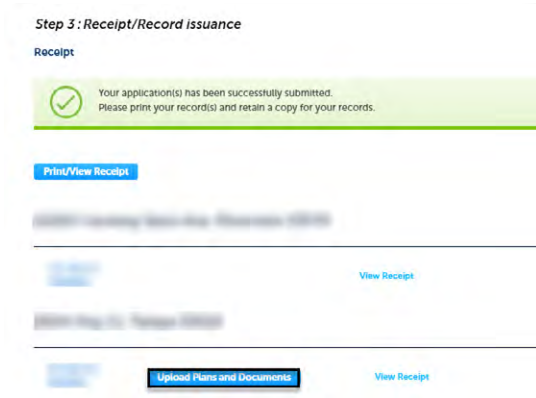
Required

Check Out Continue Shopping

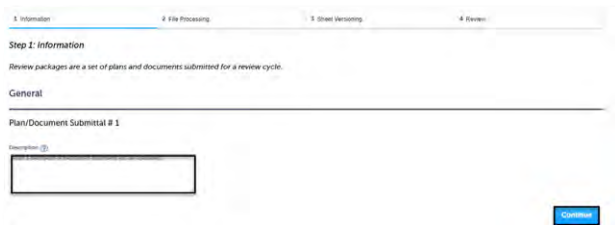
- 17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).
- 18) Select **View Receipt** to open the receipt.



- 19) Select **Upload Plans and Document**.

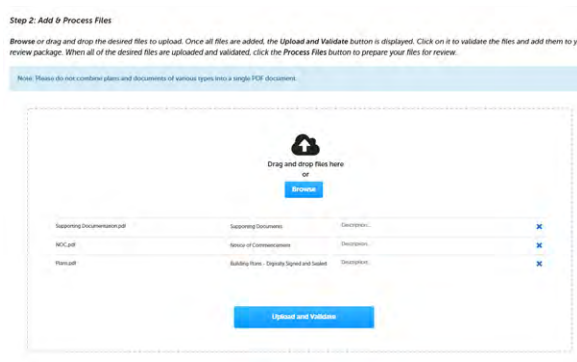


- 20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

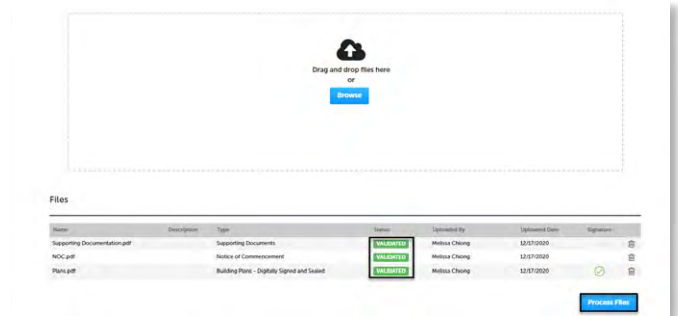


- 21) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

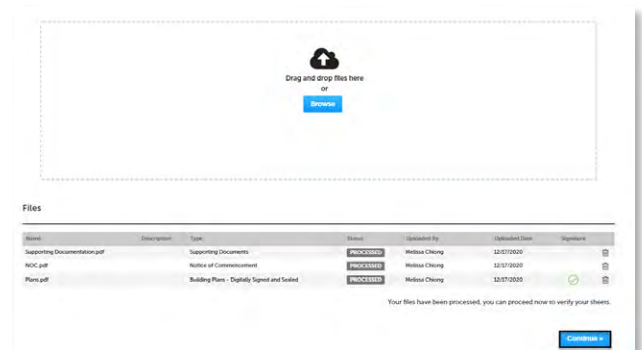
- 22) Select the document type for each document and select **Upload and Validate**.



- 23) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.



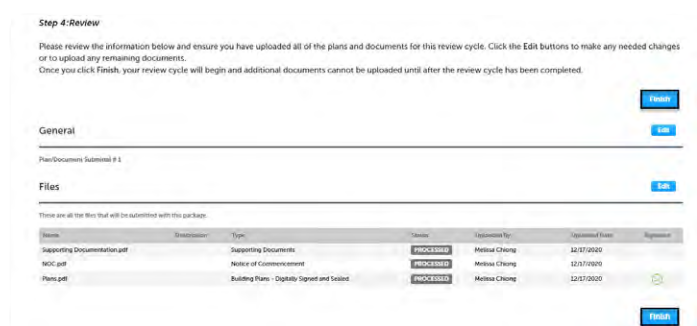
- 24) Select **Continue** once processing is complete.



- 25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

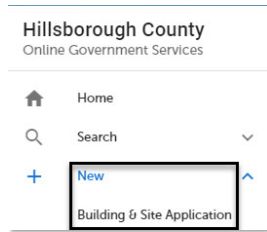


- 26) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

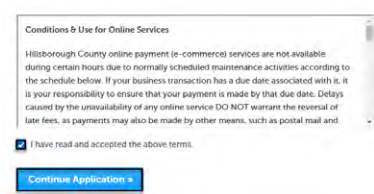


Create a Residential New Construction Application

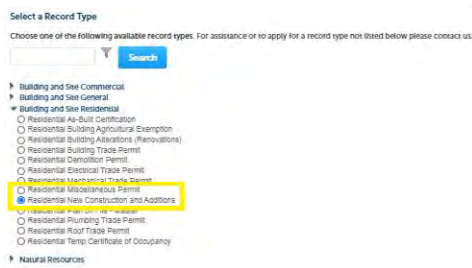
- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.



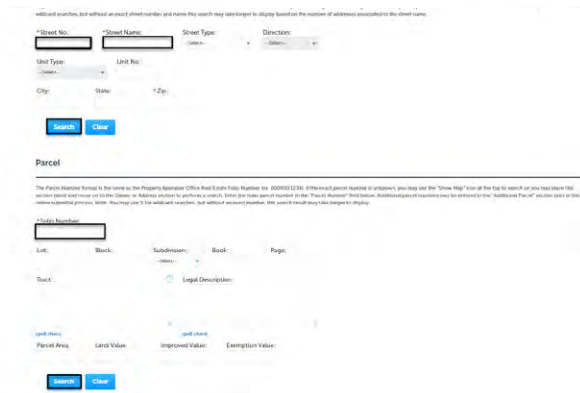
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



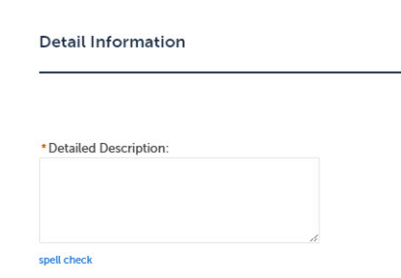
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'new' in the search box and select **Search** or select **Residential New Construction and Additions** from the **Building and Site Residential** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



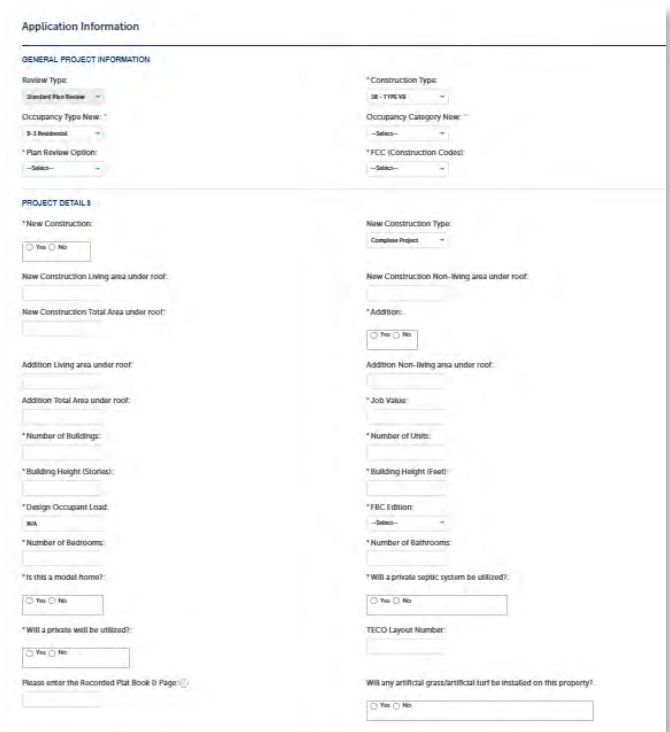
- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.



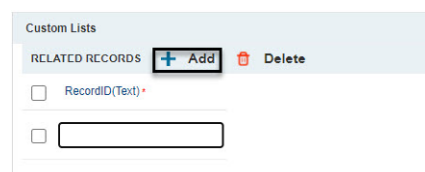
- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.



- 9) Complete the **Application Information** fields. Required fields are marked with a red asterisk.



- If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment form** will be required before the permit will be issued.
- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.



- 11) Select **Continue Application** to proceed to the **Contact Information** page.

- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
- Select from Account** - select a contact associated to the account.
 - Add New** - add a new contact not associated to the account.

- 13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** should be selected first.
- Select from Account** - select a contact associated to the account.
 - Add New** - add a new contact not associated to the account.
 - Look Up** - select an existing contact in the system.

- 14) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application. A License Professional is not required to submit the application.

- 15) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

- 16) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

- 17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).
- 18) Select **View Receipt** to open the Receipt.

- 19) Select **Upload Plans and Document** to submit the project plans.

- 20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

- 21) Drag and drop file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

- 22) Select the document type of each document and select **Upload and Validate**.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

- 23) Select **Process Files** after the file validation is complete. The document status will update to 'VALIDATED' once complete. The processing step may take some time depending on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.

- 24) Select **Continue** once the processing is complete.

- 25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a table of contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

- 26) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

General **Edit**

Plan/Document Submittal # 1

Files **Edit**

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Supporting Documentation.pdf	Supporting Documents	Supporting Documents	PROCESSED	Melissa Cheong	12/17/2020	
NDC.pdf	Notice of Commencement	Notice of Commencement	PROCESSED	Melissa Cheong	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed	Building Plans - Digitally Signed and Sealed	PROCESSED	Melissa Cheong	12/17/2020	

Finish

Create a Residential Miscellaneous Application

- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.

- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☒ I have read and accepted the above terms.

Continue Application

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Misc' in the search box and select **Search** or select **Residential Miscellaneous Permit** from the **Building and Site Residential** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us

Misc **Search**

- Building and Site Commercial
 - ☐ Commercial Miscellaneous Permit
- Building and Site Residential
 - ☐ Residential Miscellaneous Permit

Continue Application

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.

- 9) Complete the **Application Information** fields. Required fields are marked with a red asterisk.

- If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment form** will be required before the permit will be issued.

- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.

- 11) Select **Continue Application** to proceed to the **Contact Information** page.

- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
- Select from Account** - select a contact associated to the account.
 - Add New** - add a new contact not associated to the account.

- 13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** should be selected first.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.
- Look Up** - select an existing contact in the system.

- 14) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application. A License Professional is not required to submit the application.

- 15) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

- 26) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Create a Residential Building Alterations (Renovations) Application

- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.

- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Alt' in the search box and select **Search** or select **Residential Building Alterations (Renovations)** from the **Building and Site Residential** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.

- 9) Complete the **Application Information** fields. Required fields are marked with a red asterisk.

- If you selected to submit the application as an Owner-Builder, an **Owner-Builder Acknowledgment form** will be required before the permit will be issued.

- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.

The screenshot shows a 'Custom Lists' interface. Under the 'RELATED RECORDS' section, there is a table with two rows. The first row has a checkbox and the text 'RecordID(Text)'. The second row has a checkbox and an empty text input field. Above the table, there are '+ Add' and 'Delete' buttons. The 'Add' button is highlighted with a black box.

- 11) Select **Continue Application** to proceed to the **Contact Information** page.

- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.

The screenshot shows the 'Step 1: Required information - Contact information' page. Under the 'License Applicant' section, there is a message: 'Select "Select from Account" to select the contact associated to the login account to select "Add New" if you are adding the applicant for the business who is not associated to the login account.' Below this message are two buttons: 'Select from Account' and 'Add New'.

- 13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** should be selected first.

- Select from Account** - select a contact associated to the account.
- Add New** - add a new contact not associated to the account.
- Look Up** - select an existing contact in the system.

The screenshot shows the 'Contact List' page. It includes instructions for adding multiple contacts: 'Select "Select from Account" to select the contact linked to the login account', 'Select the Contact Type (Click on the "Continue" button)', 'Select "Look Up" to select a contact not associated to the login account', 'Enter search criteria such as the email address', 'Click on the "Look Up" button', 'Select the Contact', 'Click on the "Continue" button', 'Select the Contact Type', and 'Click on the "Continue" button'. Below the instructions are three buttons: 'Select from Account', 'Add New', and 'Look Up'. Below these buttons is a table with the following columns: 'Full Name', 'Business Name', 'Contact Type', 'Work Phone', 'Fax', 'E-mail', and 'Action'. The table currently shows 'No records found'. At the bottom of the page are two buttons: 'Save and resume later' and 'Continue Application'.

- 14) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application. A License Professional is not required to submit the application.

The screenshot shows the 'Licensed Professional' page. It includes instructions for adding multiple licensed professionals: 'Click on the "Look Up" button', 'Enter search criteria such as the license number', 'Click on the "Look Up" button', 'Select one or more Licensed Professionals by placing a checkmark in the box next to Licensed Professional(s) of interest', 'Click on the "Continue" button', and 'Click on the "Look Up" button to add additional Licensed Professionals of a different License Type. Or click on the "Continue Application" button to continue with the application.' Below the instructions is a 'Look Up' button.

- 15) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

The screenshot shows the 'Step 2: Review' page. It includes a message: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this message are two buttons: 'Save and resume later' and 'Continue Application'.

- 16) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.

The screenshot shows the 'Step 4: Pay Fees' page. It includes a message: 'Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.' Below this message is a table titled 'Application Fees' with the following columns: 'Fees', 'Qty', and 'Amount'. The table has one row: 'Commercial Low Voltage (Burglar Alarm)' with a quantity of '3' and an amount of '\$195.00'. Below the table, the 'TOTAL FEES: \$195.00' is displayed. A note states: 'Note: This does not include additional inspection fees which may be assessed later.' At the bottom of the page are two buttons: 'Check Out' and 'Continue Shopping'.

- 17) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

- 18) Select **View Receipt** to open the Receipt.

The screenshot shows the 'Step 3: Receipt/Record issuance' page. It includes a message: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this message is a button: 'Print/View Receipt'. Below the button is a blurred image of a receipt. At the bottom right of the page is a 'View Receipt' button.

- 19) Select **Upload Plans and Document** to submit the project plans.

The screenshot shows the 'Step 3: Receipt/Record issuance' page. It includes a message: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this message is a button: 'Print/View Receipt'. Below the button is a blurred image of a receipt. At the bottom right of the page is a 'View Receipt' button. At the bottom left of the page is an 'Upload Plans and Documents' button.

- 20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Plan/Document Submittal # 1

Description (P)

Continue

- 21) Drag and drop files(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

- 22) Select the document type of each document and select **Upload and Validate**.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or

Upload and Validate

Name	Description	Type	Status	Submitted By	Submitted Date	Signature
Supporting Documentation.pdf	Supporting Documents	Document	PROCESSED	Medusa Chong	12/17/2020	
NOC.pdf	Notice of Commencement	Document	PROCESSED	Medusa Chong	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed	Document	PROCESSED	Medusa Chong	12/17/2020	

Process Files

- 23) Select **Process Files** after the file validation is complete. The document status will update to 'VALIDATED' once complete. The processing step may take some time depending on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.

Files

Name	Description	Type	Status	Submitted By	Submitted Date	Signature
Supporting Documentation.pdf	Supporting Documents	Document	PROCESSED	Medusa Chong	12/17/2020	
NOC.pdf	Notice of Commencement	Document	PROCESSED	Medusa Chong	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed	Document	PROCESSED	Medusa Chong	12/17/2020	

Process Files

- 24) Select **Continue** once the processing is complete.

Files

Name	Description	Type	Status	Submitted By	Submitted Date	Signature
Supporting Documentation.pdf	Supporting Documents	Document	PROCESSED	Medusa Chong	12/17/2020	
NOC.pdf	Notice of Commencement	Document	PROCESSED	Medusa Chong	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed	Document	PROCESSED	Medusa Chong	12/17/2020	

Your files have been processed, you can proceed now to verify your client.

Continue

- 25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a table of contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

Sheet number

Sheet number is required - check title block(s)

Plans.pdf / Page 21

- 26) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit button to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

General

Plan/Document Submittal # 1

Files

There are all the files that will be submitted with this package.

Name	Description	Type	Status	Submitted By	Submitted Date	Signature
Supporting Documentation.pdf	Supporting Documents	Document	PROCESSED	Medusa Chong	12/17/2020	
NOC.pdf	Notice of Commencement	Document	PROCESSED	Medusa Chong	12/17/2020	
Plans.pdf	Building Plans - Digitally Signed and Sealed	Document	PROCESSED	Medusa Chong	12/17/2020	

Finish

Create Trade Applications

The steps listed below provide instructions to submit a trade application. The Commercial Building trade has been selected as an example, however the process for all trade applications is the same, simply select the appropriate trade permit type in step 5.

- Log in to the [portal](#).
- Select **New** from the left menu and select **Building & Site Application**.

Hillsborough County
Online Government Services

Home

Search

New

Building & Site Application

Contractor License Application

Fire Application

- Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

Conditions & Use for Online Services

Hillsborough County online payment (e-commerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by the unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and

☒ I have read and accepted the above terms.

Continue Application

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'trade' in the search box and select **Search** or select **Commercial Building Trade** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

- 9) Complete the application fields. Required fields are marked with a red asterisk.

- 10) Complete the custom list, if applicable.

- Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record

for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the Record ID. Repeat the steps to add additional rows as needed.

- 11) Select **Continue Application**.

- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.

- 13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

- a. **Select from Account** - select a contact associated to the account.
- b. **Add New** - add a new contact not associated to the account.
- c. **Look Up** - select an existing contact in the system.

- 14) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

Please note: A License Professional is not required if the application is being submitted as an Owner-Builder.

- 15) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

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

Please Note: If the application is submitted as an Owner-Builder an Owner-Builder Acknowledgment form will be required before the permit will be issued.

- 17) Select **Continue** once the file upload is complete.

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

- 19) Select **Continue Application** to review the application.

- 20) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

- 21) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

- 22) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

- 23) Select **View Receipt** to open the receipt.

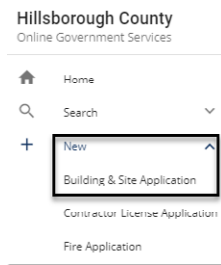
Create Roof Trade Applications

The steps listed below provide instructions to submit a roof trade application. The Commercial Roof trade application has been selected as an example, however the process for the Residential Roof Trade is the same.

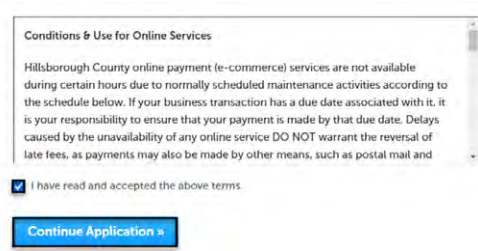
Please note: Roof trade permits are not required for mobile homes.

- 1) Log in to the [portal](#).

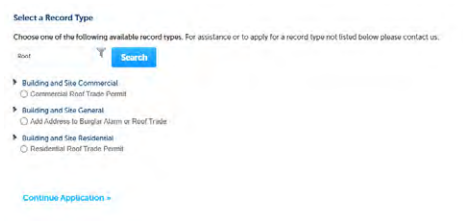
- 2) Select **New** from the left menu and select **Building & Site Application**.



- 3) Review the **'Conditions & Use for Online Services'** and select the box next to 'I have read and accepted the above terms' to accept.



- 4) Select **'Continue Application'** to proceed to the **'Select a Record Type'** page.
- 5) Enter 'roof' in the search box and select **'Search'** or select **'Commercial Roof Trade'** from the **'Building and Site Commercial'** menu. Select the circle next to the application type and select **'Continue Application'** to proceed to **'Application Information'** page.



- 6) Enter the **'Street No.'** and **'Street Name'** for the property in the address section and select **'Search'** or enter the **'Folio Number'** and select **'Search'**.

- 7) Select **'Continue Application'** to proceed to the **'Application Detail'** page.
- 8) Enter the detailed description of the application in the **'Detailed Information'** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.

- 9) Complete the application fields. Required fields are marked with a red asterisk.

Please note: If a number greater than one building is entered, individual applications will be created after payment is submitted.

- 10) Complete the custom list, if applicable.

- Select **'Add a Row'** for the **'Related Records'** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **'Add a Row'** and add the Record ID. Repeat the steps to add additional rows as needed.

- 11) Select **'Continue Application'**.

- 12) Select the contact information for the **'Applicant'** by selecting from the account or adding a new contact.

- 'Select from Account'** - select a contact associated to the account.
- 'Add New'** - add a new contact not associated to the account.

- 13) Add additional contacts to the application, if applicable, by selecting **'Select from Account'**, **'Add New'**, or **'Look Up'**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **'Look Up'** should be selected first.

- 'Select from Account'** - select a contact associated to the account.

- b. **'Add New'** - add a new contact not associated to the account.
- c. **'Look Up'** - select an existing contact in the system.

- 14) Select **'Look Up'** to search and add Licensed Professional(s) to the application. It is necessary to have the either the name or license number of the Licensed Professional(s).

Please note: A License Professional is not required if the application is being submitted as an Owner-Builder.

- 15) Select **'Add'** in the **'Attachment'** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

- 16) Select **'Add', 'Browse for file',** and select **'Open'.**

Please Note: If the application is submitted as an Owner-Builder an Owner-Builder Acknowledgment form will be required before the permit will be issued.

- 17) Select **'Continue'** once the file upload is complete.

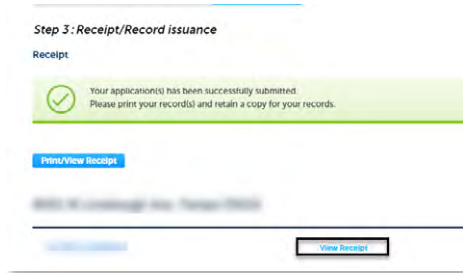
- 18) Select the document **'Type'** from the drop-down list, enter a description, and select **'Save'**. Repeat for each document added.

- 19) Select **'Continue Application'** to review the application.

- 20) Review the application. If changes are needed, select **'Edit'** to edit the applicable section of the application.

- 21) Select **'Continue Application'** to proceed to the **'Pay Fees'** page. Review the fees and select **'Check Out'.**

- 22) Select **Check Out** to proceed to payment processing page and [complete your payment](#).
- 23) Select **'View Receipt'** to open the receipt.



- 24) Select the hyperlink for the **'Record ID'** to view the related records if the number of buildings entered was greater than 1.
- 25) Select **'Related Records'** from the **'Record Info'** menu.

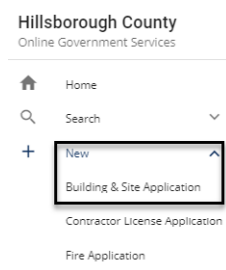
Record Number	Record Type
HC-BTR-23-0137044	Commercial Roof Trade Permit
HC-BTR-23-0137044-1	Commercial Roof Trade Permit
HC-BTR-23-0137044-2	Commercial Roof Trade Permit

Please note: To add addresses to the additional buildings, please submit an 'Add an Address to Burglar Alarm or Roof Trade' application.

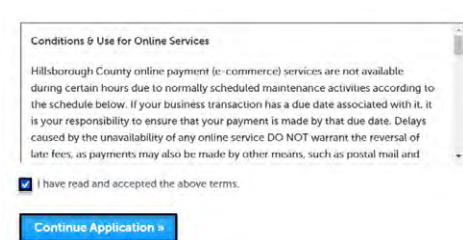
Create Plan on File – Master Record

The steps listed below provide instructions to submit the master Residential plan on file.

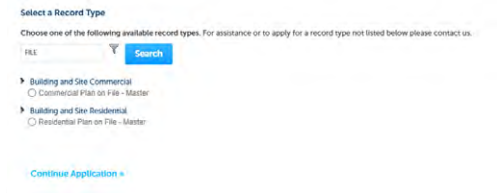
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Application**.



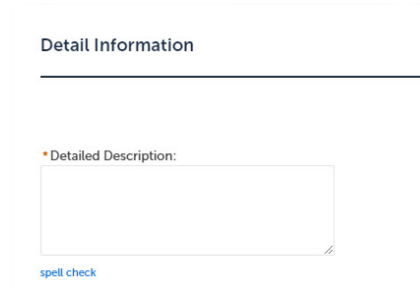
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



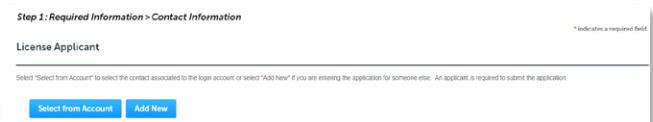
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'file' in the search box and select **Search** or select **Residential Plan on File - Master** from the **Building and Site Residential** menu or **Commercial Plan on File - Master** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.



- 7) Complete the application fields. Required fields are marked with a red asterisk.
- 8) Select **Continue Application**.
- 9) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.



- 10) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.

- c. **Look Up** – select an existing contact in the system.

Contact List

TO ADD MULTIPLE CONTACTS:

- Select "Select from Account" to select the contact tied to the login account.
- Select the Contact Type.
- Click on the "Continue" button.
- Select "Lookup" to select a contact not associated to the login account.
- Enter search criteria such as the email address.
- Click on the "Look Up" button.
- Select the Contact.
- Click on the "Continue" button.
- Select the Contact Type.
- Click on the "Continue" button.

Showing 0-0 of 0

First Name	Last Name	Contact Type	Phone Number	Cell	Home	Work
No records found						

[Select from Account](#) [Add New](#) [Look Up](#)

[Save and resume later](#) [Continue Application](#)

- 11) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

Step 2: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

[Save and resume later](#) [Continue Application](#)

Record Type

- 12) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Linear quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty	Amount
Plans On File - Master Set (if residential)	1	\$125.00

TOTAL FEES: \$125.00

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

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

- 13) Select **Check Out** to proceed to payment processing page and [complete your payment](#).

- 14) Select **View Receipt** to open the receipt.

Step 3: Receipt/Record issuance

Receipt

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

[Print/View Receipt](#)

[View Receipt](#)

- 15) Select **Upload Plans and Document**.

Step 3: Receipt/Record issuance

Receipt

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

[Print/View Receipt](#)

[View Receipt](#)

[Upload Plans and Documents](#) [View Receipt](#)

- 16) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

Step 2: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Plan/Document Submittal # 1

Description

[Continue](#)

- 17) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

- 18) Select the document type for each document and select **Upload and Validate**.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

Supporting Documentation.pdf	Supporting Documents	Documents
MOC.pdf	Notice of Commencement	Documentation
Plan.pdf	Building Plans - Digitally Signed and Sealed	Documentation

[Upload and Validate](#)

- 19) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending the size of the files. It is ok to close the window as an email will be sent once the processing is complete.

Files

Name	Description	Type	Status	Submitted By	Submission Date	Signature
Supporting Documentation.pdf	Supporting Documents		PROCESSING	Melissa Cheung	11/17/2020	
MOC.pdf	Notice of Commencement		PROCESSING	Melissa Cheung	11/17/2020	
Plan.pdf	Building Plans - Digitally Signed and Sealed		PROCESSING	Melissa Cheung	11/17/2020	

[Process Files](#)

- 20) Select **Continue** once processing is complete.

Files

Name	Description	Type	Status	Submitted By	Submission Date	Signature
Supporting Documentation.pdf	Supporting Documents		PROCESSING	Melissa Cheung	11/17/2020	
MOC.pdf	Notice of Commencement		PROCESSING	Melissa Cheung	11/17/2020	
Plan.pdf	Building Plans - Digitally Signed and Sealed		PROCESSING	Melissa Cheung	11/17/2020	

Your files have been processed, you can proceed now to verify your sheets.

[Continue](#)

- 21) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.



- 22) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

General [Edit](#)

Plan/Document Submission # 1

Files [Add](#)

Please use all the files that will be submitted with this package.

Filename	Original Name	Type	Status	Submitted By	Submission Date	Signature
Supporting Documentation.pdf	Supporting Documents	PROCESSED	Melissa Chiang	12/17/2020		
NOC.pdf	Notice of Commencement	PROCESSED	Melissa Chiang	12/17/2020		
Plans.pdf	Building Plans - Digitally Signed and Sealed	PROCESSED	Melissa Chiang	12/17/2020		

[Finish](#)