



HillsGovHub

User Guide

Create an exemption record



Hillsborough
County Florida

SM

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Request a Residential Building Permit Exemption

Non-structural work done on a single-family residence valued under \$7,500 would be exempt from requiring a permit. To qualify for the exemption, per FSS 553.79 (g), the property must be a single-family residence and the exemption applied for by the owner or owner’s contractor. A copy of the contract, or other documentation, indicating the scope and value of work must be submitted as supporting documents. The scope of work may not be divided into more than one project for the purpose of evading the requirements.

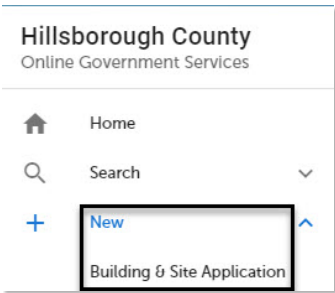
This exemption does not apply to any of the below:

- The value of work is \$7,500 or greater
- The property is partially or entirely located in a flood hazard area.
- The work includes electrical, plumbing, structural, mechanical or gas work

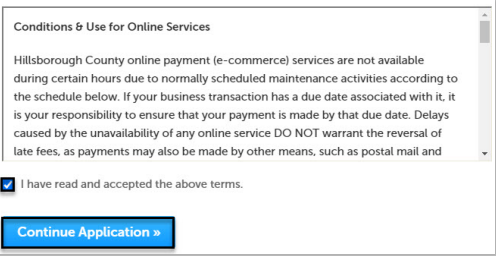
If it is determined the project does not meet the exemptions, a permit will be required.

Use the steps shown below to request your permit exemption.

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

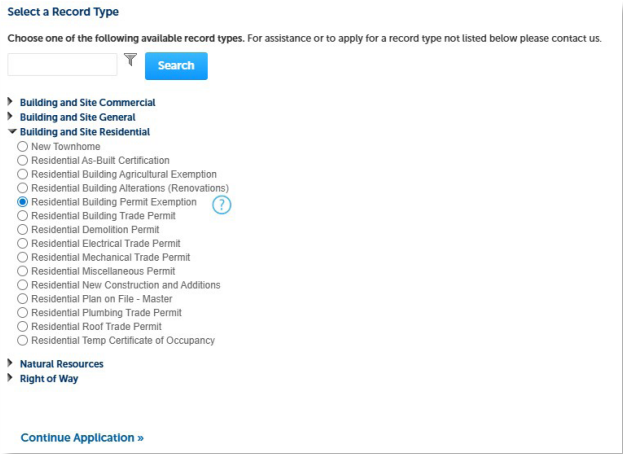


- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

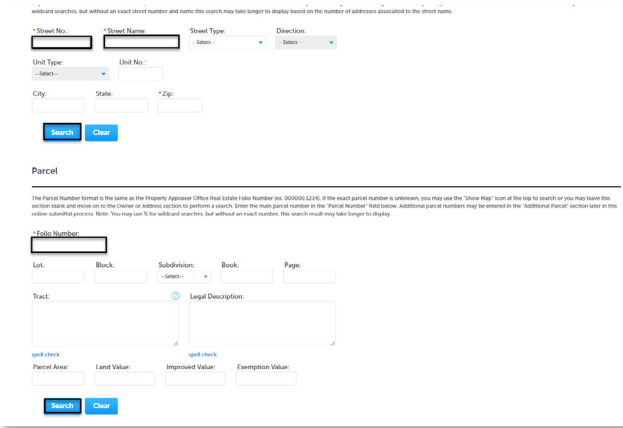


- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.

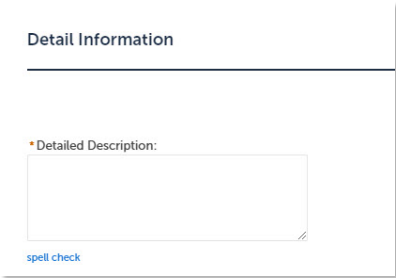
- 5) Enter 'permit exemption' in the search box and select **Search** or select **Residential Building Permit Exemption** from the **Building and Site Residential** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 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** and **Attestation** fields. Required fields are marked with a red asterisk.

Custom Fields

GENERAL PROJECT INFORMATION

* Construction Type:

SF - TYPE VB

Occupancy Type New:

R-3 Residential

PURPOSE DETAILS

* Total Project Value:

OWNER-BUILDER ACKNOWLEDGEMENT

Please indicate if you are the current owner of the property identified in this application and intend to act as the Contractor for this permit pursuant to the license exemption restrictions of the Florida Contractor Licensing Law, F.S. 489 :

☐ Yes
 ☒ No

ATTESTATIONS

- * Application is hereby made to obtain an exemption to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to comply with all applicable federal, state and local codes and laws regulating construction in Hillsborough County. Under penalty of perjury, provided for in Section 837.06, Florida Statutes, I declare that all the information included in this exemption application along with the construction plans and specs is true, accurate and complete. I understand that inclusion of false or misleading information will render this permit application null and void. I further attest that the Florida Construction Lien Law (F.S.713) summary statement, as published by the Florida Department of Business and Professional Regulation, will be made available to the property owner:

☐
- * Notification to owner: Owner checks the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. Hillsborough County and its staff DO NOT review for compliance with individual private deed restrictions and covenants during permit review. The issuance of an exemption by Hillsborough County signifies that the project is in compliance with the Florida Building Code. The issuance of an exemption DOES NOT ensure compliance with private deed restrictions or covenants. It is the property owner's responsibility to obtain other approvals or permits from other regulatory agencies having jurisdiction over the project.:

☐
- * An enforcing authority may not issue an exemption for any building construction, erection, alteration, modification, repair or addition unless the permit either includes on its face or there is attached to the permit the following statement: *NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.*:

☐
- * Any information included is not confidential and is subject to Public Record Laws of the State of Florida and will be provided upon request. Any information included cannot be deleted or retracted once submitted.:

☐
- * A local government has no legal duty to the owner, contractor, or successors or assigns thereof for exempted work performed under FSS 553.79.:

☐

Save and resume later

Continue Application >

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

Step 2: Application Information » Contact Information

* indicates a required field.

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](#)

- 12) 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.
 - 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.

Select from Account

Add New

Look Up

Showing 0-0 of 0

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

Save and resume later

Continue Application »

- 13) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application. A Licensed Professional is not required to submit the application provided it is being submitted by the owner. If a Licensed Professional is applying on behalf of the owner, a Licensed Professional contact is required.

Licensed Professional

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's 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](#)

- 14) Select **Continue Application** to proceed to the **Attachments** page.

- 15) Select **Add** to choose attachments to upload.

[illegible]

- 16) Select **Add** to browse for a file. Select your file and choose **Open**.

[illegible]

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

File Upload

The maximum file size allowed is 500 MB.

ade; adp; adp; chm; emel; ems; cpl; exe; hta; htm; html; ins; ipg; jar; js; jsx; lmk; mdic; mht; mhtml; msc; msp; msp; pdf; ser; scr; shb; sxs; vbi; vbs; vbs; wsc; wml; wml are disallowed file types to upload.

Supporting Documentation.pdf100%

Continue

Add

Remove All

Cancel

- 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** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If all looks correct, select **Continue Application**.

- 20) Your application has been submitted.

Request an Agricultural Exemption

If your building activities are normal and necessary to conduct bona fide agricultural operations in properly zoned areas, you can apply for an agricultural exemption from a building permit. Per Florida Statute 604.50, any nonresidential farm building, farm fence, or farm sign that is located on lands used for bona fide agricultural purposes is exempt from the Florida Building Code and any county or municipal code or fee, except for code provisions implementing local, state, or federal floodplain management regulations.

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

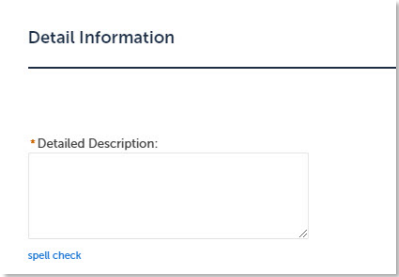
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'agricultural exemption' in the search box and select **Search**, select **Commercial Agricultural Exemption** from the **Building and Site Commercial Exemption** menu, or select **Residential Agricultural Exemption** 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.

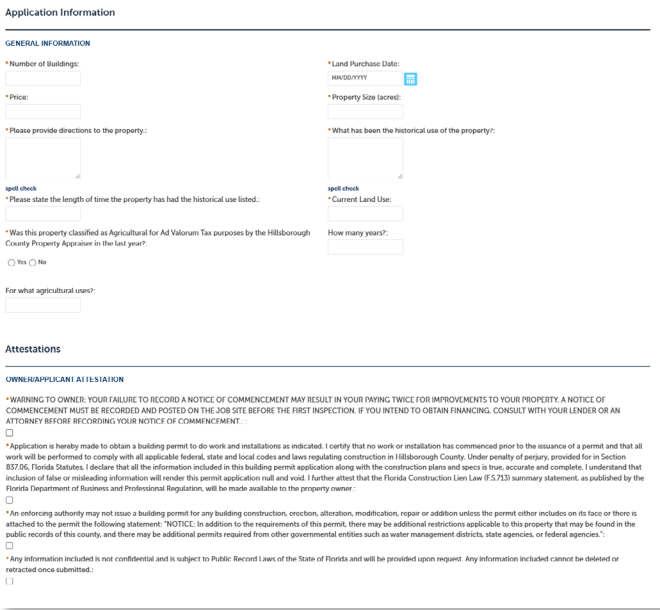
- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.

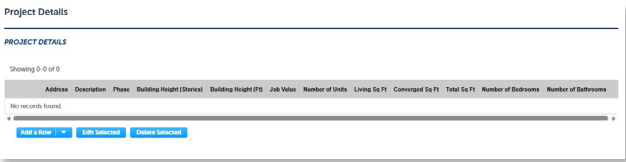
8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.



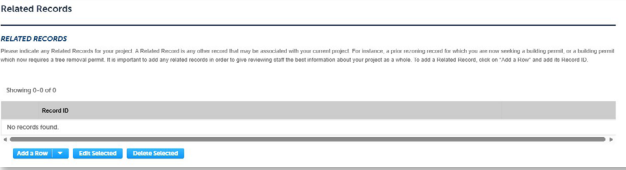
9) Complete the **Application Information** and **Attestation** fields. Required fields are marked with a red asterisk.



10) Select **Add a Row** for any additional **Project Details** to be added.

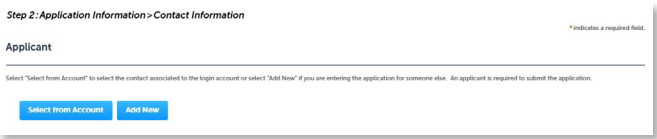


11) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.

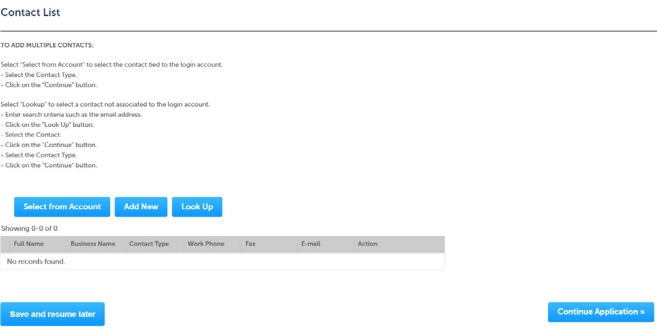


12) Select **Continue Application** to proceed to the **Contact Information** page.

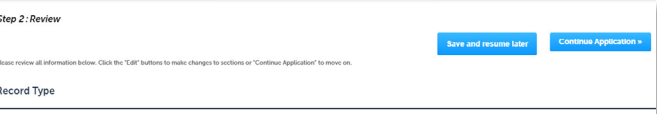
- 13) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
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 - b. **Add New** - add a new contact not associated to the account.
 - c. **Look Up** - select an existing contact in the system.



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



16) Your application has been submitted.

