



HillsGovHub

User Guide

Create Contractor License Applications



Hillsborough
County Florida

SM

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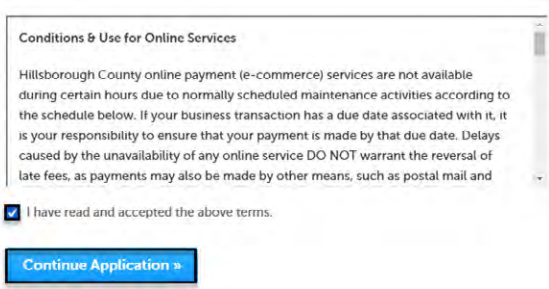
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Create a Local Specialty License Application

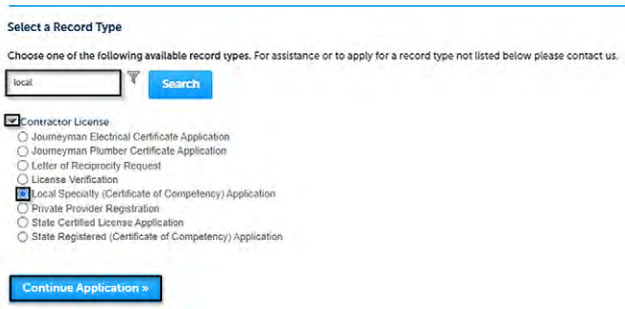
Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all [necessary requirements](#).

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

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



- 3) Enter 'local' in the search box and select **Search** or select **Local Specialty (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



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

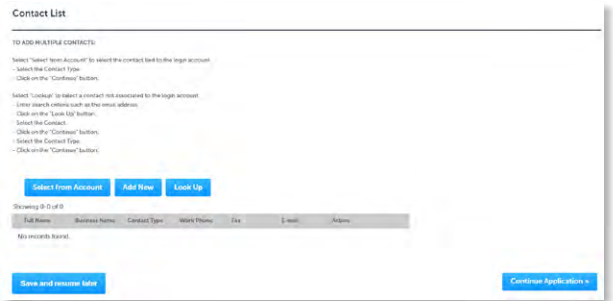
Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



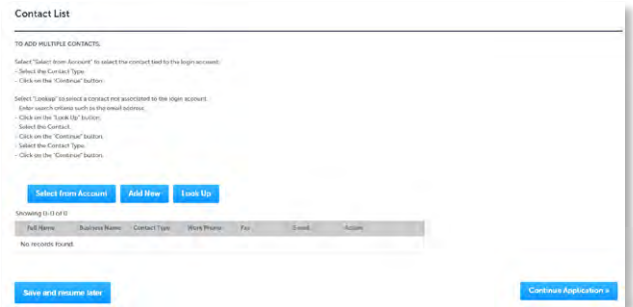
- 5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.



- 6) 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.
 - 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.



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

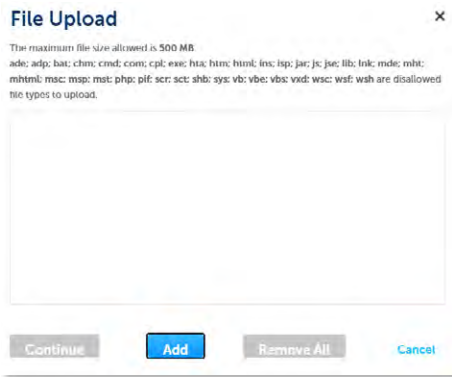


- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

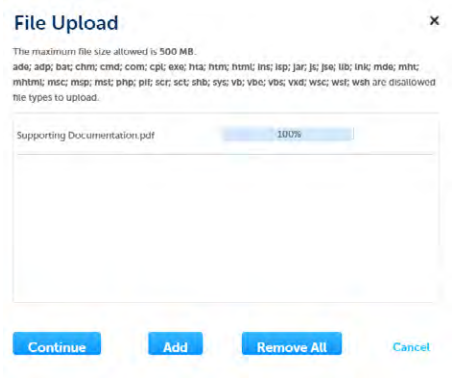


Note: Please ensure that you review the *Local Specialty instructions* and include all necessary attachments, including pages 6 & 7 of the instructions package.

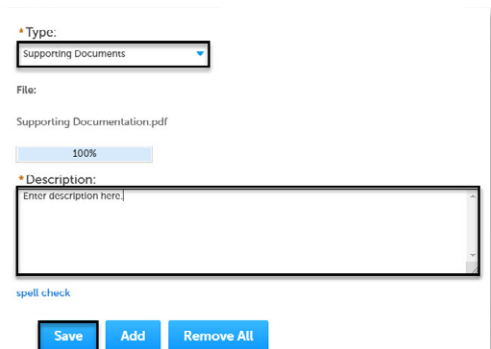
- 9) Select **Add, Browse for file**, and select **Open**.



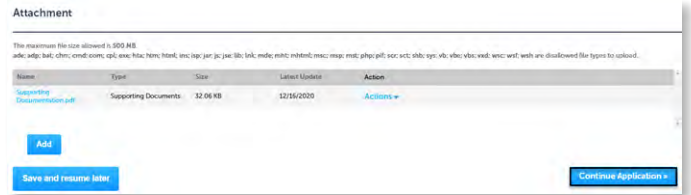
- 10) Select **Continue** once the file upload is complete.



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



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



- 13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.



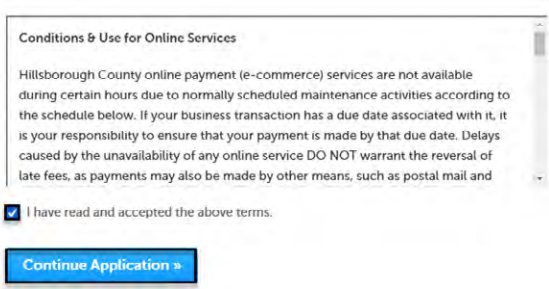
- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Create a State Registered License Application

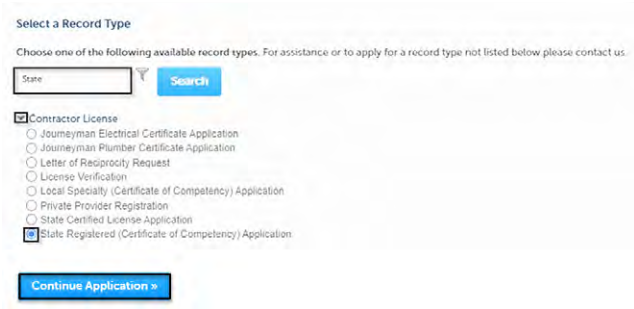
Prior to completing your application for a Local Specialty (Certificate of Competency) license, please review and familiarize yourself with all [necessary requirements](#).

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

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



- 3) Enter 'state' in the search box and select **Search** or select **State Registered (Certificate of Competency) Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



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

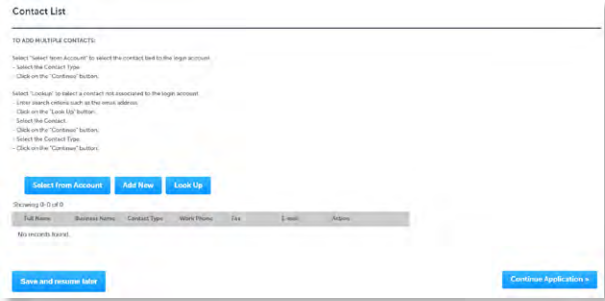
Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



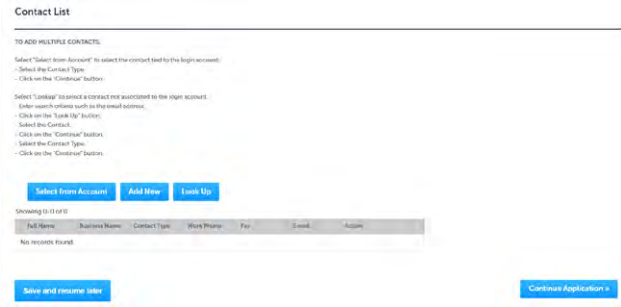
- 5) Select the contact information for the **License Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.



- 6) 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.
 - 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.



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

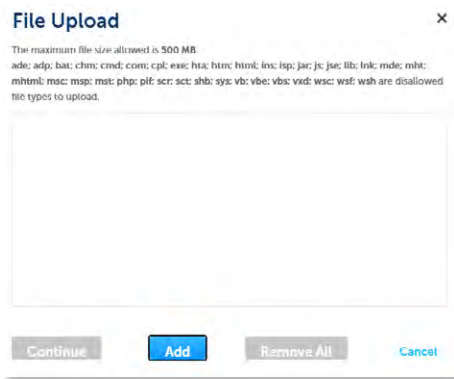


- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.

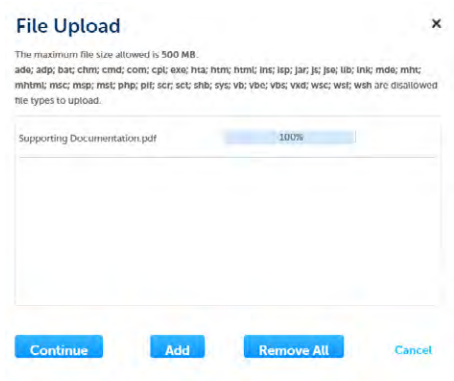


Note: Please ensure that you review the *State Registered instructions* and include all necessary attachments, including pages 6 & 7 of the instructions package.

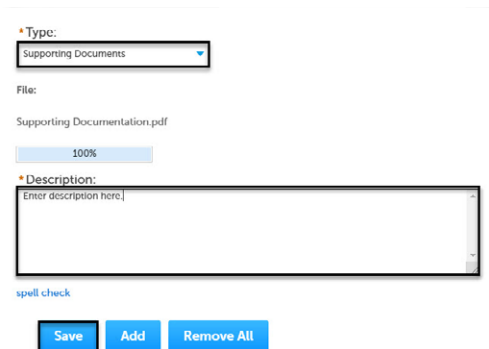
- 9) Select **Add, Browse for file**, and select **Open**.



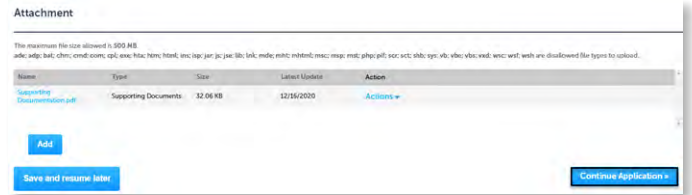
- 10) Select **Continue** once the file upload is complete.



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



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



- 13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.



- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Create a State Certified License Application

- 1) Select **New** from the left menu and select **Contractor License Application**.
- 2) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

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

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 >](#)

- 3) Enter 'state' in the search box and select **Search** or select **State Certified License Application** from the **Contractor License** 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.

state

Contractor License

- Journeyman Electrical Certificate Application
- Journeyman Plumber Certificate Application
- Letter of Reciprocity Request
- License Verification
- Local Specialty (Certificate of Competency) Application
- Private Provider Registration
- State Certified License Application
- State Registered (Certificate of Competency) Application

[Continue Application >](#)

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

Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.

APPLICANT ATTESTATION

**Journeyman Certificate of Competency Application Attestation: Application is hereby made to obtain a certificate of competency in the journeyman trade as indicated. I certify that I am employed to execute this application and will comply with all applicable state and local codes and laws regulating construction in Hillsborough County. Under penalty of perjury, provided for in Section 877.05, Florida Statutes, I declare that all information provided in this application, including all attached and independently submitted documents, is true, accurate, and complete. I understand that the inclusion of any false or misleading information will render this application null and void and may result in criminal penalty or administrative action, including suspension or revocation of any issued certificate of competency.

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

- 5) Select the contact information for the **License 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 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 select the applicant.

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

Note: The License Applicant contact must match the name on the State Certified license. If the names do not match, an update to the record will be required which will cause a delay in registration approval.

- 6) 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.
 - 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 NEW CONTACTS:

- Select "Select from Account" to select the contact used to login account.
- Select the Contact Type.
- Click on the "Continue" button.

Select "Add New" to select a contact not associated to the login account.

- Enter search criteria used 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 of 0

Full Name	Business Name	Contact Type	Birth Date	Sex	Email	Phone
No records found.						

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

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

Contact List

TO ADD NEW CONTACTS:

- Select "Select from Account" to select the contact used to login account.
- Select the Contact Type.
- Click on the "Continue" button.

Select "Add New" to select a contact not associated to the login account.

- Enter search criteria used 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](#)

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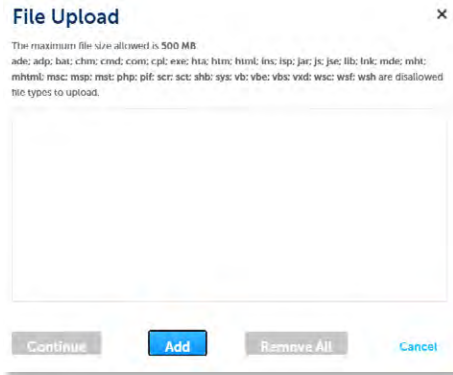
Full Name	Business Name	Contact Type	Birth Date	Sex	Email	Phone
No records found.						

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

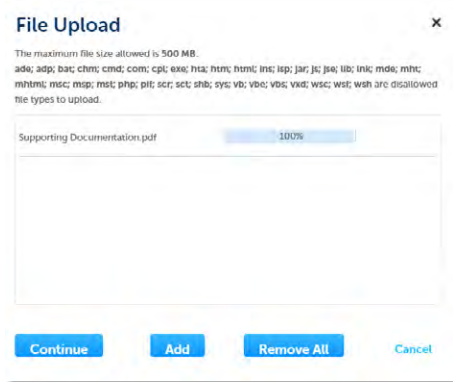
- 8) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



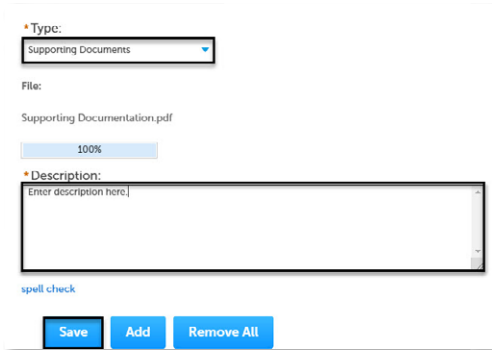
- 9) Select **Add, Browse for file**, and select **Open**.



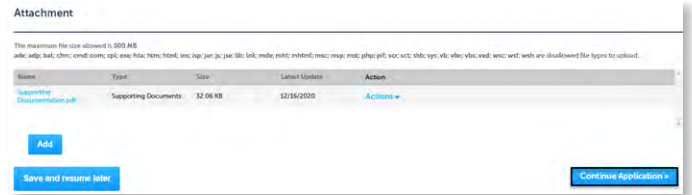
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- 11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



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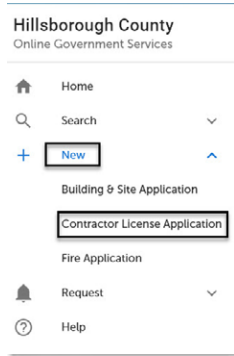


- 14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Create Journeyman Electrical or Plumbing Application

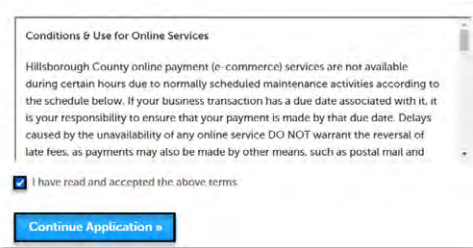
Prior to completing your application for a Journeyman license, please review and familiarize yourself with all [necessary requirements](#).

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

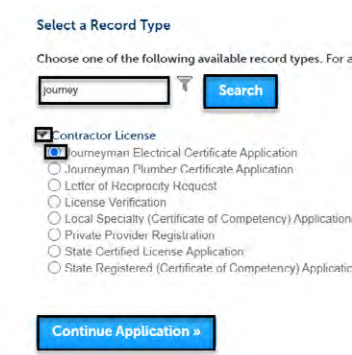


- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

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

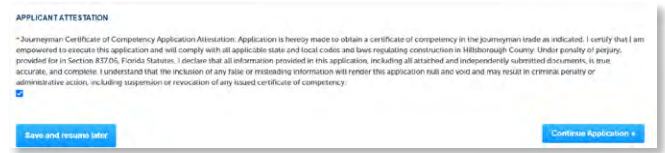


- 4) Enter 'journey' in the search box and select **Search** or select **Journeyman Electrical or Plumber Certificate - Application** from the **Contractor License** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

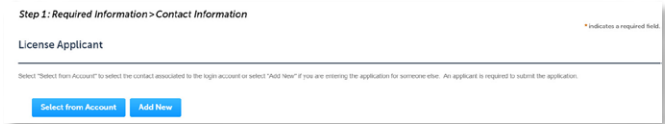


- 5) Complete the application fields. Required fields are marked with a red asterisk.

Select the checkbox to agree to the **Applicant Attestation** and select **Continue Application** to proceed to the **Contacts** page.



- 6) Select the contact information for the **License 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.

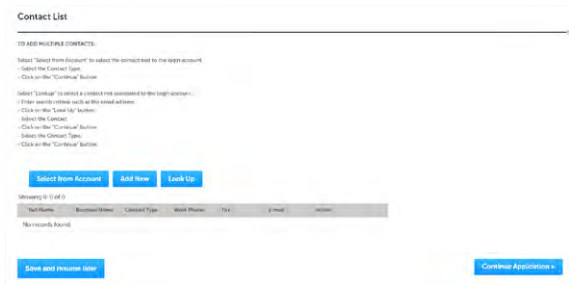


- 7) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record.

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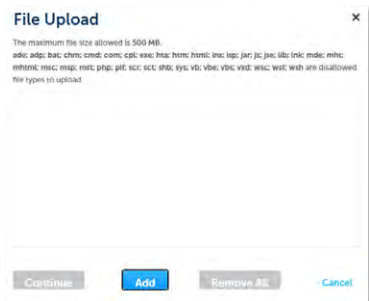


Note: Please ensure that you review the *Journeyman Electrical or Plumbing instructions* and include all necessary attachments.

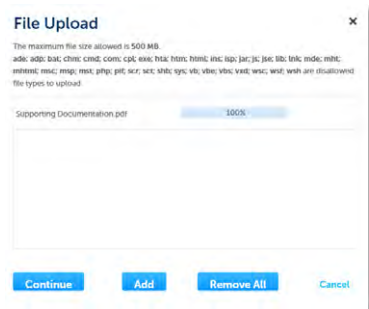
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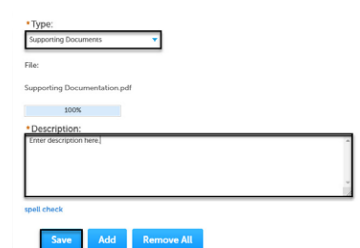
- 10) Select **Add, Browse for file**, and select **Open**.



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



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



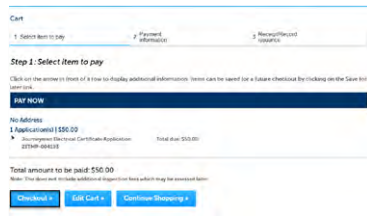
- 13) Select **Continue Application** to review the application.



- 14) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.



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



- 16) Select **Check Out** to proceed to payment processing page and **complete your payment**.