

HillsGovHub

User Guide

Search for Permits & Records

Hillsborough County Florida

Search for Permits & Records

There are many options for searching information.

- **General Search** – searches all system areas and returns results containing the search criteria entered and does not require logging in.

  Note: *If you are searching for a multi-parcel land development record, but are unsure of the main parcel used to create the record, use a General Search using any included parcel to locate the record.*

- **Record Search** – searches the specific area for the search criteria entered. Generally, does not require logging in, however, searching and viewing Contractor License Records will require logging in. If you don't have one already, you can register for a free account.

- **My Records** – searches records associated to the account holder and does require logging in.

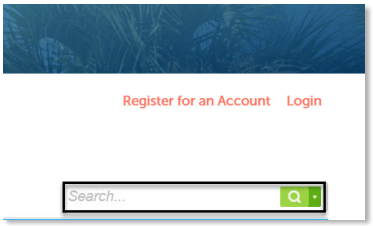
Note: *Although there are various types, a* ***Record*** *in HillsGovHub generally refers to all permit and license applications submitted.*

General Search

A General Search may be the easiest option for most searches as it **uses all information fields available and returns results from across all record types** (except License Records). You do not need to be logged in to perform a General Search.

1) Enter the search criteria in the **Search** box located at the top right-hand side of the page.

   Note: *Adding quotations around your search criteria may deliver more accurate results. For example,* "123 Main St" *instead of* 123 Main St.



2) Select enter on the keyboard or select the magnifying glass. The system will return the results.

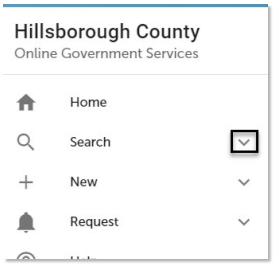
3) If the search does not return the expected results, please re-check the search criteria entered and repeat the steps.

   Note: *To search for As-Built records previously in the PGM Store (Optix) utilize the folio number*.

   Additional Note: *If you have a project ID from the previously used PGM Store (Optix) you can use it to perform a general search and locate all records related to that project.*

Record Search

1) Select **Search** from the menu located on the left-hand side of the screen.

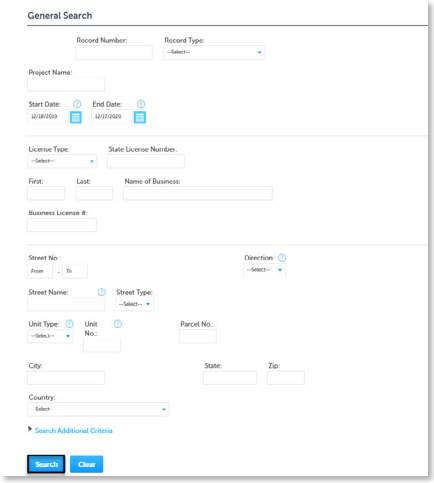


2) Select the type (Building & Site Records, Land Development Records, Fire Records, License Records).



Note: *Searching and viewing* **License Records** *will require logging in to your account.*

3) Enter the search criteria and select **Search**. The system will return the results.



Note: *When entering your search criteria the end date will default to the current date and the start date will default to exactly two years prior. If you know the dates you would like to search, please enter them accordingly.*

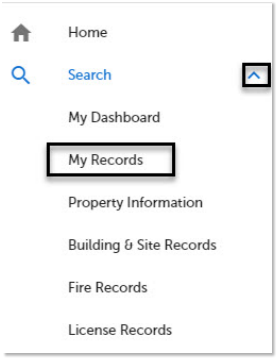
My Records

Searching **My Records** provides a quick and easy way to view your permit application status. You must be logged in to use this feature.

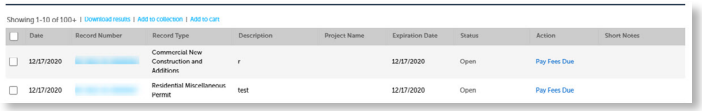
Note: *Records that were converted from the PGM Store (Optix) will not show up under My Records. Those records must be searched using one of the methods described above.*

1) Log in to the portal.

2) Select **Search** from the menu located on the left-hand side of the screen and select **My Records**. The list of records associated to the user account will be displayed. Records are listed by the date, but the sort order can be changed by clicking on the column title.



3) Select the '**Record Number**' to view the record or select the **Action** to perform the next required action.

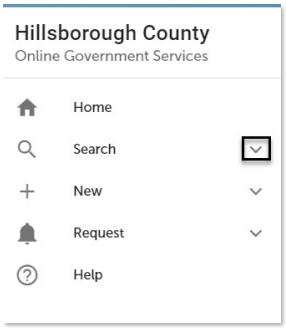


Contractor License Search

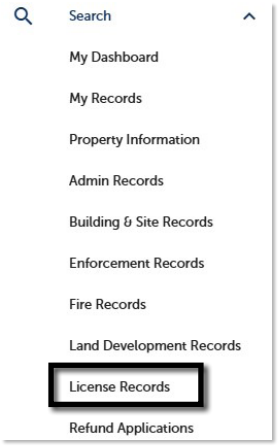
Searching **License Records** is an recommended step in consumer research prior to hiring a contractor. You must be logged in to use this feature.

1) Log in to the portal.

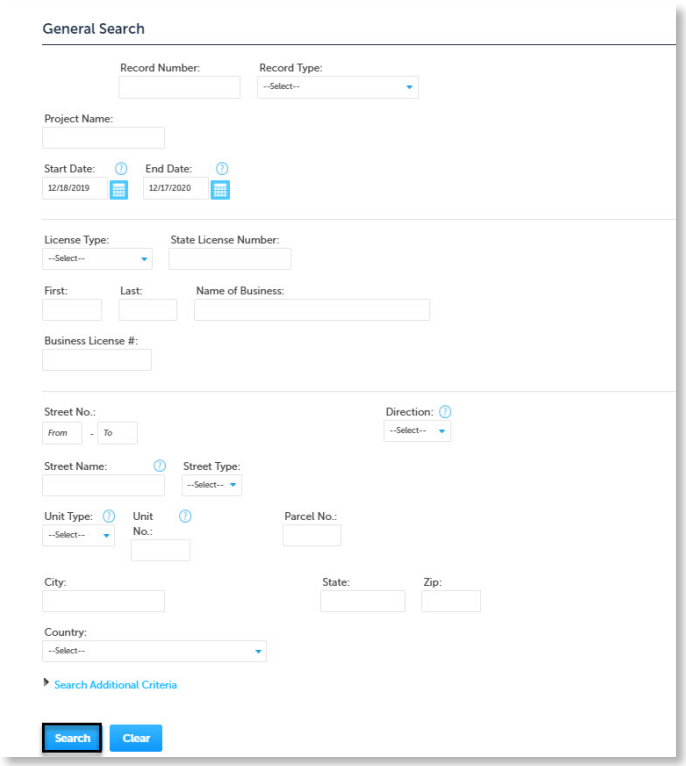
2) Select **Search** from the menu located on the left-hand side of the screen.



3) Select the type (License Records).



4) Enter the search criteria and select **Search**. The system will return the results.



Note: *When entering your search criteria the end date will default to the current date and the start date will default to exactly two years prior. If you know the dates you would like to search, please enter them accordingly or, to search the entire database, enter a start date of* **1/19/2021**.