

HillsGovHub
HillsGovHub Building
Applications and Permits



HillsGovHub Building Applications and Permits User Guide

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HillsGovHub

HillsGovHub Building Applications and Permits



Product Information

Specifications

- Product Name: Building Permit Extension and Re-Issue System
- Price: \$50.00
- Platform: HillsGovHub
- Fee: \$50.00

Product Usage Instructions

How to Extend Building Permit Applications & Re-Issue Expired Permits

1. Log in to the portal.
2. Select Search and My Records from the top menu bar.
3. Select Renew Application link under the Action column to initiate the renewal request.
4. Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.
5. Select Continue Application and review the application. If changes are needed, select Edit to edit the applicable section of the application.
6. Select Continue Application to proceed to the Pay Fee page. Review the fees and select Check Out.
7. Select Check Out to proceed to the payment processing page and complete your payment.
8. Select Print/View Receipt to open the Receipt.

Your request to extend the application has been submitted and will be reviewed by staff.

FAQ

- **Q: What is the fee for extending a building permit application?**
 - A: The fee for extending a building permit application is \$50.00.
- **Q: When can I request an extension for my building permit application?**
 - A: Typically, you can request an extension within 30 days of the expiration date for a permit.

Extend Building Permit

Applications & Re-Issue

Expired Permits

Extend Building Permit Applications & Re-Issue Expired Permits

Follow the instructions below to apply for a Building Permit Extension or re-issue an expired building permit application. When an application is eligible for extension, typically within 30 days of the expiration date for a permit, a link will appear to request an extension under the My Records menu in HillsGovHub. The fee is \$50.00.

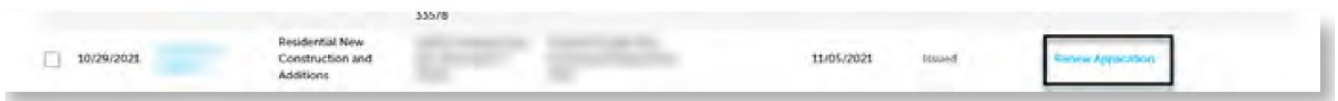
Complete Extension of Building Application

The steps listed below provide instructions on how to complete the Building Application Extension Process

1. Log in to the portal.
2. Select Search and My Records from the top menu bar.



3. Select the Renew Application link under the Action column to initiate the renewal request.



4. Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.

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

Residential Permit Extension

1 Application Information 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

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

Record Type

Residential Permit Extension

Application Information

BUILDING PERMIT EXTENSION

Check this box if you wish to pay for a 180 day extension: ☐ Yes

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

6. Select Continue Application to proceed to the Pay Fee page. Review the fees and select Check Out.

PAY NOW

971 Fake St. Unit 123, Tampa FL 33635

1 Application(s) | \$50.00

Commercial New Construction and Additions
HC-BLD-23-0052102

Total due: \$50.00

Total amount to be paid: \$50.00

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


[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

7. Select Check Out to proceed to the payment processing page and complete your payment.

8. Select Print/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](#)

Your request to extend the application has been submitted and will be reviewed by staff

Documents / Resources



[HillsGovHub Building Applications and Permits](#) [pdf] User Guide
Building Applications and Permits, Applications and Permits, and Permits, Permits

References

- [User Manual](#)

Manuals+, Privacy Policy

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