



HillsGovHub Update Building Applications User Guide

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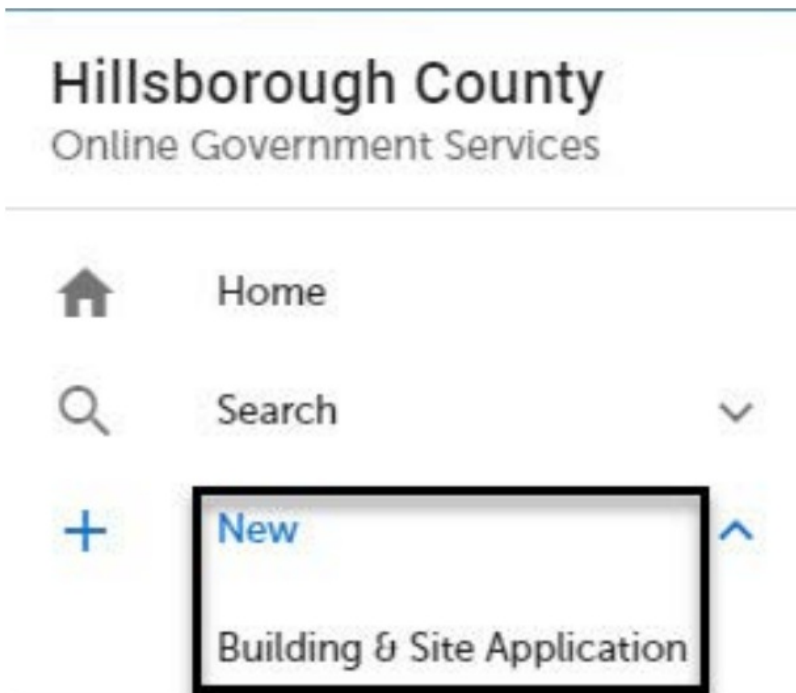
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Update Building Applications

Add Contact – Contractor to a record

1. Log in to the portal.
2. Select New and Building and Site Application from the left-hand menu and select Building and Site Application.



- 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.
- Enter 'add' in the search box and select Search or select Add Contract or Contractor to a Record from the Building and Site General menu. Select the circle next to the application type and select Continue Application to proceed to Application Information page.

- Enter the record ID for the application to add the contact or Licensed Professional to, select to add a contact or Licensed Professional, and select Continue Application. Follow the below steps to Add Contact(s) or Add

Licensed Professional(s)

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:

Do you wish to add a Contact to your record? ☒

Do you wish to add a Licensed Professional to your record? ☐

Save and resume later

Continue Application >

Add Contact(s)

1. Select the checkbox next to 'Do you wish to add a Contact to your record?' and select Continue Application.

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:

Do you wish to add a Contact to your record? ☒

Do you wish to add a Licensed Professional to your record? ☐

Save and resume later

Continue Application >

2. Select the contact information for the applicant by selecting from the account or looking up the contact.

a. Select from Account – select a contact associated to the account.

b. Look Up – select an existing contact in the system.

Please Note: The contact must have an account to be added to the application.

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 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	Email	Action
No records found.						

Save and resume later

Continue Application >

3. Repeat the above steps until all necessary contacts have been added and select Continue Application once complete.
4. Review the application. If changes are needed, select Edit to edit the applicable section of the application.

Step 2: Review

Save and resume later

Continue Application >

5. Select Continue Application to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Licensed Professional(s)

1. Select the checkbox next to 'Do you wish to add a Licensed Professional to your record?', and select Continue Application.

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:

Do you wish to add a Contact to your record? ☒

Do you wish to add a Licensed Professional to your record? ☐

Save and resume later

Continue Application >

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

Step 1: Required Information - Application Information

Please complete the application fields. Fields with a red asterisk are required and must be filled out to submit the application. Please complete as many fields as possible with as much information as possible. * indicates a required field.

Application Information

GENERAL INFORMATION

*Please enter the Record ID you wish to add a Contact or Licensed Professional to:

Do you wish to add a Contact to your record?: ☐

Do you wish to add a Licensed Professional to your record?: ☒

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

3. Repeat the above steps until all necessary Licensed Professionals have been added and select Continue Application once complete.
4. 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

5. Select Continue Application to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Address to Burglar Alarm or Roof Trade Application

The Add Address to Burglar Alarm or Roof Trade allows the applicant to add the additional address information to the application if the original application had more than one address.

1. Log in to the portal.
2. Select New from the left menu and select Building & Site Application.

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 'add' in the search box and select Search or select Add Address to Burglar Alarm or Roof Trade from the Building General 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 here, contact the Property Appraiser's Office at 813-253-3333.

add **Search**

- ▶ **Building and Site Commercial**
 - ☐ Commercial New Construction and Additions
- ▶ **Building and Site General**
 - ☒ Add Address to Burglar Alarm or Roof Trade
 - ☐ Add Contact or Contractor to a Record
- ▶ **Building and Site Residential**
 - ☐ Residential New Construction and Additions

Continue Application »

6. Enter the Permit ID and 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.

Web's and searches, 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 is used to identify the Property Appraiser's Office Real Estate Public Access (PERA) system. If the exact parcel number is unknown, you may use the "Parcel Map" link at the top of the page to search for your parcel. Please note that this search is only for the Parcel Number and does not search for the owner or address section to perform a search. Enter the main parcel number in the "Parcel Number" field below. Additional parcel numbers may be entered in the "Additional Parcel" section below in this online submitted process. Note: this may use to be utilized and searches, but without an exact number, this search may take longer to display.

*Folio Number

Lot Block Subdivision Block Page

Tract Legal Description

spell check spell check

Parcel Area Land Value Improved Value Exemption Value

Search **Clear**

7. Select Continue Application to review the application. 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.

Record Type

- [Save and resume later](#)

[Continue Application »](#)

1. Search and open the record.
2. Select Record Info and select Attachments.

Record Info

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

- * indicates a required field

Attachment

The maximum file size allowed is 500 MB.

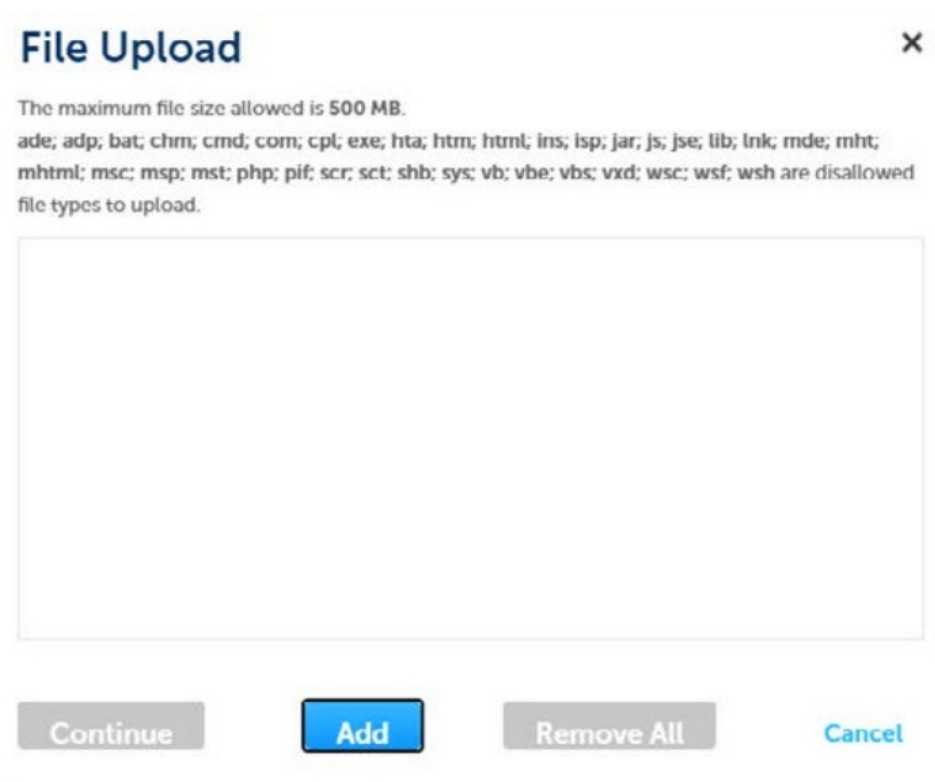
[illegible]

Name	Type	Size	Latest Update	Action
No records found.				

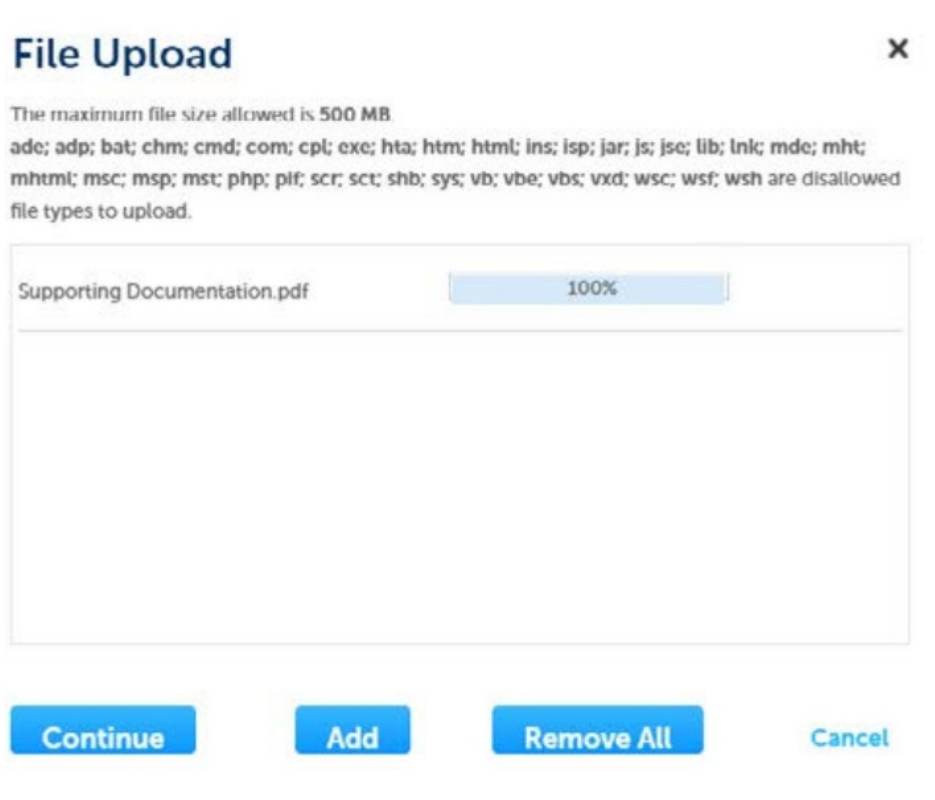
No records found.

Add

4. Select Add, Browse for file, and select Open.



5. Select Continue once the file upload is complete.



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

*Type:
Supporting Documents

File:
Supporting Documentation.pdf

100%

*Description:
Enter description here.

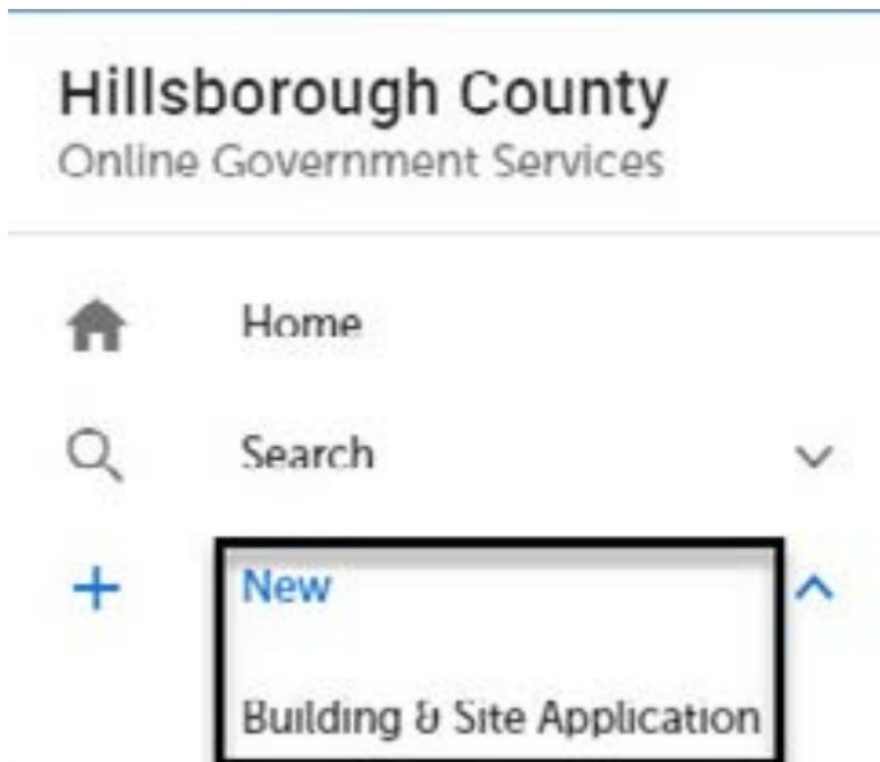
spell check

Save Add Remove All

Create a Building Revision Record

The Building Revision application is used for changes of scope, design or intent of an active permit on a Commercial or Residential project. The parent permit must be issued; however the status of the parent permit cannot be Complete, Closed, Expired, Canceled, or Withdrawn.

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 'rev' in the search box and select Search or select Building Plan Revision from the Building and Site General 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.

REV

► **Building and Site General**

☐ Plan Revision (Building, LAL, ROW)

☐ Preliminary Plan Review (Building)

[Continue Application »](#)

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

Detail Information

* Detailed Description:

[spell check](#)

7. Enter the Permit ID of the initial or parent project that is being revised.
8. Enter the Construction Cost Associated only to a Revision. The cost entered should only be the cost associated to the revision application and not the entire cost of the project

GENERAL INFORMATION

* Permit ID:

* Construction Cost Associated only to a Revision:

9. Select Continue Application to proceed to the Contact Information page.

Application Information

GENERAL INFORMATION

*Permit ID:

*Construction Cost Associated only to a Revision:

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

10. 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 1: Required Information > Contact Information

License Applicant

*Indicates a required field.

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](#)

11. 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.

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](#)

12. Review the application. If changes are needed, select Edit to edit the applicable section of the application.

Step 2: Review

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

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


Record Type

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

14. 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](#)

15. Select Upload Plans and Document to submit the revised plan sheets. Do not include the full original plans for this revision. Only include the revised plan sheets from the original project.

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](#)

[View Receipt](#)

[Upload Plans and Documents](#)

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

1 Information 2 File Processing 3 Sheet Viewing 4 Receipt

Step 1: 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 files(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 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 [Browse](#)

Supervising Documentation.pdf	Supervising Documents	Documentation	X
ADC.pdf	History of Communications	Documentation	X
Plan.pdf	Building Plans - Occupancy, Space and Section	Documentation	X

[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 on 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	Uploaded Date	Signature
Supporting Documentation.pdf	Supporting Documents		PENDING	Melissa Chong	12/17/2019	
NOC.pdf	Notice of Commencement		PENDING	Melissa Chong	12/17/2019	
Plans.pdf	Building Plans - Digitally Signed and Sealed		PENDING	Melissa Chong	12/17/2019	

20. Select Continue once the processing is complete.

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

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.

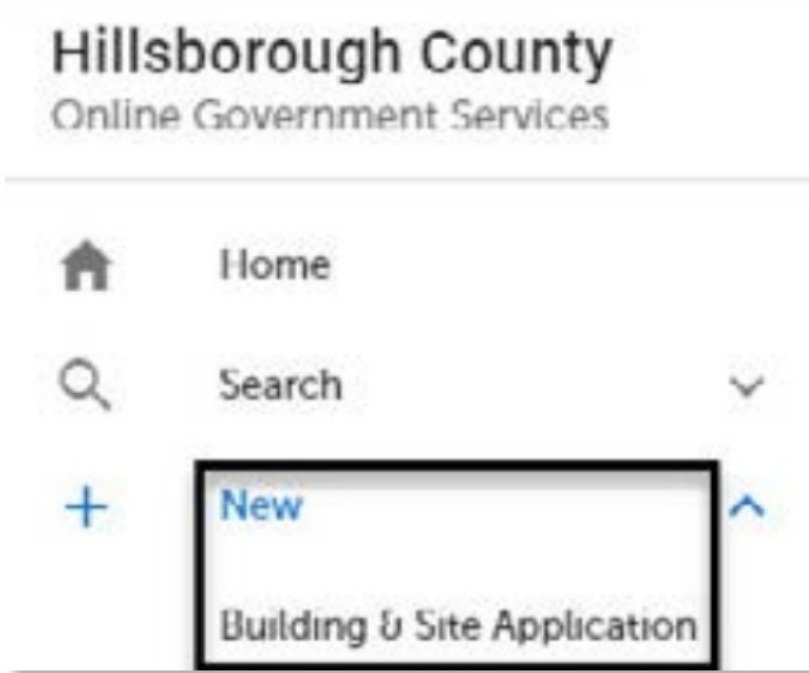
Here are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Supporting Documentation.pdf	Supporting Documents		PENDING	Melissa Chong	12/17/2019	
NOC.pdf	Notice of Commencement		PENDING	Melissa Chong	12/17/2019	
Plans.pdf	Building Plans - Digitally Signed and Sealed		PENDING	Melissa Chong	12/17/2019	

Create a Commercial and Residential Temporary Occupancy Record

A Temporary Certificate of Occupancy (TCO) temporarily certifies that a building is suitable for temporary occupancy in accordance to applicable building codes and laws. The parent permit must be issued. A TCO cannot be created if the parent permit status is Complete, Closed, Expired, Canceled, or Withdrawn.

1. Log in to the portal.
2. Select New and Building and Site Application from the left-hand menu and select Building and 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.

The screenshot shows the 'Conditions & Use for Online Services' page. It contains a scrollable text area with the following text: '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'. Below the text is a checkbox labeled 'I have read and accepted the above terms.' which is checked. At the bottom is a blue button labeled 'Continue Application »'.

4. Select Continue Application to proceed to the Select a Record Type page.
5. Enter 'temp' in the search box and select Search or select Residential or Commercial Temp Certificate of Occupancy from the Building and Site Residential or Commercial menu. Select the circle next to the application type and select Continue Application to proceed to Application Information page.

The screenshot shows the 'Select a Record Type' page. It has a heading 'Select a Record Type' and a sub-heading 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this is a search box containing the text 'temp' and a blue 'Search' button. Under the search box, there are two sections: 'Building and Site Commercial' with a radio button selected next to 'Commercial Temp Certificate of Occupancy', and 'Building and Site Residential' with a radio button next to 'Residential Temp Certificate of Occupancy'. At the bottom is a blue button labeled 'Continue Application »'.

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

Detail Information

* Detailed Description:

spell check

- Complete the Application Information fields.

Required fields are marked with a red asterisk.

Application Information

TEMP CERTIFICATE OF OCCUPANCY

*Please enter parent permit number.:

*Type:

- 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

Step 2: Review

Save and resume later

Continue Application »

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

Record Type

- 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 repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Commercial Low Voltage (Burglar Alarm)	3	\$195.00

TOTAL FEES: \$195.00

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

Check Out »

Continue Shopping »

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

2025-01-01 10:00:00 AM, 10:00:00 AM

[Print Receipt](#)

[View Receipt](#)



HillsGovHub

Documents / Resources



HillsGovHub
User Guide
Update Building
Applications



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

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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