HillsGovHub
User Guide

Create an Alternate Means and Methods Request Record
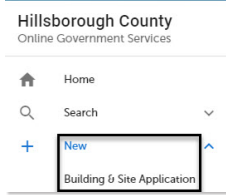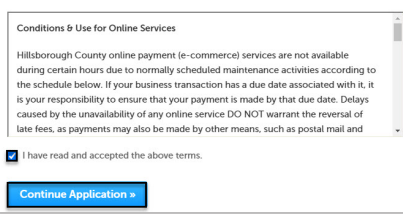
Hillsborough County Florida
EST. 1834
SM

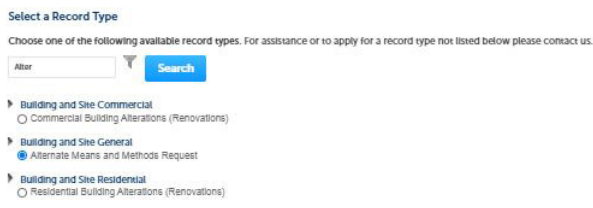# Create an Alternate Means and Methods Request Record

1) Log in to the portal.

2) Select **New** and **Building and Site Application** from the left-hand menu.

**Hillsborough County**
Online Government Services

- 🏠 Home
- 🔍 Search
- ➕ New
  - Building & 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.

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 'Alter' in the search box and select **Search** or select **Alternate Means and Methods Request** from the B**uilding 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.

[Alter] **Search**

▸ Building and Site Commercial
  ○ Commercial Building Alterations (Renovations)
▸ Building and Site General
  ● Alternate Means and Methods Request
▸ Building and Site Residential
  ○ Residential Building Alterations (Renovations)

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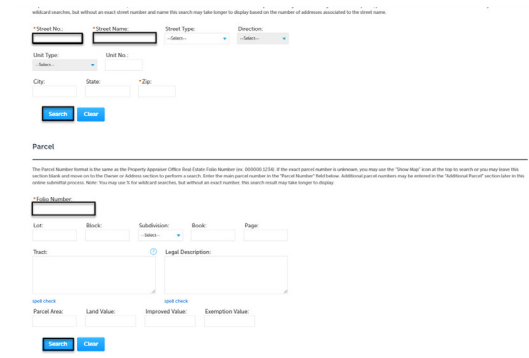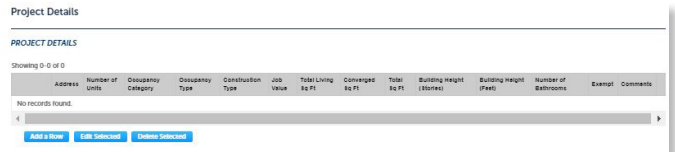
7) Select **Continue Application** to proceed to the **Application Detail** page.

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

Detail Information

*Detailed Description:

spell check
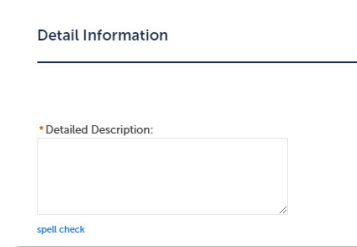
9) Complete the application fields. Required fields are marked with a red asterisk.

Application Information

GENERAL PROJECT INFORMATION

*Code Section: _____   FBC Edition: --Select-- ▾
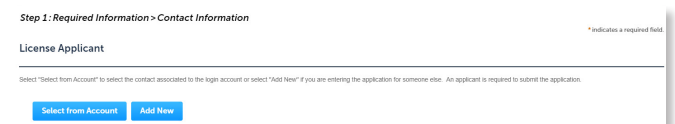
10) Select **Add a Row** for the **Project Details** custom list. At least one row must be entered to submit the application.

Project Details

PROJECT DETAILS

Showing 0-0 of 0

| Address	Number of Units	Occupancy Category	Occupancy Type	Construction Type	Job Value	Total Living Sq Ft	Converted Sq Ft	Total Sq Ft	Building Height (Stories)	Building Height (Feet)	Number of Bathrooms	Exempt	Comments
No records found.													

Add a Row **Edit Selected** **Delete Selected**

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.

RELATED RECORDS

Please indicate any Related Records for your project. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project as a whole. To add a Related Record, click on "Add a Row" and add its Record ID.

*Record ID:

Submit   Cancel

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.

Step 1: Required Information > Contact Information   *indicates a required field.

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 submit the application.

Select from Account   **Add New**

a. **Select from Account** - select a contact associated to the account.

b. **Add New** - add a new contact not associated to the account.

14) 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.
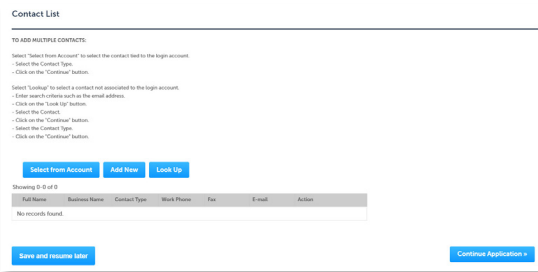
15) Select **Look Up** to search and add Licensed Professional(s) to the application. A License Professional is not required to submit the application.
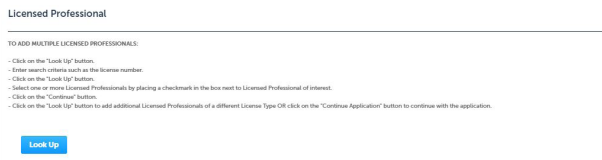
16) Select **Continue Application** to proceed to the **Review** page. Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.
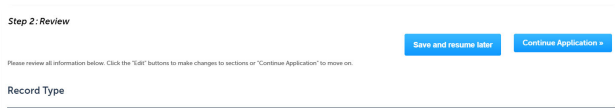

17) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.
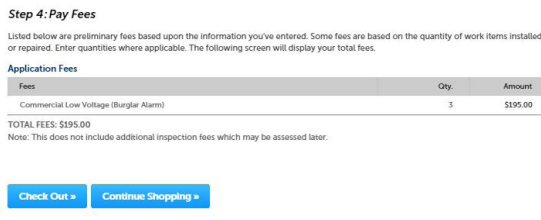
***Please note:*** *Credit cards are the only payment method currently accepted online.*

18) Select **Check Out** to proceed to **Payment Information** page. Complete the payment information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation the application was received successfully and will send an email confirmation to the contacts on the application. Select **View Receipt** to open the Receipt.
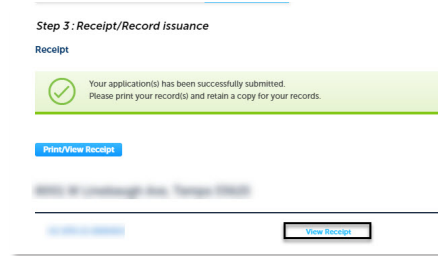
19) Select **Upload Plans and Document** to submit the project plans.
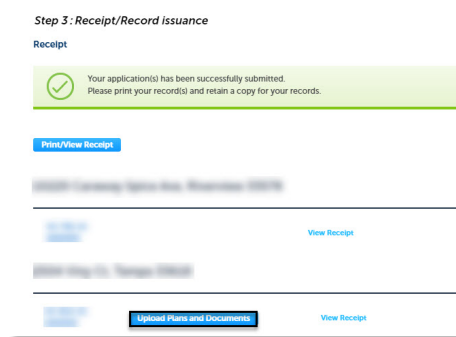
20) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.
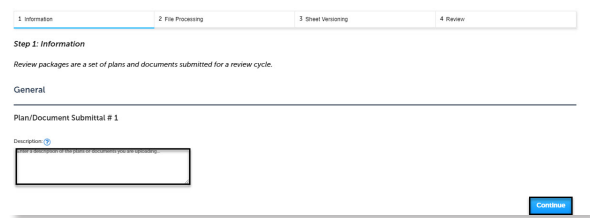

21) Drag and drop files(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

22) Select the document type of each document and select **Upload and Validate**.
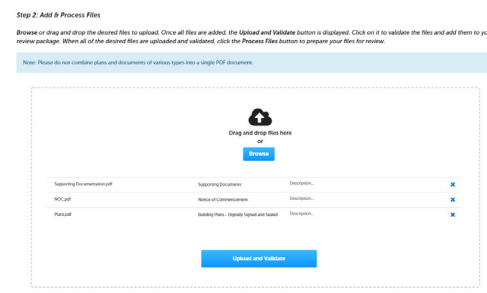
23) Select **Process Files** after the file validation is complete. The document status will update to 'VALIDATED' once complete. The processing step may take some time depending on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.
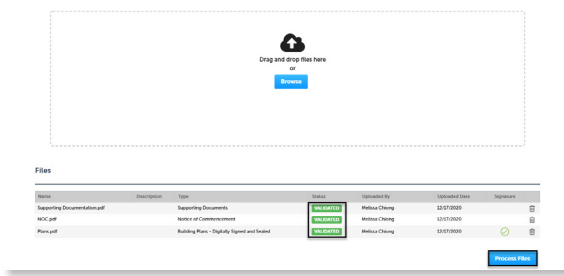
24) Select **Continue** once the processing is complete.
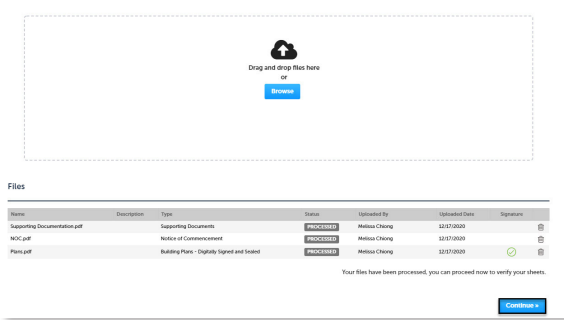
25) Enter the sheet numbers for any pages missing a sheet number. It is important to create a table of contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.

26) 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.

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