HillsGovHub
User Guide

Create a Commercial Burglar Alarm Record
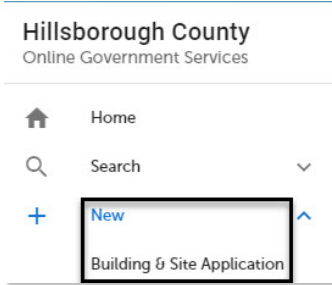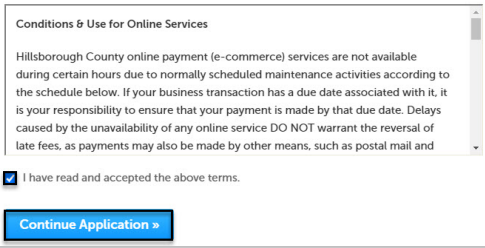
Hillsborough County Florida

Create a Commercial Burglar Alarm Record

1) Log in to the portal.

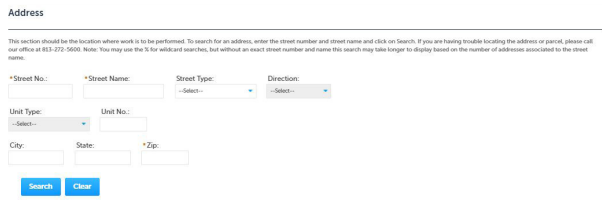2) Select **New** and **Building and Site Application** from the left-hand menu.

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 'Burglar' in the search box and select **Search** or select **Commercial Burglar Alarm – Alarm Components** from the **Building and Site Commercial** 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.

burglar 🔻 **Search**

▶ Building and Site Commercial
   ⦿ Commercial Burglar Alarm - Alarm Components
▶ Building and Site General
   ○ Add Address to Burglar Alarm or Roof Trade

Continue Application »
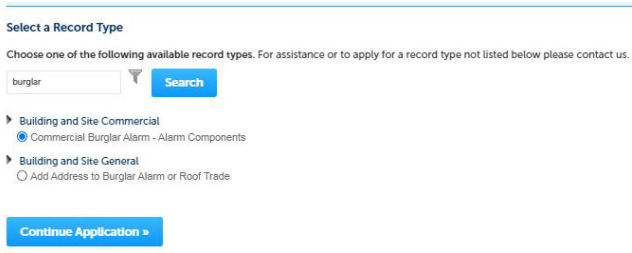
6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search**, if applicable. The address is not required and can be added after submission.

Address

This section should be the location where work is to be performed. To search for an address, enter the street number and street name and click on Search. If you are having trouble locating the address or parcel, please call our office at 813-272-5600. Note: You may use the % for wildcard searches, but without an exact street number and name this search may take longer to display based on the number of addresses associated with the street name.

* Street No.: * Street Name: Street Type: Direction:
                               --Select--   --Select--

Unit Type: Unit No.:
--Select--

City: State: * Zip:

Search Clear

Note: If the number of permits requested is greater than 1, additional applications will be created upon payment. To add an address to the application after submission, create an **Add An Address to Burglar Alarm or Roof Trade** application.
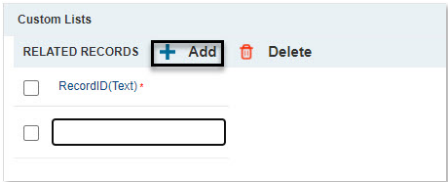
7) Select **Continue Application** to proceed to the **Application Detail** page.

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

Detail Information

* Detailed Description:

spell check
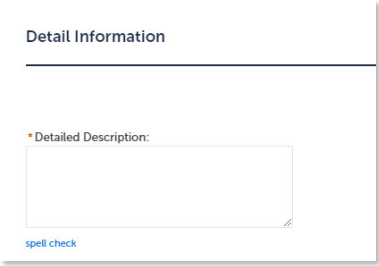
9) Enter the number of permits requested for the application.

Note: The expiration date will auto-populate upon submission of the application.

Application Information

ADDITIONAL INFORMATION

* Number of Permits: Expiration Date:
                      MM/DD/YYYY 📅

10) 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.

Custom Lists

RELATED RECORDS ➕ **Add** 🗑 **Delete**

☐ RecordID(Text) *

☐ [   ]

11) Select **Continue Application** to proceed to the **Contact Information** page.

12) 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

* 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

1) 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.
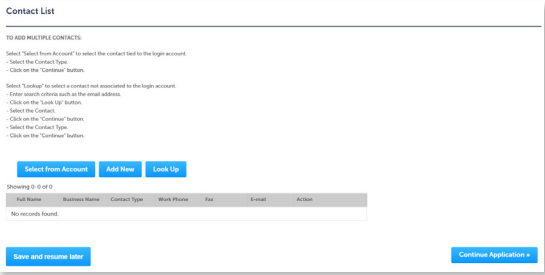
2) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application.
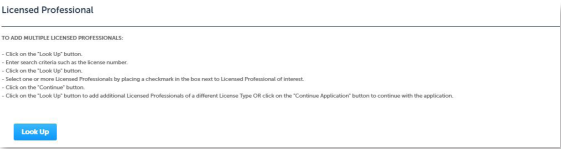

3) Select **Continue Application** to proceed to the **Attachment** page. Select **Add** in the **Attachment** section to add documents, if applicable.

4) 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.
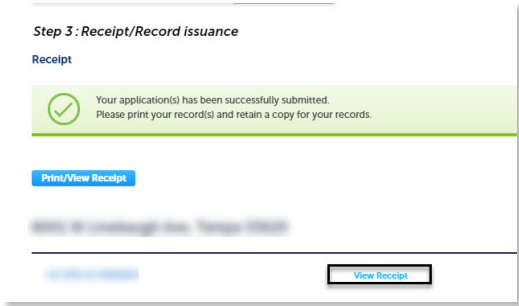

5) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.
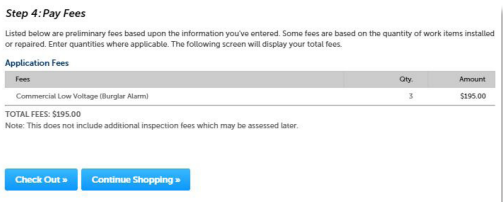
Note: Credit cards are the only payment method currently accepted online.

6) 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 that the application was received successfully and will send an email confirmation. Select **Print/View Receipt** to open the receipt.

*Note: If the number of permits requested is greater than 1, additional applications will be created upon payment. To add an address to the application after submission, create an **Add An Address to Burglar Alarm or Roof Trade** application.*

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