HillsGovHub

User Guide

Create Fire Application

Hillsborough County Florida

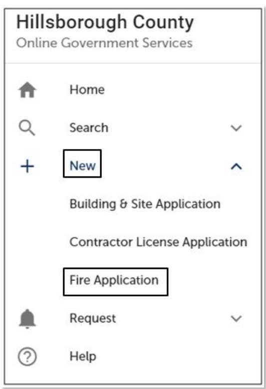
Create Fire Alarm Application

Fire Alarm and Fire Sprinkler applications follow the same application process with the only exception being the application details collected. The Fire Alarm application process steps can also be followed for the Fire Sprinkler process.

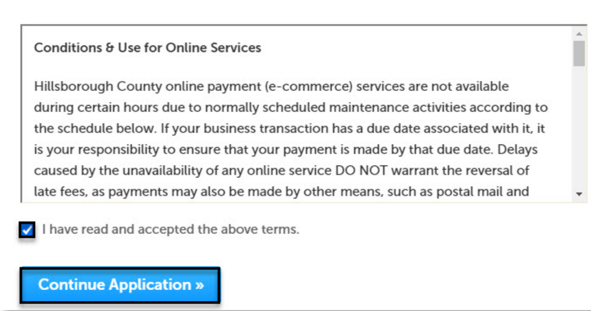
Create Fire Alarm Application

The steps listed below provide instructions to submit a Fire Alarm record.

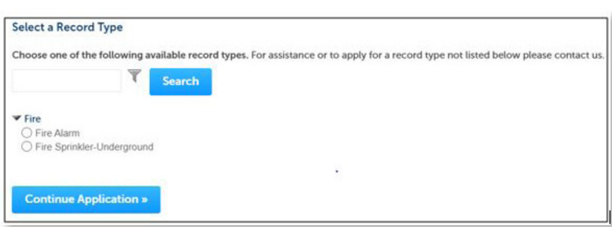
1) Log in to the portal.
2) Select **New** from the left menu and select **Fire Application**.



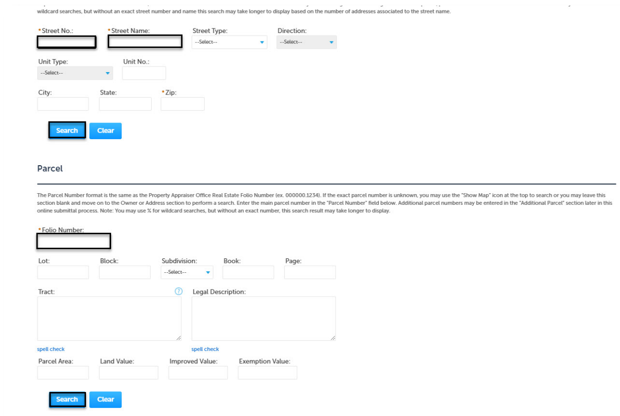
3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



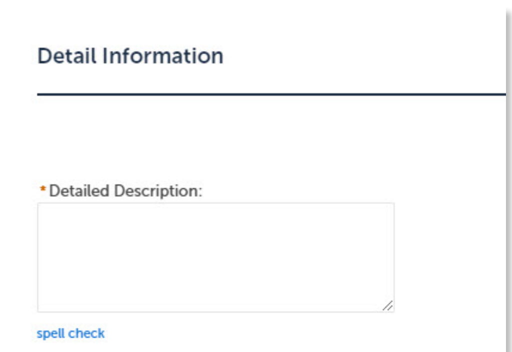
4) Select **Continue Application** to proceed to the **Select a Record Type** page.
5) Enter 'alarm' in the search box and select **Search** or select **Fire Alarm** from the **Fire** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



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 nature of the job to detail what the job will entail.



9) Complete the application fields. Required fields are marked with a red asterisk.
10) Complete the custom lists, if applicable.

- Select **Add a Row** for the **Alarm Initiating Devices** custom list if there is a device. Complete the required fields and select **Submit**. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Alarm Notification Devices** custom list to add a notification device. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Alarm Supervisory Devices** custom list to add a monitoring device. Repeat the steps to add additional rows as needed.
- 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. For instance, a prior rezoning record for which you are now seeking a building

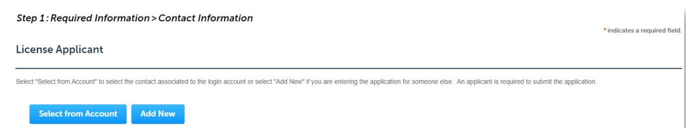
permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the Record ID. Repeat the steps to add additional rows as needed.

11) Select **Continue Application**.

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.

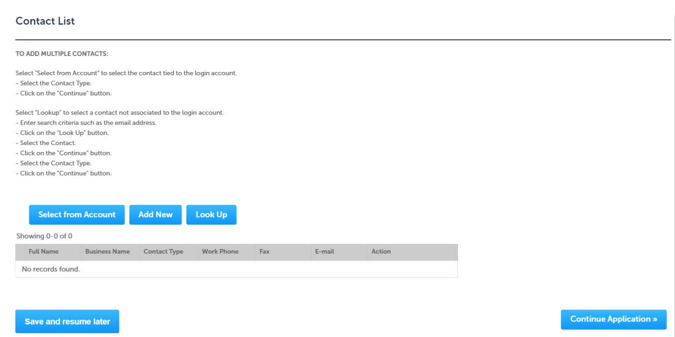


13) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should be selected first.

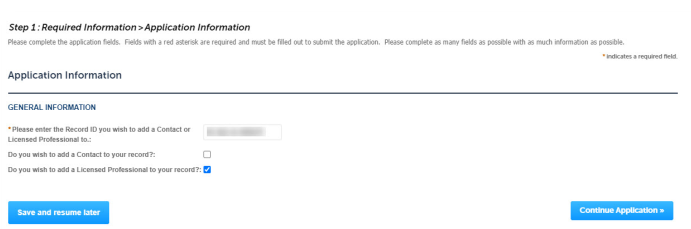
    a. **Select from Account** - select a contact associated to the account.

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

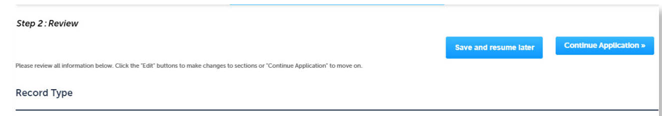
    c. **Look Up** – select an existing contact in the system.



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

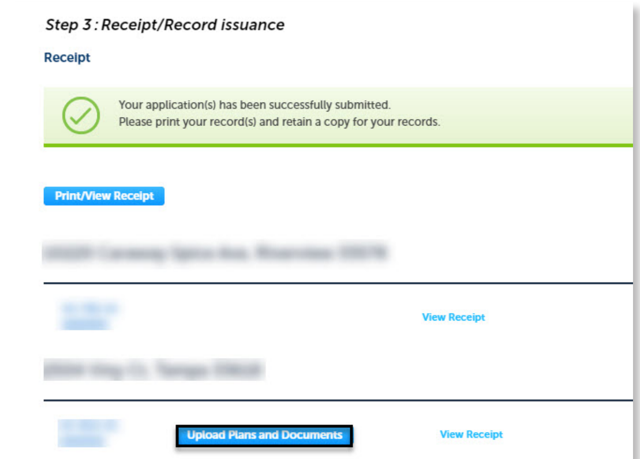


15) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

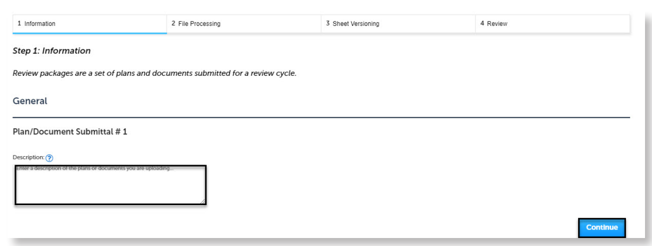


16) Select **Continue Application**.

17) Select **Upload Plans and Document**.

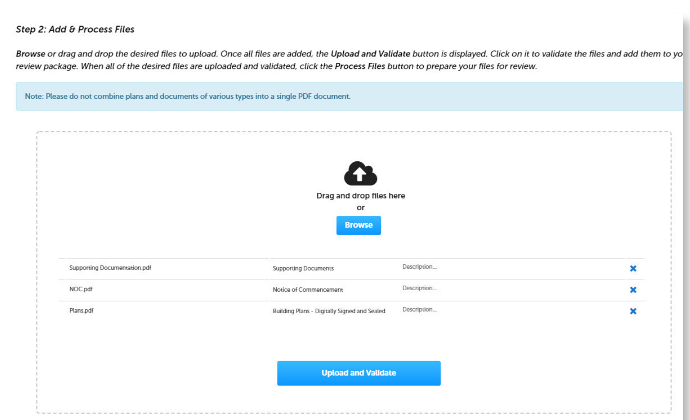


18) Enter a summary of the plans and documents to be uploaded in the **Description** field and select **Continue**.

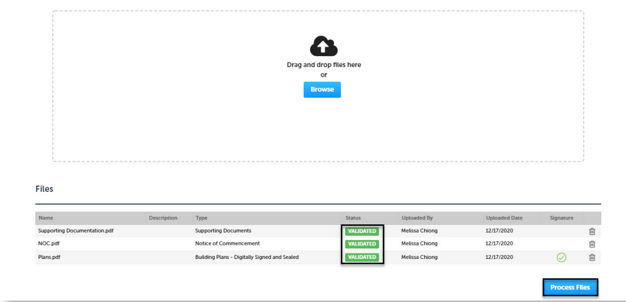


19) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

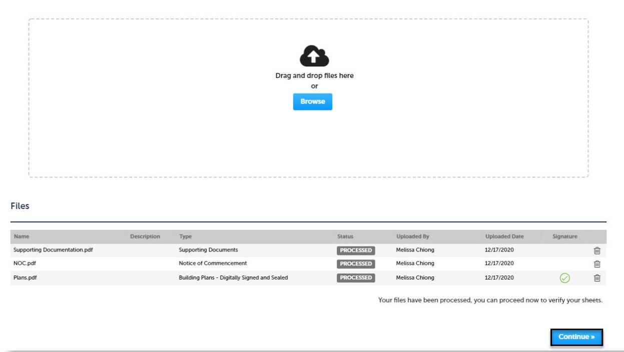
20) Select the document type for each document and select **Upload and Validate** .



21) 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 the size of the files. It is ok to close the window as an email will be sent once the processing is complete.



22) Select **Continue** once processing is complete.



23) 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.

24) 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.