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Create Fire Application



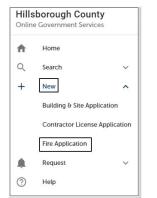
Create Fire Alarm Application

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.

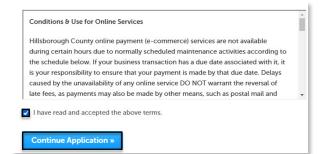
Create Fire Alarm Application

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.

Select a Record Type	
Choose one of the following ava	allable record types. For assistance or to apply for a record type not listed below please contact us.
Fire Fire Alarm Fire Sprinkler-Underground	
Continue Application »	í ,

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**.

	Street Nan		reet Type:	Direction:			
			Select	· Select	-		
Unit Type:	Unit N	a.:					
Select							
City:	State:	•Zip:					
Search	Clear						
Parcel							
section blank and i	nove on to the Owner o	Address section to per	form a search. Enter the	e main parcel number in th	he 'Parcel Number' field bei	w. Additional parcel nu	te top to search or you may lea te 'Additional Parcel' section la
section blank and i	nove on to the Owner o ocess. Note: You may un	Address section to per	form a search. Enter the	e main parcel number in th		w. Additional parcel nu	
section blank and i online submittal pr	nove on to the Owner o ocess. Note: You may un	Address section to per	form a search. Enter the	e main parcel number in th	he 'Parcel Number' field bei	w. Additional parcel nu	
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Folio Number Lot:	move on to the Owner o occess. Note: You may un	Address section to per e % for wildcard search Subdivision: Select	form a search. Enter the es, but without an exact Book:	e main parcel number in th ct number, this search resul	he 'Parcel Number' field bei	w. Additional parcel nu	
Folio Number Lot:	move on to the Owner o ocess. Note: You may un	Address section to pee a k for wildcard search Subdivision: Select 0 Le	form a search. Enter the es, but without an exact Book:	e main parcel number in th ct number, this search resul	he 'Parcel Number' field bei	w. Additional parcel nu	
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- 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.

* Detailed Description	12

- 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

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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.

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	

- 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.

	CONTACTS:						
elect "Select from	Account" to select the	e contact tied to the	e login account.				
Select the Contac							
Click on the "Con	itinue" button.						
	select a contact not a		in account.				
	iria such as the email a	ddress.					
Click on the "Looi							
Select the Contac							
Click on the "Con							
Select the Contac Click on the 'Con							
Click on the 'Con	itinue' button.						
Select fr	om Account	Add New	Look Up				
Gateat	on raceount	All and the second	Look op				
	1						
ihowing 0-0 of 0			Work Phone	Fax	E-mail	Action	
howing 0-0 of 0	Business Name	Contact Type	WORK Phone				
	Business Name	Contact Type	Work Phone				
Full Name	Business Name	Contact Type	Work Phone				

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).

Step 1: Required Information > Application Information Please complete the application fields. Fields with a rel statest are required and must be filled out to adamt the application. Please complete as many fields as possible with an much infor	nation 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 >

15) Select **Continue Application** and 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 'EdR' buttons to make changes to sections or 'Continue Application' to move on.		
Record Type		

16) Select Continue Application.

17) Select Upload Plans and Document.

Receipt	
	on(s) has been successfully submitted. our record(s) and retain a copy for your records.
Print/View Receipt	
Print/View Receipt	
Print/View Receipt	to its, Rarolas 1978
Print/View Receipt	View Receipt
Print/View Receipt	View Receipt

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

1 Information	2 File Processing	3 Sheet Versioning	4 Review	
Step 1: Information				
Review packages are a set of plans and doc	cuments submitted for a review cycle.			
General				
Plan/Document Submittal # 1				
Description: 🍞 Enter a description of the plans or documents you are uploads	nj			
				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** .

te: Please (do not combine plans and documents of	f various types into a single PDF document.		
		~		
		Drag and drop files h	ere	
		or		
		Browse		
	supporting Documentation.pdf	Supporting Documents	Description	×
	łOC.pdF	Notice of Commencement	Description	×
	Pans pdf	Building Plans - Digitally Signed and Sealed	Description	×

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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.

		Drag and dr	op files here				
		Bro	wso				
		_					
iles							
iles	Description	Type	Status	Uploaded By	Uploaded Date	Signature	J
	Description	Type Supporting Documents	Status MALEATED				8
iles	Description			Uploaded By	Uploaded Date		_
iles Name Supporting Documentation.pdf	Description	Supporting Documents	VALIDATED	Uploaded By Melitica Chiong	Uploaded Date 12/17/2020		8

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

		Drag and dr	op files here				
		Brow					
lles							
iltes)
Name	Description	Type Sascoline Documenta	Status	Uploaded By Melina Chicna	Uploaded Date 12/17/2020	Signature	
	Description	Type Supporting Documents Motice of Commencement	Status PROCESSED PROCESSED	Uploaded By Melina Chiong Melisa Chiong		Signature	

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.

Step 4:Review						
or to upload any remaining do	ocuments.	you have uploaded all of the plans and doc in and additional documents cannot be upl			-	eded chang
						Finish
General						Edit
Man/Document Submittal # 1						
San/Document Submittal # 1						Edit
	ted with this package.					Edit
iles	ted with this package. Description	Туре	Status	Uploaded By	Uploaded Date	Edit Signature
iles hese are all the files that will be submitt Name	2.749	Type Supporting Documents	Status PROCESSED	Uploaded By Melissa Chiong	Uploaded Date 12/17/2020	
iles	2.749					

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