



HillsGovHub

User Guide

Create Fire Application



Hillsborough
County Florida

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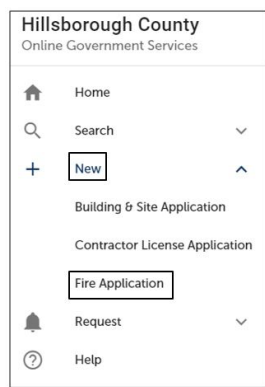
Create Fire Alarm Application

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.

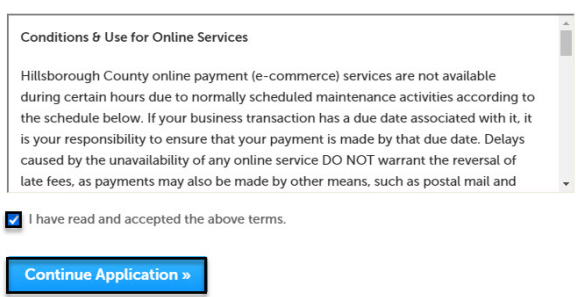
Create Fire Alarm Application

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

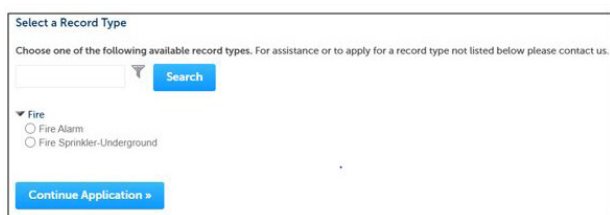
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Fire Application**.



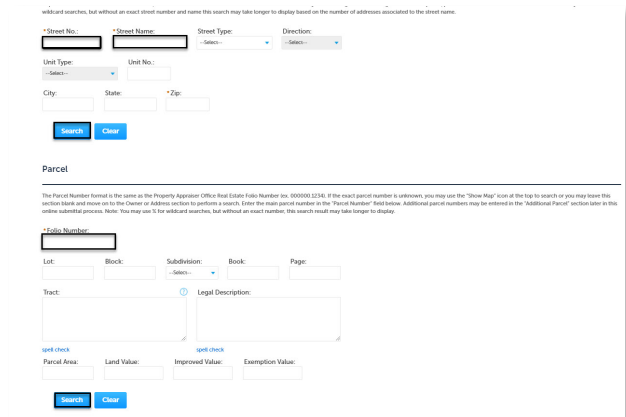
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



- 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.

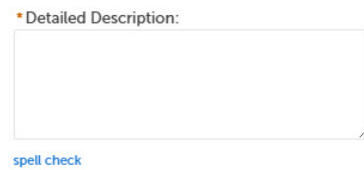


- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search** or enter the **Folio Number** and select **Search**.



- 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.

Detail Information



- 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.

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.

Contact List

TO ADD MULTIPLE CONTACTS:

Select "Select from Account" to select the contact to be added 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	E-mail	Action
No records found.						

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

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 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 >](#)

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 "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

16) Select **Continue Application**.

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

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](#)

[Upload Plans and Documents](#) [View Receipt](#)

18) 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 documents submitted for a review cycle.

General

Plan/Document Submittal # 1

Description

[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**.

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.

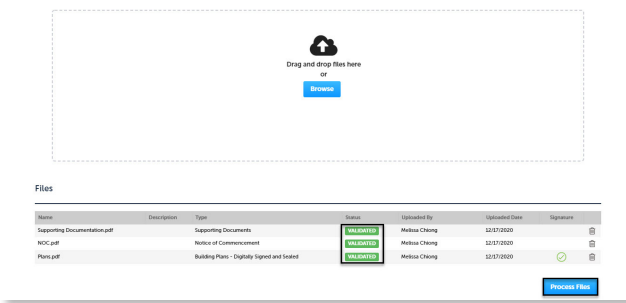
Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

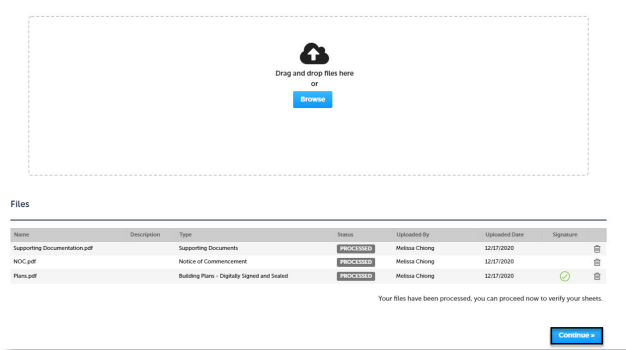
Supporting Documentation.pdf	Supporting Documents	Description...	X
NOC.pdf	Notice of Commencement	Description...	X
Plans.pdf	Building Plans - Digitally Signed and Sealed	Description...	X

[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.

