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Inspections



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HillsGovHub

Schedule Inspections

1) Log in to the <u>portal</u>.

Please Note: To schedule inspections you must log in.

2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.

| 👍 tinterate 🛛 | Hills | GovHub | | | | |
|----------------------------|-------|--------|-----|------------------------------|-----------------|---------------------------------------|
| Hillsborough County | | | 120 | | ANT O | |
| Online Government Services | | | | Logged in at: Melissa Chiong | Collections (0) | rt ID My Account Log HEISGONHUD TW |
| A Home | | | | | | |
| U, Seatch | ~ | | | | 10-803-2 | -0000961 |

3) Select **Inspections** from the **Record Info** menu option.

| Create an Applicatio | n Search <i>i</i> |
|---|----------------------|
| Record HC-BLD-21- Residential New Co Record Status: Issue | nstruction and ed |
| Expiration Date: 09/ | 06/2021 |
| Record Info 🔻 | Plan Room |
| Record Details | |
| Processing Status | |
| Related Records | |
| Attachments | |
| Inspections | |
| Valuation Calculator | |

4) Select Schedule or Request an Inspection.

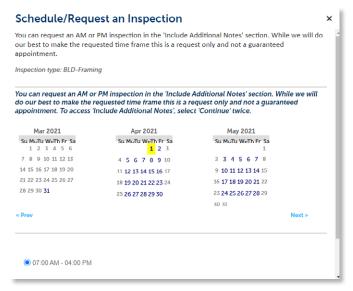


5) Select the applicable inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.



| Prefix | Prefix Discipline |
|--------|-----------------------------|
| BLD | Building |
| DOH | Department of Health |
| ELE | Electrical |
| EZE | Engineering |
| FIR | Fire |
| GEN | General |
| LAL | Land Alteration Landscaping |
| MEC | Mechanical |
| PLB | Plumbing |
| ROW | Right-of-Way |
| ROF | Roof |
| TTC | Temporary Traffic Control |
| TRP | Transportation |
| UTL | Utilities |
| VRT | Virtual Inspection |
| ZON | Zoning |

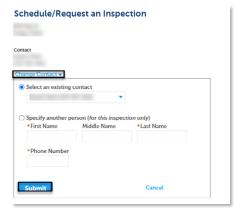
6) Select the inspection date, select the radio button next to '07:00 AM – 04:00 PM', and select **Continue**.



Please note: You can request an AM or PM inspection in the **Include Additional Notes** section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access **Include Additional Notes**, select **Continue** twice.

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7) Select **Change Contact** to update the contact listed and select **Continue**.



 Select Include Additional Notes to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select Finish to schedule the inspection or Cancel to cancel the request.

| Schedule/Request a | n Inspection | |
|---|------------------|---|
| You can request an AM or PM ins our best to make the requested t appointment. | | nal Notes' section. While we will do y and not a guaranteed |
| Confirm Your Selection | | |
| If you were not prompted to select inspection request is under review. | | r Natural Resources inspection, your pection has been scheduled. |
| BLD-Fram 4/1/2021 7 1039 5 50 Tampa 336 Melisa Will | 7:00 AM th St | |
| Include Additional Notes | | |
| Finish | Back | Cancel |
| | | |
| | | |

Reschedule an Inspection

 Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.

| 😸 🚌 🖬 Hill | GovHub |
|--|---|
| Hillsborough County Online Government Semices | Laggerlin as Malass Driving Collections (D) 🗮 Cart (E) Hy Account Logant Helicont A System |
| the Home Q, Search ∨ | - 1.0-1 (000) C |

2) Select **Inspections** from the **Record Info** menu option.

| Create an Application | Search / |
|---|---------------|
| Record HC-BLD-21-0 Residential New Con Record Status: Issued Expiration Date: 09/0 | struction and |
| Record Info 💌 | Plan Room |
| Record Details | |
| Processing Status | |
| Related Records | |
| Attachments | |
| Inspections | |
| Valuation Calculator | |

3) Select the inspection and select **Reschedule** from the **Actions** drop down.

| 12/18/2020 at 07:00 AM Scheduled BLD-Foote | er (19522) | Actions 🔻 |
|--|------------|--------------------------------------|
| Inspector: | | View Details Reschedule Cancel |

4) Select the inspection date, select the radio button next to '07:00 AM – 04:00 PM', and select **Continue**.

| | r PM inspection in the 'Include A uested time frame this is a reque | Additional Notes' section. While we will d est only and not a guaranteed |
|--|--|--|
| nspection type: BLD-Fram | ing | |
| lo our best to make the | | Additional Notes' section. While we will equest only and not a guaranteed :t 'Continue' twice. |
| Mar 2021 | Apr 2021 | May 2021 |
| Su MuTu WeTh Fr Sa 1 2 3 4 5 6 | Su MuTu WeTh Fr Sa | Su MuTu WeTh Fr Sa |
| 7 8 9 10 11 12 13 | 4 5 6 7 8 9 10 | 2 3 4 5 6 7 8 |
| 14 15 16 17 18 19 20 | 11 12 13 14 15 16 17 | 9 10 11 12 13 14 15 |
| | 18 19 20 21 22 23 24 | 16 17 18 19 20 21 22 |
| 21 22 23 24 25 26 27 | | |
| | 25 26 27 28 29 30 | 23 24 25 26 27 28 29 |
| 21 22 23 24 25 26 27 28 29 30 31 | 25 26 27 28 29 30 | 23 24 25 26 27 28 29 30 31 |

Please note: You can request an AM or PM inspection in the **Include Additional Notes** section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access **Include Additional Notes**, select **Continue** twice.

5) Select **Change Contact** to update the contact listed and select **Continue**.

| Schedule/Requ | est an Inspec | ction | |
|---|---------------|-------------------------|--|
| Contact | | | |
| Select an existing c Specify another per *i irst Name | • | ion only) *Last Name | |
| Phone Number | | | |
| Submit | | Cancel | |

6) Select Include Additional Notes to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select Finish to schedule the inspection or Cancel to cancel the request.

| | est an AM or PM inspection in the 'Include Additional Notes' section. While we will do ake the requested time frame this is a request only and not a guaranteed |
|-------------|---|
| Confirm You | r Selection |
| | t prompted to select the date for your Fire, Utilities, or Natural Resources inspection, your uest is under review. You will be notified when the inspection has been scheduled. |
| | BLD-Framing |
| | 4/1/2021 7:00 AM |
| | 1039 S 50th St |
| | Tampa 33619 |
| | Melisa Willingham (813) 276-2272 |

HillsGov**Hub**

Cancel an Inspection

1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.

| | Courty and | Hills | GovHub | | |
|-------|------------------|---------------|--|-------------|--------------------|
| Hills | e Government Ser | unty vices | Logged In all Wolfas Driving Collections | B 🗮 Cart ID | My Account Logisus |
| ÷ | Home | | | | |
| Q, | Search | × | | C-8LD-21-08 | 10961 |

2) Select **Inspections** from the **Record Info** menu option.

| Create an Applicatio | n Search / |
|--|----------------|
| Record HC-BLD-21 Residential New Co Record Status: Issue | nstruction and |
| Expiration Date: 09 | /06/2021 |
| Record Info 🔻 | Plan Room |
| Record Details | |
| Processing Status | |
| Related Records | |
| Attachments | |
| Inspections | |
| Valuation Calculator | |

3) Select the inspection and select **Cancel** from the **Actions** drop down.

| 12/18/2020 at 07:00 AM Scheduled BLD-Fo | oter (19522) | Actions 👻 |
|---|--------------|--|
| Inspector: | | View Details Reschedule Cancel 1 |

4) Select Cancel Inspection.

| Confirm Your Selection | | |
|-------------------------------|--|-------|
| | to select the date for your Fire, Utilities, or r review. You will be notified when the ins | |
| | BLD-Footer | |
| | 12/18/2020 7:00 AM | |
| | | |
| | | |
| | | |
| | | |
| | _ | |
| Cancel Inspection | | Close |

Text Inspection Requests

Schedule an Inspection

- 1) Text S or Schedule to (844) 529-6141.
- 2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to schedule you inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces. A <u>list of inspection</u> <u>codes</u> is available.

Reschedule an Inspection

1) Text Rechedule to (844) 529-6141.

Note: Same day rescheduling is only available until 8:30 AM

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to reschedule your inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces.

Cancel an Inspection

1) Text C or Cancel to (844) 529-6141.

Note: Same day cancellations are only available until 8:30 AM

2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to cancel your inspection. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces.

View Inspection Results

- 1) Text R or Results to (844) 529-6141.
- 2) You will receive an automated response from the system with your available options. Text your response to the onscreen prompts to view your inspection results. When entering your permit number, ensure that you enter all letters and numbers, excluding dashes and spaces. To view details of the results, enter the code listed of the completed inspection.

Request and Submit a Virtual Inspection

1) Log in to the portal.

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Please Note: To schedule inspections you must log in.

2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard. You may also select from the **My Records** tab.

| Courty | illsGovHub | |
|--------------------|------------|---|
| Elisborough County | | Logger max: Wetter Chicking Collections CB TR Cert CB My Account Logent |
| A line | | |
| D, Search | v | HC-80, D-24-0000964 C |

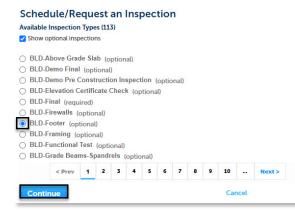
3) Select **Inspections** from the **Record Info** menu option.

| Create an Application | n Search <i>i</i> |
|--|---------------------|
| Record HC-BLD-21- Residential New Cor Record Status: Issue Expiration Date: 09/ | nstruction and d |
| Record Info 🔻 | Plan Room |
| Record Details | |
| Processing Status | |
| Related Records | |
| Attachments | |
| Inspections | |
| Valuation Calculator | |

4) Select Schedule or Request an Inspection.



5) Select the applicable virtual inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.



6) Select **Change Contact** to update the contact listed and select **Continue**.

| Schedule/Req | uest an Inspe | ction | |
|--|--|---------------------------|--|
| Contact | | | |
| Select an existing Select an existing Specify another p • First Name | erson (for this inspect Middle Name | tion only) • Last Name | |
| Phone Number | Mudie Name | - Last Name | |
| Submit | | Cancel | |

7) Select **Include Additional Notes** to add notes if necessary and select **Finish** to schedule the inspection or **Cancel** to cancel the request.

| Schedule/Req | est an Inspection | |
|------------------------|---|--------|
| | PM inspection in the 'Include Additio rested time frame this is a request only | |
| Confirm Your Selection | | |
| | o select the date for your Fire, Utilities, o review. You will be notified when the ins | |
| | LD-Framing 1/2021 7:00 AM 339 5 50th St mpa 33619 elisa Willingham (813) 276-2272 | |
| Include Additional Not | - | |
| Finish | Back | Cancel |
| | | |

8) Gather all necessary photos/videos/documents as noted in the <u>checklist of inspection requirements</u> for the selected inspection.

9) Select **Record Info** and select **Attachments**.

| Record Info |
|----------------------|
| Record Details |
| Processing Status |
| Related Records |
| Attachments |
| Inspections |
| Valuation Calculator |

10) Select **Add** in the **Attachment** section to add required documents.

| lo; adp; bal; chm; cm | nd; com: epi; exe; Ma; H | treciterel; inscience; jarcijec; jarcijec; j | b; lnic; mda; mhr; mhrimi; max; ma | music physic pairs acres acres while upon whice where were senses w | st; with are disallowed file types to spload. |
|-----------------------|--------------------------|--|------------------------------------|---|---|
| lame | Туре | Size | Latest Update | Action | |
| No records found. | | | | | |

11) Select Add, Browse for file, and select Open.

| illowed is 500 MB. (; com; cpl; exe; hta; htm; htm php; pif; scr; sct; shb; sys; vb; ; | |
|--|--|
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| | |

12) Select **Continue** once the file upload is complete.



 Select the appropriate Virtual Inspection document Type from the drop-down list, enter a description, and select Save. Repeat for each document added.

| • Type: | |
|--|-----------|
| Virtual Inspection Checklist Virtual Inspection Photo or Video Virtual Inspections | |
| | |
| Virtual Inspection Checklist.pdf | |
| * Description: | |
| Enter description here. | · |
| | |
| spell check | |
| | _ |
| Save Add Remo | ve All |
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