



# HillsGovHub

## User Guide

### Extend Building Applications & Permits



Hillsborough County Florida

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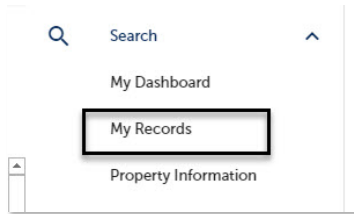
# Extend Building Applications & Permits

The following instructions will outline how to process a Building Extension for a current application. An extension link will be available in ACA for applications eligible for extension. Within 30 days of the expiration date for a permit, a link will appear to request an extension. Only active applications and permits are eligible for an extension. The extension period is 180 days. Permits that are in an Expired status are *not* eligible for extension

## Complete Extension of Building Application

The steps listed below provide instructions on how to complete the Building Application Extension Process:

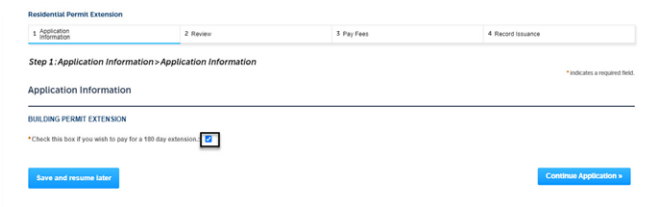
- 1) Log in to the [portal](#).
- 2) Select **Search** and **My Records** from the top menu bar.



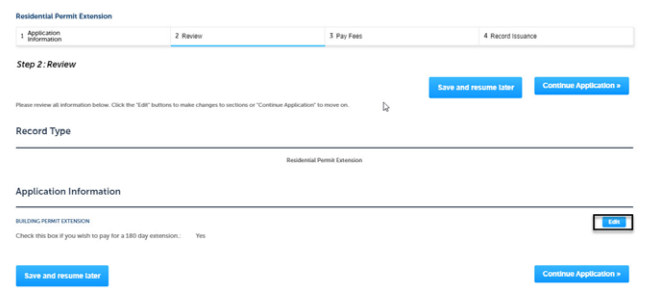
- 3) Select the **Renew Application** link under the Action column to initiate the renewal request.



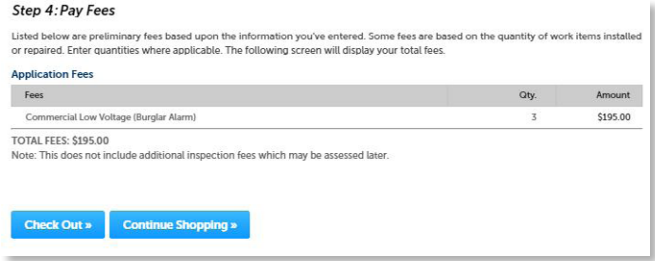
- 4) Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.



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

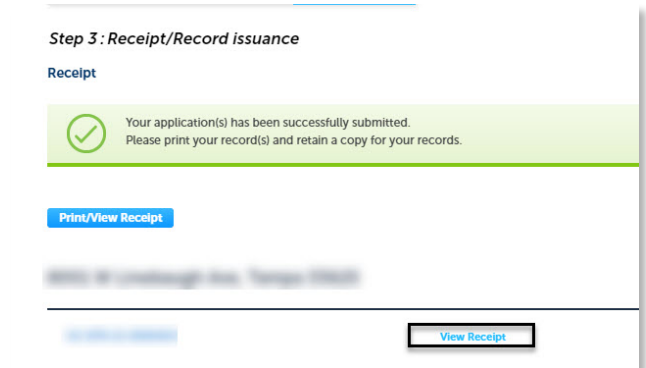


- 6) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.



**Note:** Credit cards are the only payment method currently accepted online.

- 7) 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 the application was received successfully and will send an email confirmation. Select **View Receipt** to open the Receipt.



Your request to extend the application has been submitted and will be reviewed by staff