



# HillsGovHub

## User Guide

### Create Right of Way Permit Application



Hillsborough  
County Florida

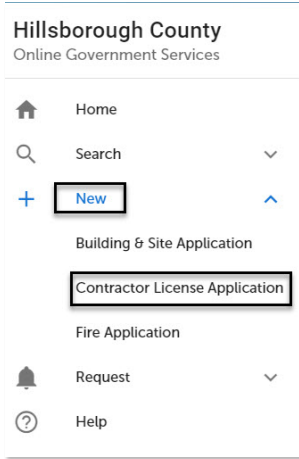
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# Create Right of Way Permit Application

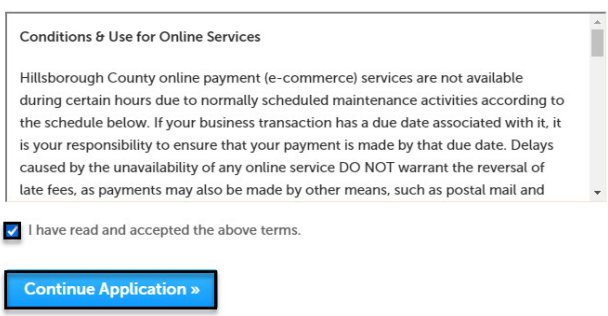
## Create Right of Way or Driveway Permit Application

The steps listed below provide instructions to submit a Right of Way or Driveway Permit application.

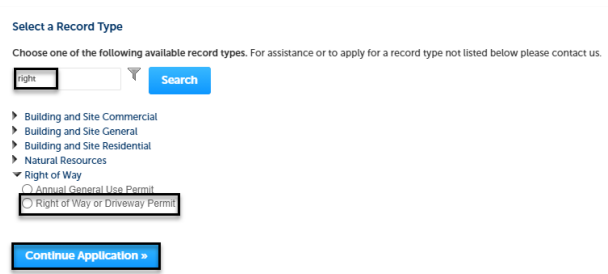
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Application**.



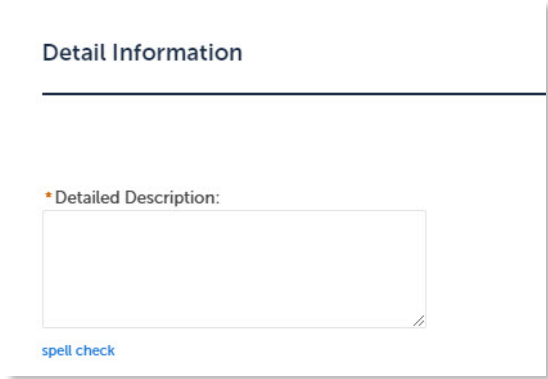
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



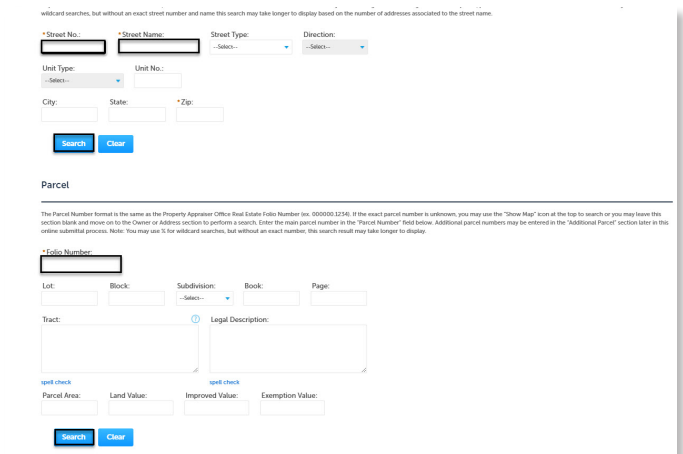
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'right' in the search box and select **Search** or select **Right of Way or Driveway Permit** from the **Right of Way** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) 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.

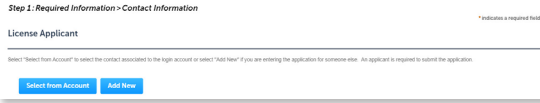


- 7) Complete the application and attestation fields. Required fields are marked with a red asterisk.
- 8) Complete the **Work Location** table with at least one row.
  - Select **Add a Row** for the **Work Location**, complete all fields and select **Submit**. Repeat the steps to add additional rows 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.
- 9) Enter the **Street No.** and **Street Name** for the nearest location where the work is to be performed. Select **Search** or enter the **Folio Number** and select **Search**.



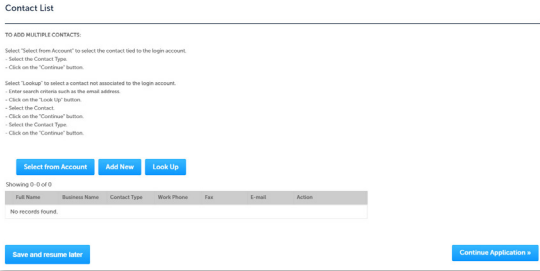
- 10) Select **Continue Application**.
- 11) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.  
*Please Note: An Applicant and Emergency Contact must be added to submit the application*

- a. **Select from Account** - select a contact associated to the account.
- b. **Add New** - add a new contact not associated to the account.

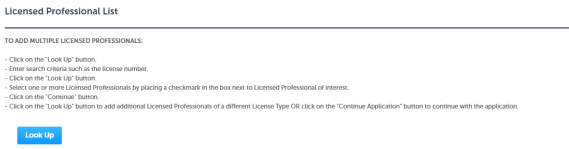


- 12) Add additional contacts to the application by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. At least one **Emergency** contact is required. 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.

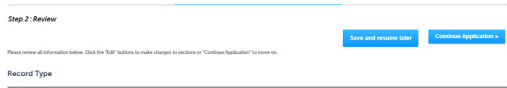


- 13) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have either the name or license number of the Licensed Professional(s).

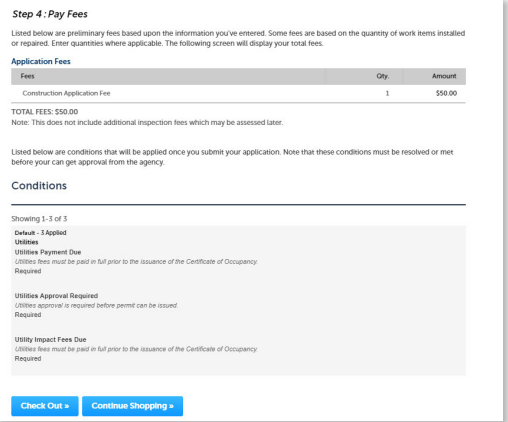


*Please Note: A License Professional is not required if the work is related to Paver installation, Work is performed by a Communication company or if the application will be completed by the homeowner.*

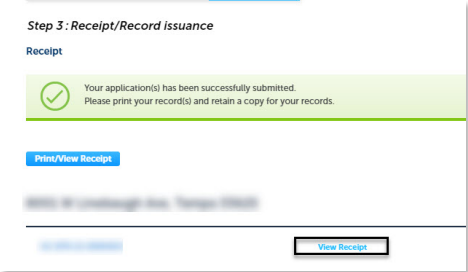
- 14) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



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

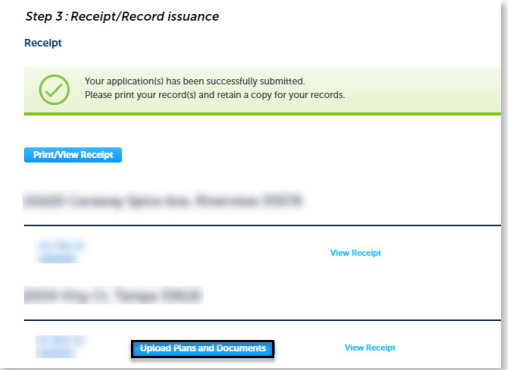


- 16) Select **Check Out** to proceed to **Payment Information** page. Complete the payment information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application. Select **View Receipt** to open the receipt.

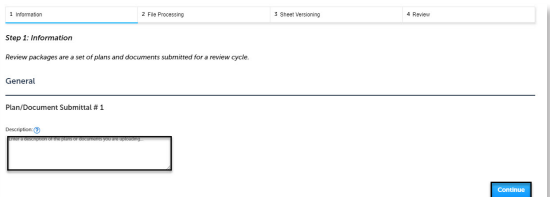


*Please note: Credit cards are the only payment method currently accepted online.*

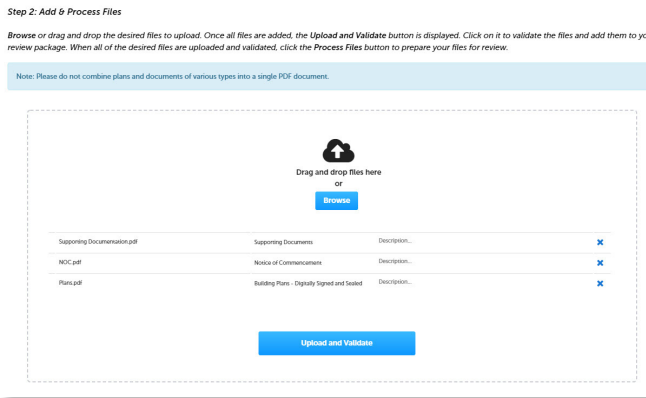
- 17) Select **Upload Plans and Documents**.



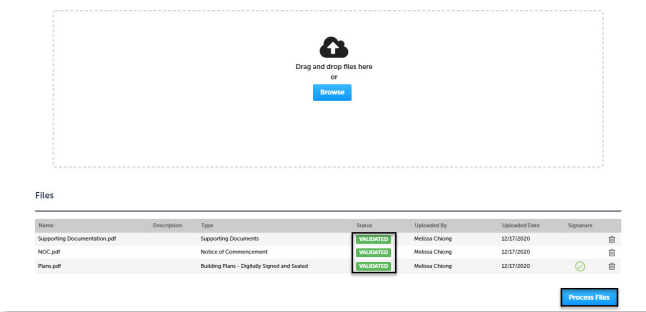
- 18) Enter a summary of the plans and documents to be uploaded in the Description field and select **Continue**.



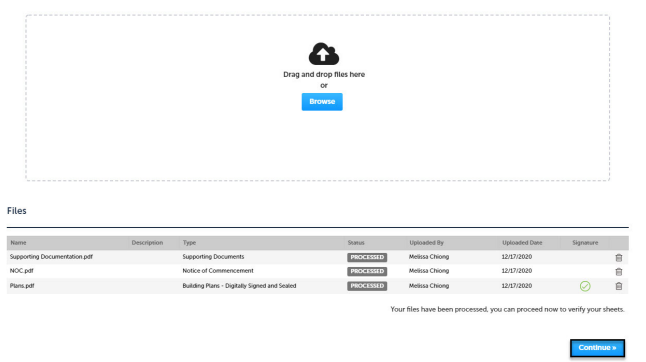
- 19) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.
- 20) Select the document type for each document and select **Upload and Validate**.



- 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.

