



HillsGovHub

User Guide

Update Building Applications



Hillsborough
County Florida

SM

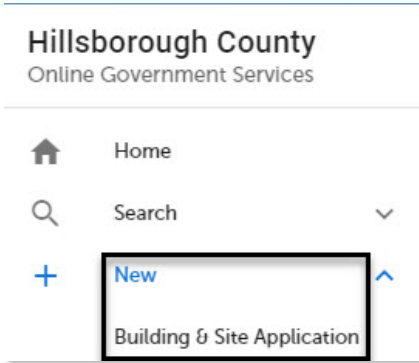
Contents

- Add Contact - Contractor to a record 3**
- Add Contact(s)..... 3**
- Add Licensed Professional(s)..... 4**
- Add Address to Burglar Alarm or Roof Trade Application 5**
- Upload Documents 5**
- Create a Building Revision Record 6**
- Create a Commercial and Residential Temporary Occupancy Record..... 6**

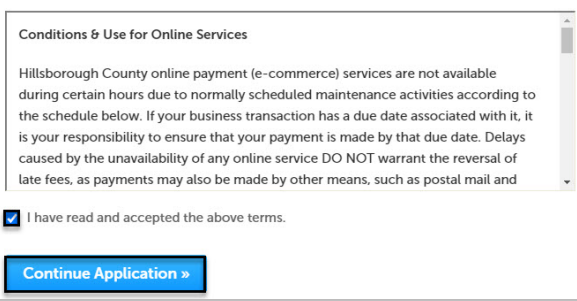
Update Building Applications

Add Contact – Contractor to a record

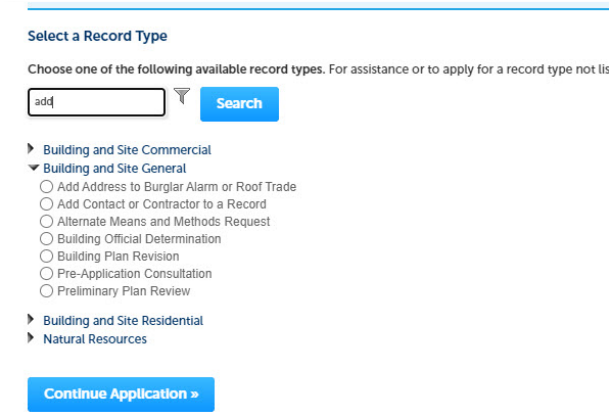
- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu and select **Building and Site Application**.



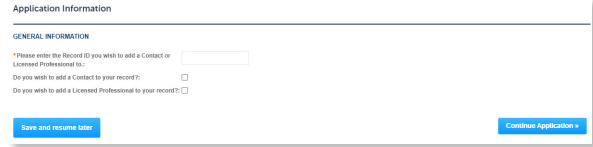
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'add' in the search box and select **Search** or select **Add Contract or Contractor to a Record** from the **Building and Site General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



- 6) Enter the record ID for the application to add the contact or Licensed Professional to, select to add a contact or Licensed Professional, and select **Continue Application**. Follow the below steps to **Add Contact(s)** or **Add Licensed Professional(s)**.

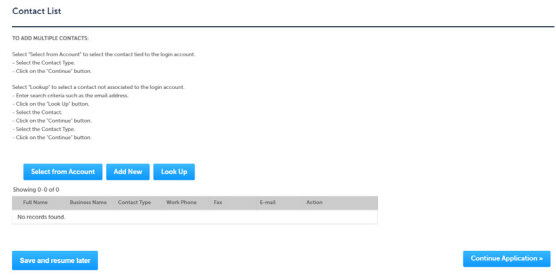


Add Contact(s)

- 1) Select the checkbox next to 'Do you wish to add a Contact to your record?' and select **Continue Application**.



- 2) Select the contact information for the applicant by selecting from the account or looking up the contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Look Up** – select an existing contact in the system.



Please Note: The contact must have an account to be added to the application.

- 3) Repeat the above steps until all necessary contacts have been added and select **Continue Application** once complete.
- 4) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



- 5) Select **Continue Application** to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Licensed Professional(s)

- 1) Select the checkbox next to 'Do you wish to add a Licensed Professional to your record?', and select **Continue Application**.

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

- 3) Repeat the above steps until all necessary Licensed Professionals have been added and select **Continue Application** once complete.
- 4) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

- 5) Select **Continue Application** to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

Add Address to Burglar Alarm or Roof Trade Application

The **Add Address to Burglar Alarm or Roof Trade** allows the applicant to add the additional address information to the application if the original application had more than one address.

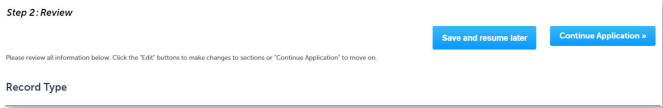
- 1) Log in to the [portal](#).
- 2) Select **New** from the left menu and select **Building & Site Application**.

- 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 'add' in the search box and select **Search** or select **Add Address to Burglar Alarm or Roof Trade** from the **Building General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) Enter the **Permit ID** and 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 review the application. Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



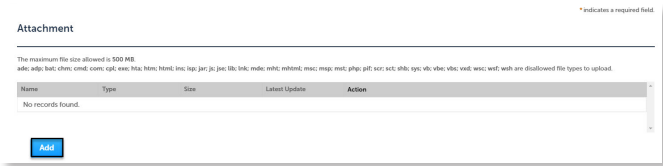
8) Select **Continue Application** to submit the application. The system will display confirmation the application was received successfully and will send an email confirmation.

Upload Documents

- 1) [Search](#) and open the record.
- 2) Select **Record Info** and select **Attachments**.



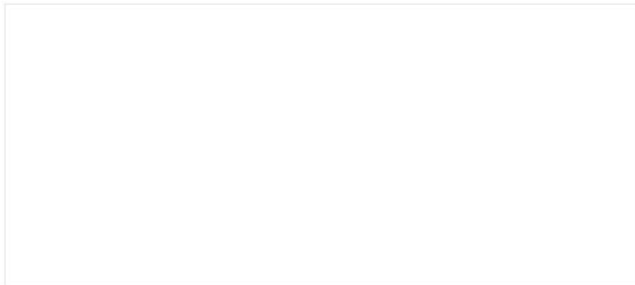
3) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



4) Select **Add, Browse for file**, and select **Open**.

File Upload

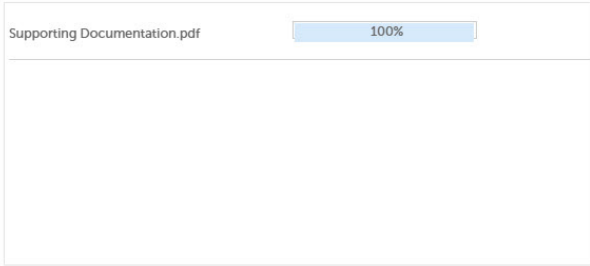
The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.



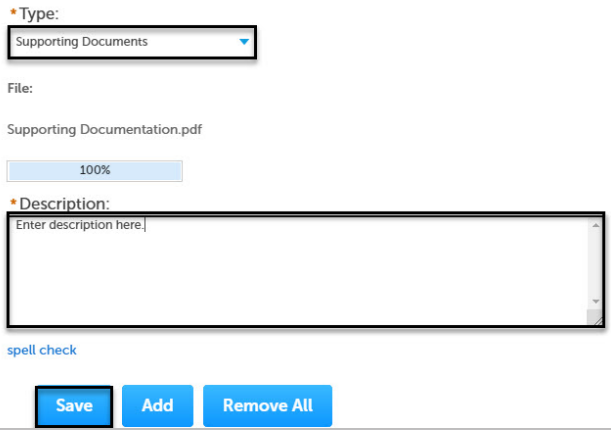
5) Select **Continue** once the file upload is complete.

File Upload

The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.



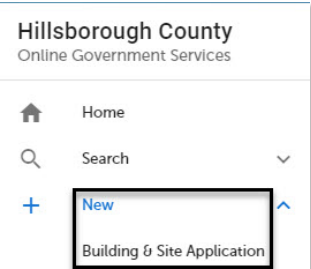
6) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



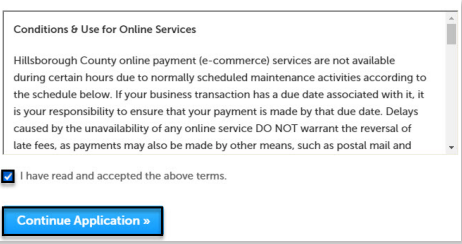
Create a Building Revision Record

The Building Revision application is used for changes of scope, design or intent of an active permit on a Commercial or Residential project. The parent permit must be issued; however the status of the parent permit cannot be **Complete, Closed, Expired, Canceled, or Withdrawn**.

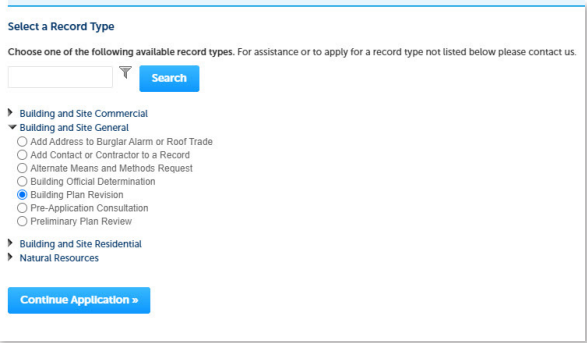
- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.



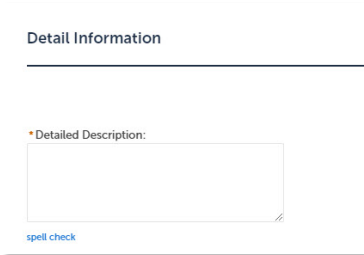
- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'rev' in the search box and select **Search** or select **Building Plan Revision** from the **Building and Site General** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



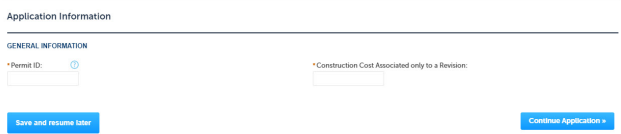
- 6) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.



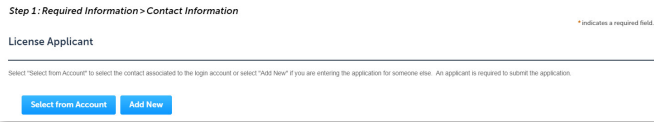
- 7) Enter the **Permit ID** of the initial or parent project that is being revised.
- 8) Enter the **Construction Cost Associated only to a Revision**. The cost entered should only be the cost associated to the revision application and not the entire cost of the project.



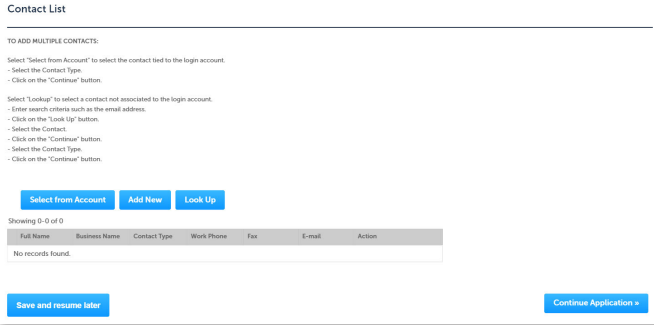
- 9) Select **Continue Application** to proceed to the **Contact Information** page.



- 10) 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.



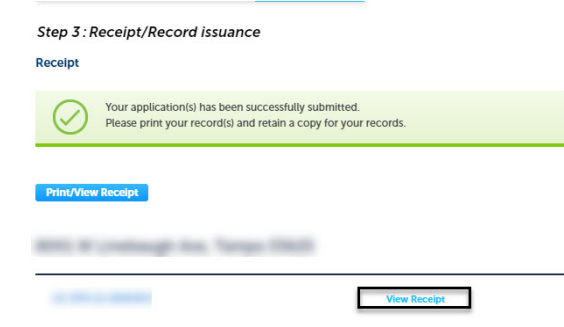
- 11) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** option should 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.



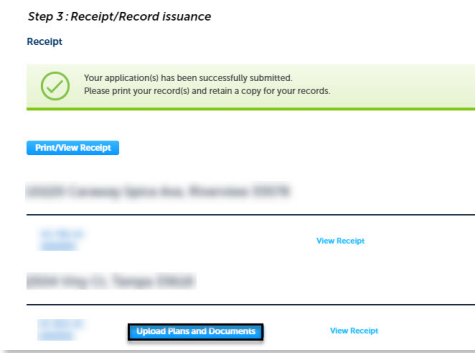
- 12) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



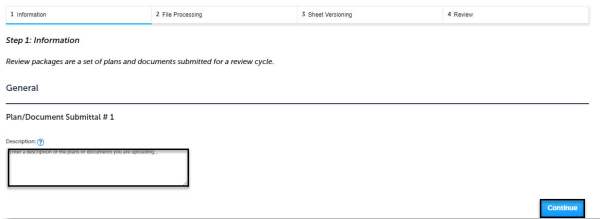
- 13) Select **Continue Application** to complete the application submission. The system will display confirmation the application was received successfully and will send an email confirmation to the contacts on the application. Select **View Receipt** to open the receipt.



14) Select **Upload Plans and Document** to submit the revised plan sheets. Do not include the full original plans for this revision. Only include the revised plan sheets from the original project.

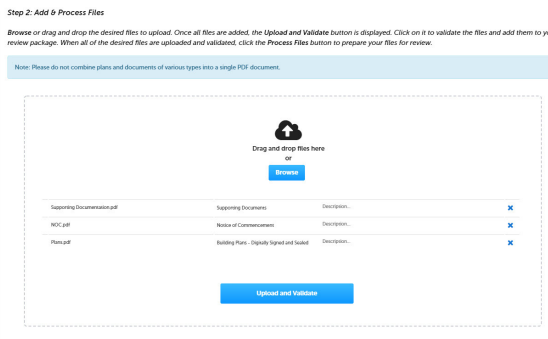


15) Enter a summary of the revised plans and documents to be uploaded in the **Description** field and select Continue.

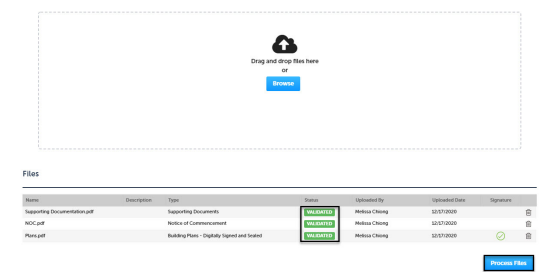


16) Drag and drop files(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.

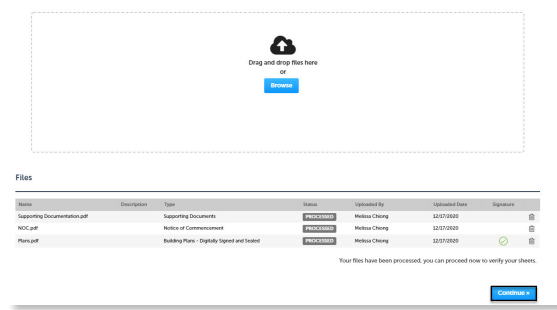
17) Select the document type of each document and select **Upload and Validate**.



18) 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 on the size of the files. It is ok to close the window as an email will be sent once the processing is complete.



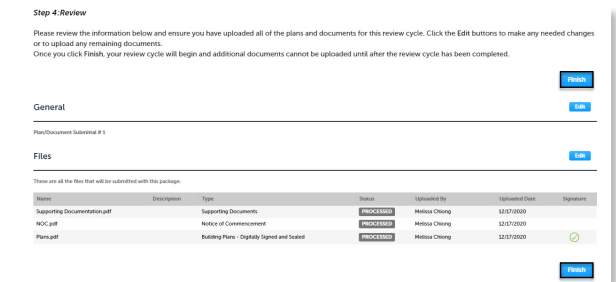
19) Select **Continue** once the processing is complete.



20) 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.



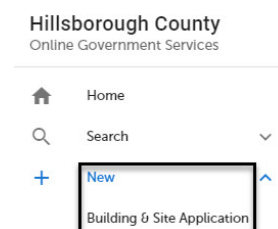
21) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed select **Finish**. The system will display a message and send an email confirmation that the review package was received.



Create a Commercial and Residential Temporary Occupancy Record

A Temporary Certificate of Occupancy (TCO) temporarily certifies that a building is suitable for temporary occupancy in accordance to applicable building codes and laws. The parent permit must be issued. A TCO cannot be created if the parent permit status is **Complete, Closed, Expired, Canceled, or Withdrawn.**

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



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

- Select **Continue Application** to proceed to the **Select a Record Type** page.
- Enter 'temp' in the search box and select **Search** or select **Residential or Commercial Temp Certificate of Occupancy** from the **Building and Site Residential or Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the request.

- Complete the **Application Information** fields. Required fields are marked with a red asterisk.

- Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

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

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

- 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. Select **Print/View Receipt** to open the receipt.