



HillsGovHub

User Guide

Digital Plan Room - Upload Initial Plans and Documents and Finalize Review Package



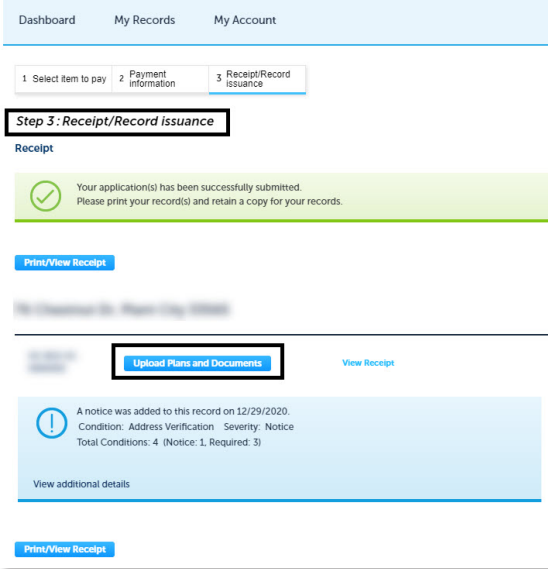
Hillsborough
County Florida

SM

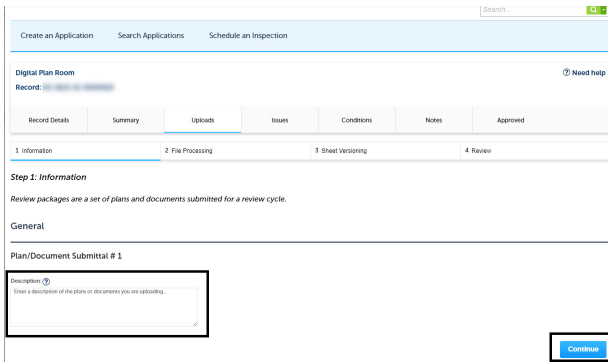
Upload Initial Plans and Documents and Finalize Review Package

After submitting the application, plans and supporting documentation must be submitted, if plans are required.

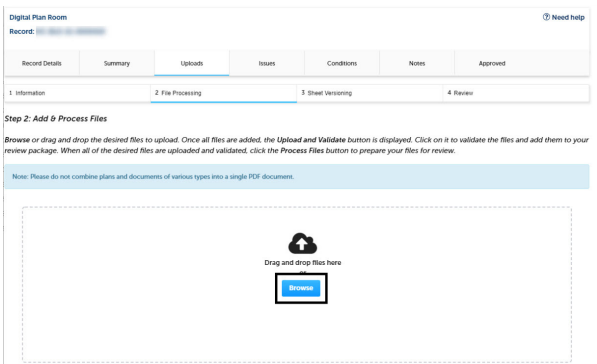
- 1) Select the **Upload Plans and Document** link.



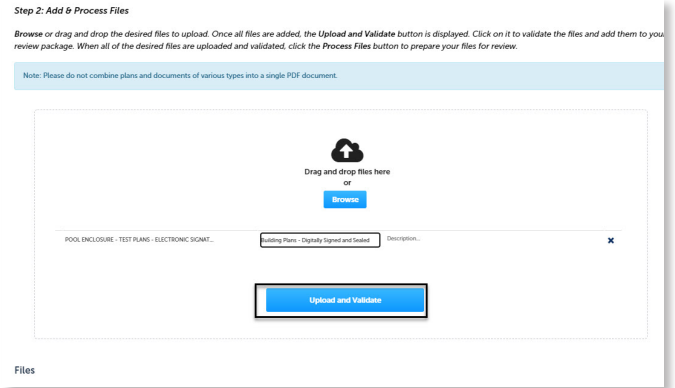
- 2) Enter a description of the review package in the **Description** field select **Continue**. The description is a summary of the documents and plans uploaded.



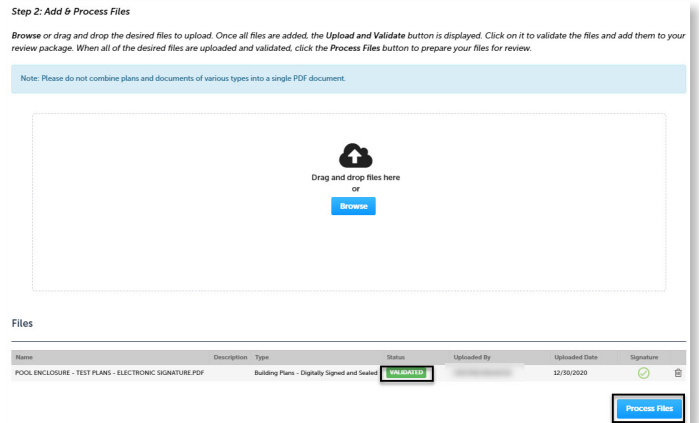
- 3) Drag and drop the file(s) or browse to select the file(s). Please remember to include a table of contents using appropriate sheet numbers in the files. It will significantly streamline upload process.



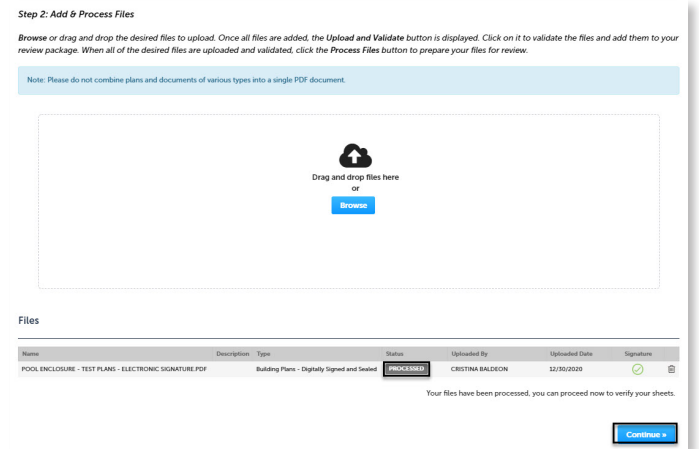
- 4) Select the document type for each document uploaded, and once complete select **Upload and Validate**.



- 5) Select **Process Files** after the file validation is complete. This 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 completed.

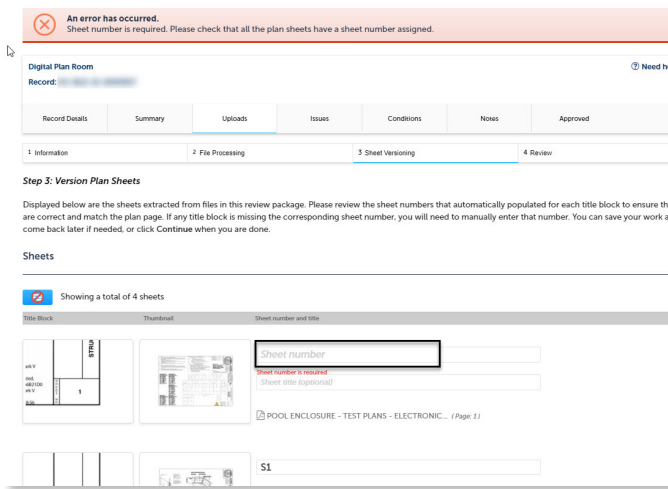


- 6) Select **Continue** after the files are updated to **Processed**.

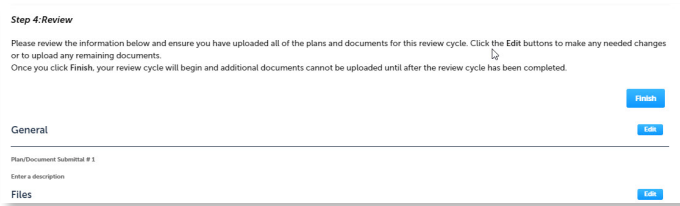


7) Enter the sheet numbers for any pages missing a sheet number.

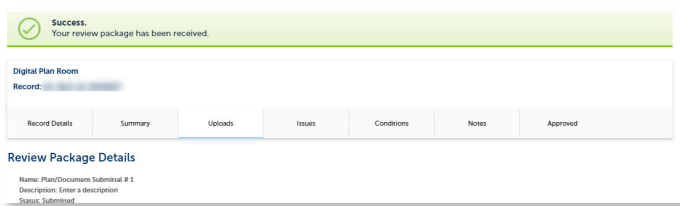
Please note: It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.



8) Select **Continue** to proceed to **Review** page. Select **Edit** to edit the section if changes are needed. If no changes are needed, select **Finish**.



9) The system will display a message and send an email confirmation that the review package was received.



Please Note: All assigned reviews must be completed prior to responding to issues. Responding to issues and uploading corrected plans prior to complete review cycle may cause delays in review.