



HillsGovHub

User Guide

Request Permit Cancellation



Hillsborough
County Florida

SM

Request Permit Cancellation

To request a permit cancellation, a cancellation letter must be provided.

This letter must be provided by an Authorized Agent, property owner or Licensed Professional of the record.

Licensed Professionals must submit letter on company letterhead.

The following must be included on the letter:

Permit Number

Address

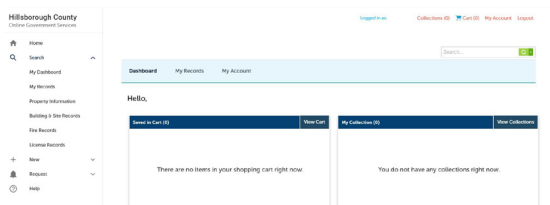
Request and reason for cancellation.

Name: Licensed Professional /Property Owner

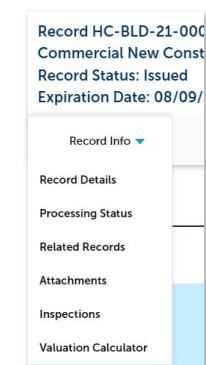
Signature

Request Permit Cancellation

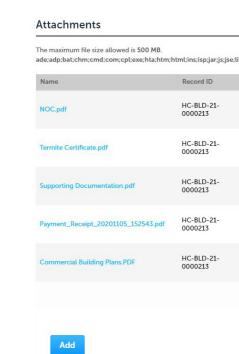
- 1) Log in to the [portal](#).
- 2) [Search](#) and open the record or locate it using **My Records**.



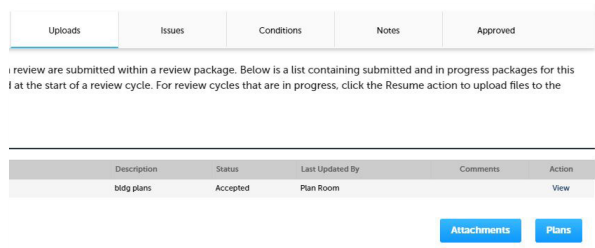
- 3) Select **Record Info** to open the menu and select **Attachments**.



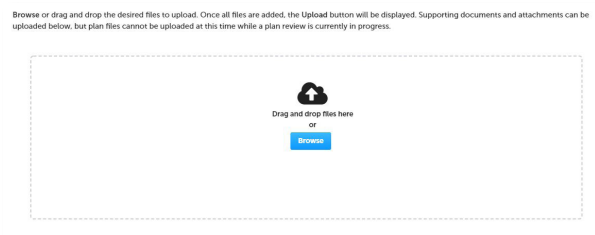
- 4) In the **Attachments** section, select **Add**.



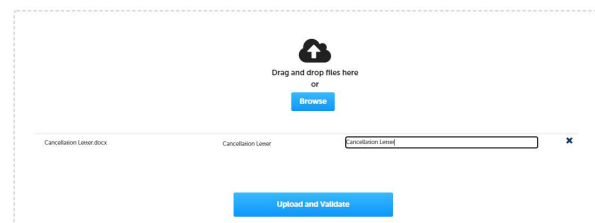
- 5) Select **Attachments**.



- 6) Choose **Browse** when the File Upload Window appears.



- 7) Select your letter from your files. Select Open to upload the document.
- 8) Select **Cancellation Letter** from the Type menu.



- a. Enter "Cancellation Letter" in the **Description** field
 - b. Select **Upload and Validate**.
- 9) Your submission is complete. Staff will review and process your request or notify you if any additional information is needed.

Files

Name	Description	Type	Status
Cancellation Letter.docx	Cancellation Letter	Cancellation Letter	VALIDATED