



HillsGovHub

User Guide

Inspections



Hillsborough
County Florida

SM

Contents

Schedule Inspections..... 3

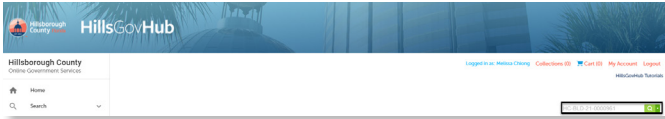
Reschedule an Inspection 4

Cancel an Inspection 5

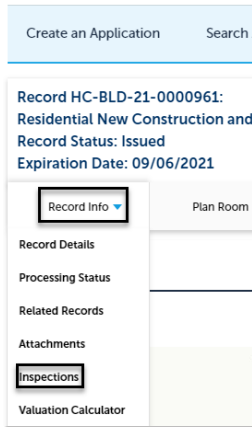
Inspections

Schedule Inspections

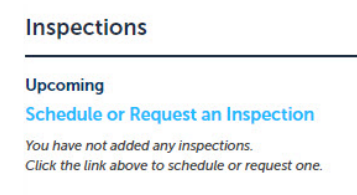
- 1) Log in to the [portal](#).
Please Note: To schedule inspections you must log in.
- 2) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



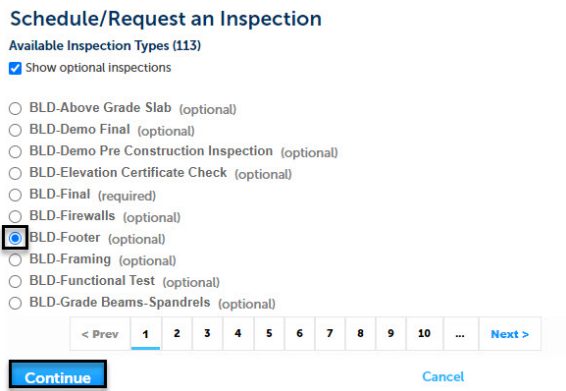
- 3) Select **Inspections** from the **Record Info** menu option.



- 4) Select **Schedule or Request an Inspection**.

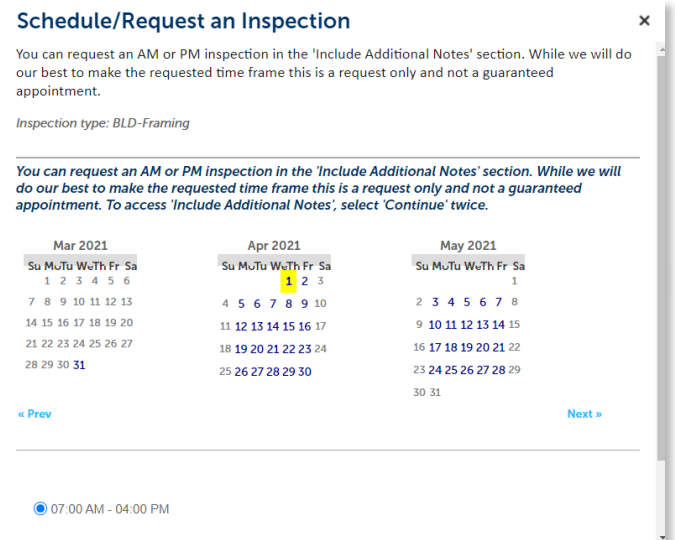


- 5) Select the applicable inspection(s) from the list by selecting the radio button next to the inspection type and select **Continue**.



Prefix	Prefix Discipline
BLD	Building
DOH	Department of Health
ELE	Electrical
EZE	Engineering
FIR	Fire
GEN	General
LAL	Land Alteration Landscaping
MEC	Mechanical
PLB	Plumbing
ROW	Right-of-Way
ROF	Roof
TTC	Temporary Traffic Control
TRP	Transportation
UTL	Utilities
ZON	Zoning

- 6) Select the inspection date, select the radio button next to '07:00 AM - 04:00 PM', and select **Continue**.



Please note: You can request an AM or PM inspection in the **Include Additional Notes** section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access **Include Additional Notes**, select **Continue** twice.

- 7) Select **Change Contact** to update the contact listed and select **Continue**.

Schedule/Request an Inspection

Contact

Change Contact

Select an existing contact

Specify another person (for this inspection only)

* First Name Middle Name * Last Name

* Phone Number

Submit Cancel

- 3) Select the inspection and select **Reschedule** from the **Actions** drop down.

12/18/2020 at 07:00 AM Scheduled BLD-Footer (19522)

Inspector: [redacted]

Actions

- View Details
- Reschedule**
- Cancel

- 4) Select the inspection date, select the radio button next to '07:00 AM - 04:00 PM', and select **Continue**.

Schedule/Request an Inspection

You can request an AM or PM inspection in the 'Include Additional Notes' section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment.

Inspection type: BLD-Framing

You can request an AM or PM inspection in the 'Include Additional Notes' section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access 'Include Additional Notes', select 'Continue' twice.

Mar 2021	Apr 2021	May 2021
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

◀ Prev Next ▶

07:00 AM - 04:00 PM

- 8) Select **Include Additional Notes** to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select **Finish** to schedule the inspection or **Cancel** to cancel the request.

Schedule/Request an Inspection

You can request an AM or PM inspection in the 'Include Additional Notes' section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment.

Confirm Your Selection

If you were not prompted to select the date for your Fire, Utilities, or Natural Resources inspection, your inspection request is under review. You will be notified when the inspection has been scheduled.

BLD-Framing
4/1/2021 7:00 AM
1039 S 50th St
Tampa 33619
Melissa Willingham (813) 276-2272

Include Additional Notes

Finish Back Cancel

Please note: You can request an AM or PM inspection in the **Include Additional Notes** section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment. To access **Include Additional Notes**, select **Continue** twice.

- 5) Select **Change Contact** to update the contact listed and select **Continue**.

Schedule/Request an Inspection

Contact

Change Contact

Select an existing contact

Specify another person (for this inspection only)

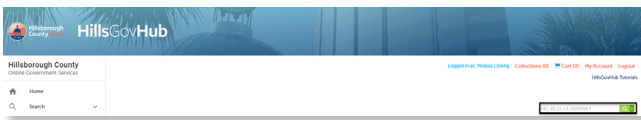
* First Name Middle Name * Last Name

* Phone Number

Submit Cancel

Reschedule an Inspection

- 1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



- 2) Select **Inspections** from the **Record Info** menu option.

Create an Application Search

Record HC-BLD-21-0000961:
Residential New Construction and
Record Status: Issued
Expiration Date: 09/06/2021

Record Info Plan Room

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

- 6) Select **Include Additional Notes** to add notes such as AM/PM inspection requests, gate codes for the inspector, confirm the information and select **Finish** to schedule the inspection or **Cancel** to cancel the request.

Schedule/Request an Inspection

You can request an AM or PM inspection in the 'Include Additional Notes' section. While we will do our best to make the requested time frame this is a request only and not a guaranteed appointment.

Confirm Your Selection

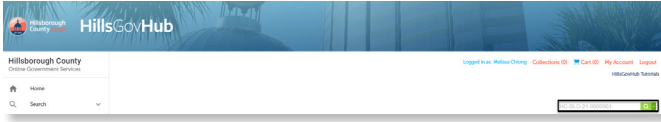
If you were not prompted to select the date for your Fire, Utilities, or Natural Resources inspection, your inspection request is under review. You will be notified when the inspection has been scheduled.

BLD-Framing
4/1/2021 7:00 AM
1039 S 50th St
Tampa 33619
Melissa Willingham (813) 276-2272

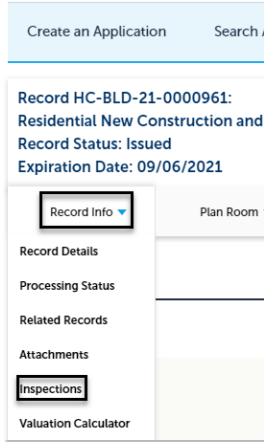
Include Additional Notes

Cancel an Inspection

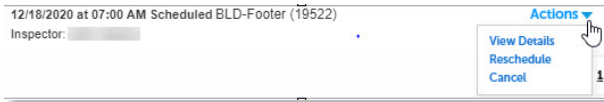
- 1) Enter the search criteria in the **Search** box located at the top right-hand side of the page and select the green magnifying glass or select 'Enter' on your keyboard.



- 2) Select **Inspections** from the **Record Info** menu option.



- 3) Select the inspection and select **Cancel** from the **Actions** drop down.



- 4) Select **Cancel Inspection**.

