



HillsGovHub

User Guide

Search for Records



Hillsborough
County Florida

SM

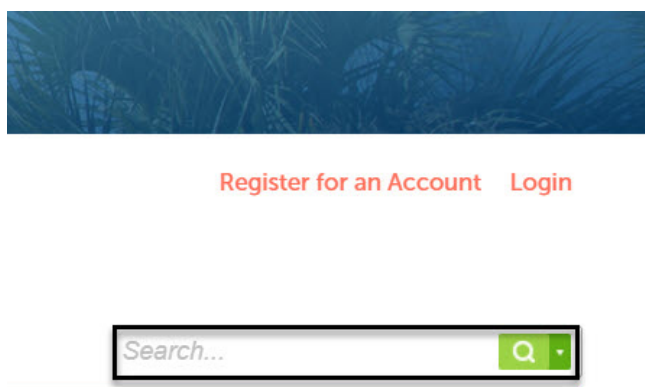
Search for Records

There are many options for searching information.

- **General Search** – searches all system areas and returns results containing the search criteria entered and does not require logging in.
- **Record Search** – searches the specific area for the search criteria entered and does not require logging in.
- **My Records** – searches records associated to the account holder and does require logging in.

General Search

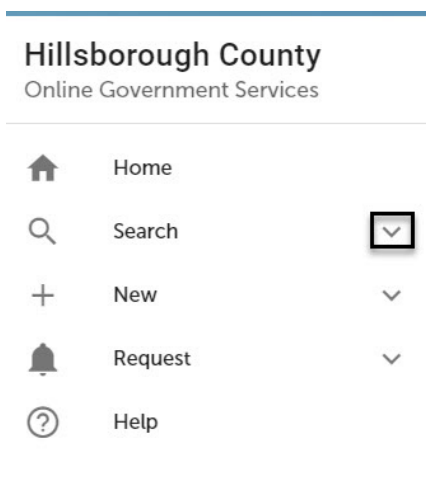
- 1) Enter the search criteria in the **Search** box located at the top right-hand side of the page.



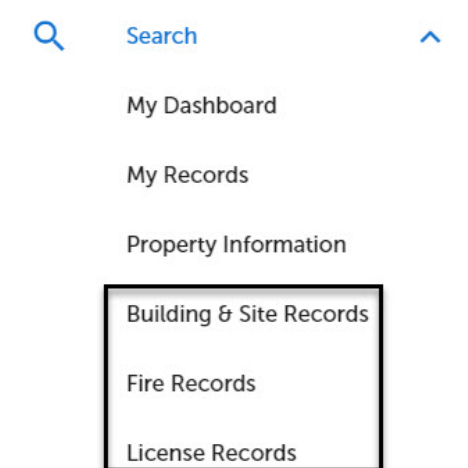
- 2) Select enter on the keyboard or select the magnifying glass. The system will return the results.
- 3) If the search does not return the expected results, please re-check the search criteria entered and repeat the steps.

Record Search

- 1) Select **Search** from the menu located on the left-hand side of the screen.



- 2) Select the type (Building & Site Records, Fire Records, License Records).



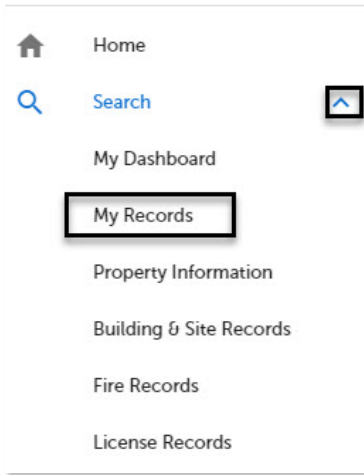
- 3) Enter the search criteria and select **Search**. The system will return the results.

The image shows the "General Search" form. It includes fields for Record Number, Record Type, Project Name, Start Date, End Date, License Type, State License Number, First, Last, Name of Business, Business License #, Street No., Direction, Street Name, Street Type, Unit Type, Unit No., Parcel No., City, State, Zip, and Country. There are also "Search" and "Clear" buttons at the bottom.

My Records

- 1) Log in to the [portal](#).

- 2) Select **Search** from the menu located on the left-hand side of the screen and select **My Records**. The list of records associated to the user account will be displayed. Records are listed by the date, but the sort order can be changed by clicking on the column title.



- 3) Select the **'Record Number'** to view the record or select the **Action** to perform the next required action.

Showing 1-10 of 100+ | Download results | Add to collection | Add to cart

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action | Short Notes |
|--------------------------|------------|---------------|---|-------------|--------------|-----------------|--------|--------------|-------------|
| <input type="checkbox"/> | 12/17/2020 | | Commercial New Construction and Additions | r | | 12/17/2020 | Open | Pay Fees Due | |
| <input type="checkbox"/> | 12/17/2020 | | Residential Miscellaneous Permit | test | | 12/17/2020 | Open | Pay Fees Due | |