

We live in an age of information!

If you want to download an electronic copy or print out your home's blueprints or any of the other things listed below, you can find them on our county's website by visiting their building department. If you do a Google search for **Hillsborough County building department**, the first thing that comes up (came up for me) is, "**Hillsborough County - Permits & Records**"

After clicking on that link, you will go to a county screen with 17 red boxes to choose from. By clicking on "**PLANS & PERMITS INFO (PGM STORE)**" you will be taken to another page with a red box that says, "**ENTER THE PGM STORE**".

Please note, this store has nothing but **FREE** information. All you need to know is that the User ID is "**public**" and the Password is "**public**", which are both printed out right above the red box.

After clicking on the red box you will go to the log-in screen of Hillsborough County's Optix Web Workstation. Enter "**public**" into both boxes and after you log in, click on "**Document Repository**" and then click on the "**Query**" box. From the next screen you can enter any address and hit the "**Query**" box again to get things like:

- Permit applications
- Permit receipts
- Tree requirements for each lot
- AC certification papers
- Termite certificate
- Plans (blueprints)
- Survey
- Irrigation plans and certificates
- Occupancy permit

If you want to go beyond just looking at your home's records or that of your neighbors, the attached sheet has the addresses that were used by Minto for Verona's swimming pool, bathhouse, gates, signs, mailbox kiosk, etc.

Enjoy!

Step 1 – Go to Hillsborough County website homepage:

Hillsborough County Florida

Residents **Businesses** Government About Hillsborough I WANT TO

Search

A Ruskin Crabber's Earnest Plea for the Environment

Thirty years ago, Gus Muench helped launch the County's environmental lands acquisition program

READ MORE

NEWS CALENDAR

Things To Know about Summer Camp
Open Registration for Summer Camps Begins April 2
POSTED April 23, 2018

Arbor Day Art Contest Celebrates Trees, Communities
Winning artists receive trees, with tools and fertilizer to help them grow
POSTED April 23, 2018

Prepping for a 5K? Try a County Park
When preparing for a 5K, be prepared to hydrate, take it slow, and train at a County park
POSTED April 23, 2018

VISIT NEWSROOM

Step 2 – Click on “Business” to get the drop-down menu

Step 3 – Click on “Permitting Tools” box

The screenshot shows the Hillsborough County website with the following elements:

- Header:** Hillsborough County Florida logo, navigation menu (Residents, Businesses, Government, About Hillsborough, I WANT TO), and a search bar.
- Businesses Section:** A grid of links including Business Community, Entrepreneur & Small Business Support, Doing Business With Hillsborough, Economic Development, Land Development, Permits & Records, and Zoning.
- PERMITS Section:** A sub-section titled "PERMITS" with the description "Research, apply for, and track the status of permits for residential and commercial development." A button labeled "Permitting Tools" is highlighted with a red arrow.
- ACCEPTED Stamp:** A green stamp with the word "ACCEPTED" in white, tilted slightly.
- Main Content Area:** A large banner for "A Ruskin Crabber's Earnest Plea for the Environment" featuring a man in a hat and sunglasses. Below the banner is a "READ MORE" button.
- Footer:** A "NEWS" and "CALENDAR" section with three news items: children playing, a handwritten note about trees, and a group of runners.

Step 4 – Click on “Plans & Permits Info (PGM Store)” box

The screenshot shows a web browser window displaying the Hillsborough County website. The address bar shows the URL www.hillsboroughcounty.org/en/businesses/permits-and-records. The page features a teal header with the title "Permits & Records" and a sub-header explaining the purpose of the permits. Below the header is a grid of 16 buttons, each representing a different service or information category. The button labeled "PLANS & PERMITS INFO (PGM STORE)" is highlighted in a darker red color and has a red arrow pointing to it from the bottom-left. Other buttons include "PERMIT OFFICE LOCATIONS", "APPLICATIONS & FORMS", "CHECKLISTS", "CONSTRUCTION CODES & ORDINANCES", "WINDBORNE DEBRIS MAPS", "PERMITTING TOOLS", "CHECK PERMIT STATUS", "ONLINE PERMITS & PLAN SUBMITTALS", "CONSTRUCTION FRAUD", "CONTRACTOR LICENSING", "INSPECTIONS", "PERMIT FEES", "PERMITS", "REPORTS", and "SUBMIT QUESTIONS OR CONCERNS".

Permits & Records

To help ensure that structures meet safety standards, we issue permits for residential and commercial construction, including renovations and certain upgrades and installations. Here you can find applications, check your permit status, or search records for contractor license information and fees. You'll also find the locations of our permitting offices. Get information on changes to [Code Requirements](#) and [Building Fees](#).

PERMIT OFFICE LOCATIONS	APPLICATIONS & FORMS	CHECKLISTS	CONSTRUCTION CODES & ORDINANCES
WINDBORNE DEBRIS MAPS	PERMITTING TOOLS	CHECK PERMIT STATUS	ONLINE PERMITS & PLAN SUBMITTALS
PLANS & PERMITS INFO (PGM STORE)	CONSTRUCTION FRAUD	CONTRACTOR LICENSING	INSPECTIONS
PERMIT FEES	PERMITS	REPORTS	SUBMIT QUESTIONS OR CONCERNS

RELATED NEWS & EVENTS

www.hillsboroughcounty.org/en/businesses/permits-and-records/permits/plans-and-permit-information-pgm-store

Type here to search

2:21 PM 4/30/2018

Step 5 – Click on “Enter the PGM Store” box

The screenshot shows a web browser window with the URL <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/permits/plans-and-permit-information-pgm-store>. The page features a teal header with the Hillsborough County logo and navigation links for Residents, Businesses, Government, and About Hillsborough. A search bar is located in the top right corner.

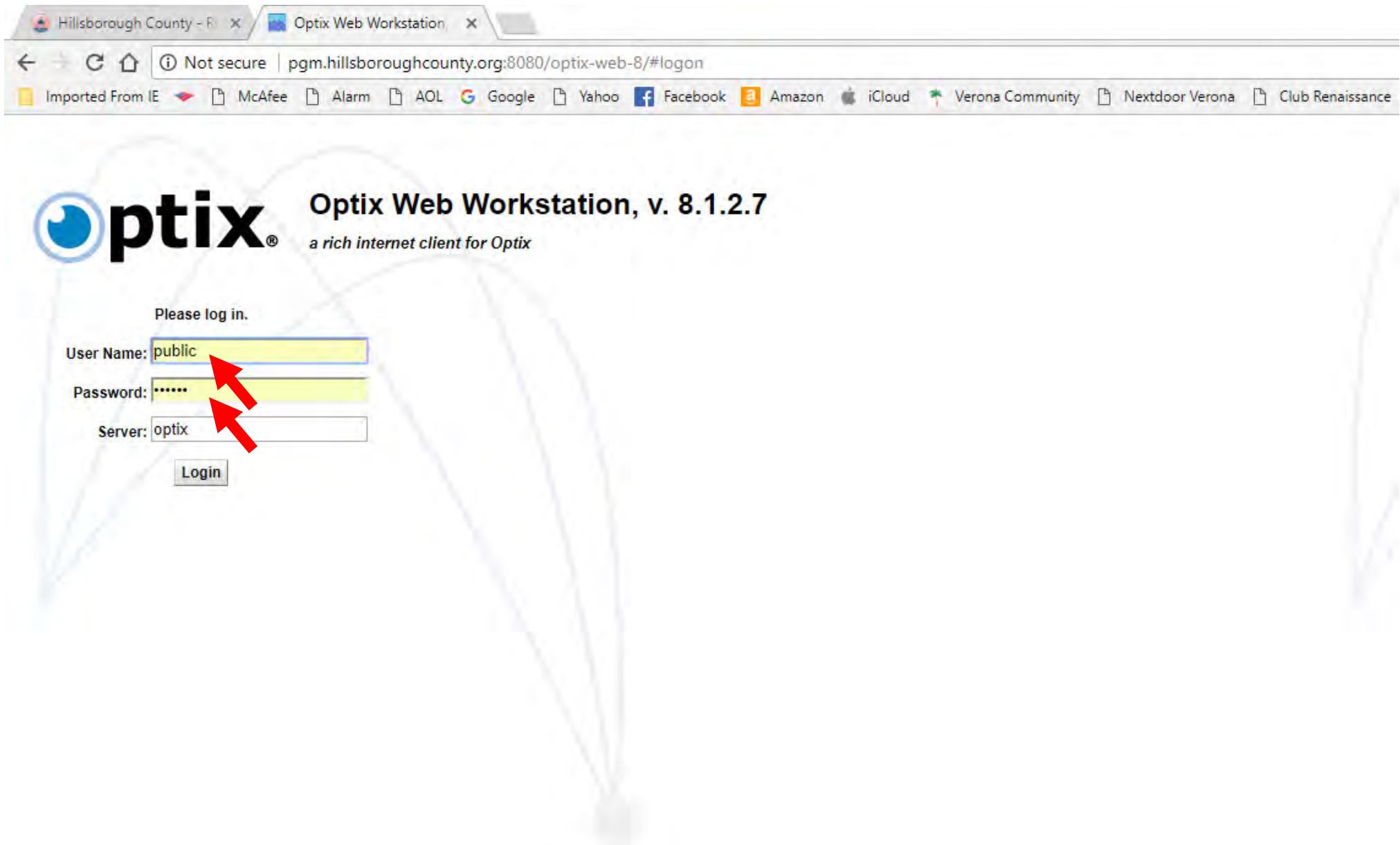
The main content area is titled "Permits" and includes a sidebar with a "PERMITS & RECORDS" menu. The menu items are: Applications & Forms, Check Permit Status, Checklists, Construction Codes & Ordinances, Construction Fraud, Contractor Licensing, Inspections, Online Permits & Plan Submittals, Permit Fees, and Permit Office Locations. Below the menu is a "Permits" section with links to: Approved Hedge List, Approved Tree List, Building Inspection Codes, Check Permit Status, Environmental Protection Commission Permit Center, Grand Oak Regulations, and Habitat Preservation Area Management Plan Proposal.

The main content area contains the following sections:

- Rezoning, Plans and Permit Information (PGM) Store**
The Development Department's online document management system is known as the "PGM Store." Search for plans, applications and permit files.
- Accessing the PGM Store**
Use the following user name and password to access the PGM Store. Leave the server option as optix.
User ID: public
Password: public
ENTER THE PGM STORE (button)
- What do I need to know before I use the PGM Store?**
 - Turn pop-up blockers off before entering the PGM store login page
 - Recommended Minimum Configuration for Optimal Performance:
 - Windows Hardware: Pentium 800 MHz, 256 MB RAM
 - Operating System: Windows XP
 - Browsers: Internet Explorer 6 or greater
- Where can I learn more on how to use the PGM Store?**
[Download a tutorial](#) on how to use the PGM Store, or contact [Patrick Murray](#).

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 2:33 PM and date 4/30/2018.

Step 6 - Type “public” into both “User Name” & “Password boxes”



Note: Save this screen as a “favorite” on your computer so you can get back to it more easily in the future

Step 7 – Click on “Document Repository”

The screenshot shows a web browser window with the URL `pgm.hillsboroughcounty.org:8080/optix-web-8/#server_catalog`. The browser's address bar includes navigation icons and a search bar. Below the browser window is a menu bar with 'File', 'Workflow', and 'Help' options, along with 'Refresh Server Catalog' and 'Logoff' buttons. The main content area is titled 'Optix Server Catalog' and contains an 'Add' button and a 'Query' button. A tree view is displayed on the left side, with 'Database Screens' expanded. The 'Document Repository' item is highlighted with a red arrow. Other items in the tree view include 'Archive Data', 'LD - Wellhead Resource Permits', 'SS - As-built Review View', 'SS - Plan Submittal View', 'Sign Permitting', 'Zoning - Hearing Agendas', and 'Zoning - Master Hearing Agendas'. Below the tree view are 'Optix Folders' and 'Workflow Routes'.

Hillsborough County - Re x Optix Web Workstation, x

pgm.hillsboroughcounty.org:8080/optix-web-8/#server_catalog

Imported From IE McAfee Alarm AOL Google Yahoo Facebook Amazon iCloud Verona Community Nextdoor Verona Club Renaissance

File Workflow Help Refresh Server Catalog Logoff

Optix Server Catalog

Add Query

Database Screens

- Archive Data
- Document Repository
- LD - Wellhead Resource Permits
- SS - As-built Review View
- SS - Plan Submittal View
- Sign Permitting
- Zoning - Hearing Agendas
- Zoning - Master Hearing Agendas

Optix Folders

Workflow Routes

Step 8 – Click on “Query” box (remember this step)

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Hillsborough County - Re, Optix Web Workstation, and a third tab.
- Address Bar:** pgm.hillsboroughcounty.org:8080/optix-web-8/#server_catalog
- Navigation Bar:** Includes 'File', 'Workflow', and 'Help' menus, along with 'Refresh Server Catalog' and 'Logoff' buttons.
- Main Content Area:** Titled 'Optix Server Catalog', it features an 'Add' button and a 'Query' button. A red arrow points to the 'Query' button.
- Left Sidebar:** A tree view containing:
 - Database Screens
 - Archive Data
 - Document Repository
 - LD - Wellhead Resource Permits
 - SS - As-built Review View
 - SS - Plan Submittal View
 - Sign Permitting
 - Zoning - Hearing Agendas
 - Zoning - Master Hearing Agendas
 - Optix Folders
 - Workflow Routes

Light blue arrows from the bottom of the page point towards the 'Query' button and the 'Database Screens' section.

Step 9 – Type in your address and click on arrow to get drop-down menu to select type of road you live on

The screenshot shows a web browser window with the URL `pgm.hillsboroughcounty.org:8080/optix-web-8/#db_query;Document%2520Repository`. The browser's address bar and toolbar are visible at the top. The main content area has a yellow background and contains the following elements:

- Property Address:** A text input field containing "415" and a dropdown menu showing "CASTLE PINES".
- Tracking Information:** A section with several input fields for "Curr Node:", "Node Date:", "Input By:", "Mod By:", "Input Date:", and "Mod Date:", all of which are currently empty.
- Road Type Selection:** A vertical list of road types, each with a checkbox. The "ALY" option is selected and highlighted in blue. A red arrow points to the "ALY" checkbox.

The list of road types includes: ALY, AVE, BEND, BLVD, BYU, CIR, COVE, CRES, CSWY, CT, CV, DR, EXPY, HTS, HWY, JCT, LN, LOOP™MALL, OVAL, PARK, PASS, PATH, PIKE, PKWY, and PL.

Step 10 – Click on “Query” box again

The screenshot shows a web browser window with the URL `pgm.hillsboroughcounty.org:8080/optix-web-8/#db_query;Document%2520Repository`. The browser's address bar and toolbar are visible at the top. Below the browser, there is a menu bar with 'File', 'Workflow', and 'Help' options, along with buttons for 'Show Server Catalog' and 'Logoff'. The main content area is titled 'Document Repository' and features a 'Query' button and a 'Clear' button. A red arrow points to the 'Query' button. To the right of these buttons is a 'Max Hits' dropdown menu set to '20'. Below the buttons is a section titled 'Search All Documentation' with the Hillsborough County Florida logo. This section contains three main form areas: 'Document Information', 'Applicant/Location Information', and 'Tracking Information'. The 'Document Information' section includes fields for 'Tracking #', 'Folio ID', 'App/Permit/Tracking #', 'Planner', 'Permit Type', 'Status', and 'S/T/R'. The 'Applicant/Location Information' section includes fields for 'Applicant Name', 'Property Address' (with '415' and 'CASTLE PINES' entered), and a dropdown menu for 'LN'. The 'Tracking Information' section includes fields for 'Curr Node', 'Input By', 'Input Date', 'Node Date', 'Mod By', and 'Mod Date'. The entire interface is set against a light green background.

Step 11 – Click the icon at the beginning of each line to open that collection of documents (2nd line for this address says “FINAL”)

Hillsborough County - Re x Optix Web Workstation, x

pgm.hillsboroughcounty.org:8080/optix-web-8/#db_hitlist

Imported From IE McAfee Alarm AOL Google Yahoo Facebook Amazon iCloud Verona Community Nextdoor Verona Club Renaissance SCC New Members SCC Tiller

File Workflow Help Show Server Catalog Logout

Hit List for: Document Repository

Open Copy Delete Revisions Export Proc Info

	Application Number	Associated Folio ID	Permit Type	Current Status	Permit Number	Section	Township	Range	First Name	Middle Name	Last Name	SL Address #:	SL Prefix:	SL Street Address:	SL Suffix:
	ALU30983	079546.8110	BP - Residential	READY	ALU30983	18	32	20	HARTSHORN		GARY ROBERT	415		CASTLE PINES	LN
	SFR77491	079546.8110	BP - Residential	FINAL	SFR77491	18	32	20	SVOPA		STEVEN M	415		CASTLE PINES	LN
	Section 101316 08471300.odm (55.1K bytes) [PIXL PIXD]														

Document Repository

Re-Query Update Revert Proc Info

Document Repository

Search All Documentation

Document Information

Tracking #: App/Permit/Tracking #:

Folio ID: Planner:

Permit Type:

Status: S/T/R:

Applicant/Location Information

Applicant Name: (First, M, Last)

Property Address:

Step 12 – This collection has 81 documents including this occupancy permit. The last one is the plans in pdf format

Hillsborough County - R... Optix Web Workstation...
pgm.hillsboroughcounty.org:8080/optix-web-8/#image:69b7ADVHiraLXJ8bOISO_FTpTZICo7Ib;1:Collection%2520041816%252009004705.odm
Imported From IE McAfee Alarm AOL Google Yahoo Facebook Amazon iCloud Verona Community Nextdoor Verona Club Renaissance SCC New Members SCC Tiller Pickleball SCC Events wiktiree Census RMA Verona HOA
File Workflow Help Show Server Catalog Logoff
Collection 041816 09004705.odm
10012104
PL-LS RCPT
Image 101216 15165501
Image 101916 10452301
PDF
No Thumbnail Available
PLANS
8.5" x 11" RGB TIFF (300 DPI)
Type here to search
3:23 PM 4/30/2018

CERTIFICATE OF OCCUPANCY

Hillsborough County
Florida

BUILDING AND CONSTRUCTION SERVICES

This certificate is issued pursuant to the requirements of the Florida Building Code and the Hillsborough County Construction Code certifying that at the time of completion this structure, to the best of our knowledge, was in compliance with the applicable codes.

Type Occupancy Class: RESIDENTIAL R-3	Permit No: SFR77491
Contractor: MINTO COMMUNITIES LLC	Code Edition: FBC 5th Edition 2014
Owner: MINTO COMMUNITIES	Design Occupant Load: N/A
Owner Address:	Required Fire Sprinkler System: N
Project Address: 415 CASTLE PINES LN HBCO	Type Construction: VB
Date: 10/19/2016	Building Official:

Delko E. Bos

Step 13 – Click on any document to bring it up. In this case you must then click on “Open” to download the blueprints

The screenshot shows a web browser window with the address bar displaying `pgm.hillsboroughcounty.org:8080/optix-web-8/#image:69b7ADVHiraLXJ8bOISO_FTpTZICo7Ib;1:Collection%2520041816%252009004705.odm`. The browser's address bar also shows "Imported From IE" and various search engines like McAfee, Alarm, AOL, Google, Yahoo, Facebook, Amazon, iCloud, Verona Community, Nextdoor Verona, Club Renaissance, SCC New Members, SCC Tiller, Pickleball, SCC Events, wikitree, Census, RMA, and Verona HOA. The browser's menu bar includes "File", "Workflow", and "Help", with "Show Server Catalog" and "Logoff" buttons. The main content area is a document viewer for "Collection 041816 09004705.odm". The viewer has a sidebar on the left with several thumbnails. The bottom thumbnail is highlighted in yellow and labeled "PLANS". It contains the text "PDF No Thumbnail Available". A red arrow points to an "Open" button located below this thumbnail. Above the "Open" button, the text "Object Opens Externally" is displayed. The main viewing area is currently blank with a grey background and a watermark pattern.

- Step 1 – Go to Hillsborough County website homepage:**
- Step 2 – Click on “Business” to get the drop-down menu**
- Step 3 – Click on “Permitting Tools” box**
- Step 4 – Click on “Plans & Permits Info (PGM Store)” box**
- Step 5 – Click on “Enter the PGM Store” box**
- Step 6 - Type “public” into both “User Name” & “Password boxes”**
- Step 7 – Click on “Document Repository”**
- Step 8 – Click on “Query” box (remember this step)**
- Step 9 – Type in your address and click on arrow to get drop-down menu to select type of road you live on**
- Step 10 – Click on “Query” box again**
- Step 11 – Click the icon at the beginning of each line to open that collection of documents (2nd line for this address says “FINAL”)**
- Step 12 – This collection has 81 documents including this occupancy permit. The last one is the plans in pdf format**
- Step 13 – Click on any document to bring it up. In this case you must then click on “Open” to download the blueprints**
- Step 14 – Click the download icon to download the document to your computer where you can then save it**

Good luck, Jim Sears