Your Guide To Online Permitting

GETTING STARTED

- ONLINE PERMITTING BASICS -

ENTER OUR ONLINE

PERMTTING PORTAL HERE

INTRODUCTION

Online permitting increases efficiency for residents and businesses by providing an easier way to obtain permits and minimize disruptions to your daily lives and business operations. With this system, you can:

- **Create and maintain an account**. Once you sign in and create an account, the system will retain your information. You won't have to re-enter your information each time you apply for a permit.

- **Save and resume work on a Permit Application**. You can stop at any time and come back to finish your application later, if necessary.

- **Check the permit status.** After a permit application has been submitted, you can sign in and check the status of the permit. You will also receive up-to-date emails from Village staff on the status as the permit progresses.

- **Pay fees.** Once your application has been approved, you can pay online.

REGISTERING FOR AN ACCOUNT

In order to use the system, you must first register for an account. Registering is easy and will help you track your online permit applications. Click **here** to enter our online permitting portal. Before you register for an account, you will need the following information:

1. A User Name and Password (At least 8 letters or numbers required)
2. Personal and Contact Information
3. A valid email address

To register for an account, click on the link in the upper right corner.

On the following screen, enter a User Name, Password, provide a Security Question and Answer, as well as your address and primary phone number. You must provide your name and email here as well as phone number in case the Village has any questions regarding your permit submittal.

IMPORTANT! You must remember your security QUESTION as well as your answer in case you ever forget your password. The portal will NOT save your question for you.

Now that you've registered for an account, each time you return to the online permitting home page you will need to log in. The "**Login**" link is at the top right corner of the home page next to the "**Register For An Account**" link. (See below)

Once logged in, you can now apply for, check the status of an existing permit and pay fees as well as upload new or revised documents for review.

To create an application, click the "**Create an Application**" link for either the Engineering or Building Division, depending on your desired permit type. (**A**)

- Building Permits typically relate to all buildings and structures, as well as everything inside of them.
- Engineering Permits are required for all work outside of your house or building.

(Click here for further details regarding which permit type is required.)

You may also search for an existing application by choosing "Search Applications." (**B**)

CONTINUE CREATING YOUR PERMIT

(For this walk-through we will show you how to apply for a permit following the Engineering permit link.)

- After clicking "Create Application" select the type of permit you'd like to apply for. *(**If you don't see the permit type in the list below, online permitting is currently not available for that permit type. The permit will have to be submitted in person at the Village Hall.)***
- After selecting your permit type, click "Continue Application."

Next, provide the address of the proposed permitted work, as well as the property owner's information and parcel pin number.

If you do not know the parcel number, enter "**N/A**" and continue the application or save it and resume later.

Residential Pavement Multiple Types

1 Job Address/Owner Info	2 Applicant/Contra... Info	3 Application Specific Info	4 Review	5 Application Received

Step 1 : Job Address/Owner Info > Page 1

*indicates a required field.

Address

* Street No.:	* Street Name:	?
901	WELLINGTON AV	

Help ✕

Enter street name only (example: Maine) and click search. Locate correct work location and click on address. Address, Owner and Parcel information will fill-in automatically.

Unit Type:
--Select--

Unit No.:

City: Elk Grove Village
State: IL
Zip: 600

Search | **Clear** — *If the address does not auto-populate after choosing "Search", you will need to just enter the complete address manually and then move down to the "Owner" field below.*

Owner

Owner Name: ?
VILLAGE OF ELK GROVE VILL

Address:
901 WELLINGTON AV

City:
State: --Select--
Zip: 60007-3456

Owner Phone Number:

Search | **Clear**

Parcel

* Parcel Number: ?
032 202029

Search | **Clear**

Continue Application » — *Enter NA if you don't know the Parcel Number.* — ➡ Save and resume later: ▢

Next, fill in the Applicant information. Here, you can choose to auto-fill this section with the information you saved when you registered an account by choosing "**Select from Account**." (**C**)

Commercial Parking Lot

| 1 Job Address/Owner Info | 2 Applicant/Contra... Info | 3 Application Specific Info | 4 Review | 5 Application Received |

Step 2 : Applicant/Contractor Info > Page 1

*indicates a required field.

Applicant

If you are the applicant, choose "SELECT FROM ACCOUNT" below.
If you are completing this application for someone else, click "ADD NEW" below to enter their information.

[Select from Account] [Add New]

C

Now fill out the information section about your selected Contractor. Once again, you have the option to save your progress on the lower right.

Contractor

ALL COMMERCIAL/INDUSTRIAL PERMIT TYPES: Enter Company name, address and contact information of Contractor proposing to do work.

Residential Property Owners performing work listed, do not need to complete this section.

Licensed Professional/Contractor Information

* License Type: State License #(if applicable):   Elk Grove Village Business License #:
--Select--

First: Last:

* Name of Business:

* Address:

* City: * State: * Zip:
        --Select--

* Primary Phone: Mobile Phone: Email:

[Save and Close] [Clear] Discard Changes   Save and resume later:

* The following contractors are required to have a Village business license (Contractor License):

- Carpenters, General, Mason, Concrete, Asphalt, Drywall, Sign and Fence Contractors

Visit the Finance Department's website **here** to obtain a Business/Contractor License application. If you have questions, you may call 847-357-4062.

_____

Enter a description of all work being performed.
The cost of construction <u>must</u> be provided at this step in the second blank. Add any other pertinent information.

Step 3: Application Specific Info > Work Description

*indicates a required field.

ASI

DETAIL- SINGLE PERMIT TYPE

*Description of Proposed Work:	REPLACING CONCRETE DRIVEWAY AND APRON AND DEPRESSING THE CURB.
*Estimated Cost of Construction:	7500.00 Dollars
Additional Information:	WIDENING THE DRIVEWAY BY 4 FEET TO THE WEST.

Read the list of permit submittal requirements then check the box to confirm that you have done so.
You MUST attach at least one file with your submittal by clicking "ADD". (D)
Typical items to attach are Plats of Survey highlighting all work being performed and a contractor's proposal. Other items may be necessary depending on the permit type.

SUBMITTAL REQUIREMENTS

*The following item(s)/information is required for a complete permit submittal: •Plat of Survey or adequate site plan identifying all work to be performed. •Copy of contractor's proposal detailing all work to be performed. •Contractors working in the Right-Of-Way submit a surety bond and certificate of insurance. See Engineering Division section of the Village's website for requirements. •Contractor's Business License issued by the Village of Elk Grove. See Finance Department section of Village's website for requirements and application form. An incomplete permit submittal may result in a delay of permit review.
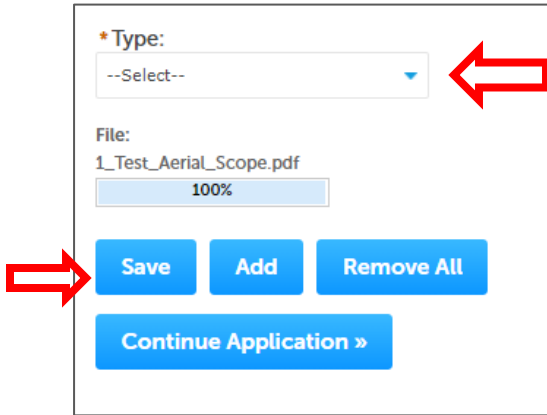
☑

Attachment

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add **D**

Once you have added your document(s), be sure to choose what TYPE of document it is, then click SAVE and CONTINUE APPLICATION.

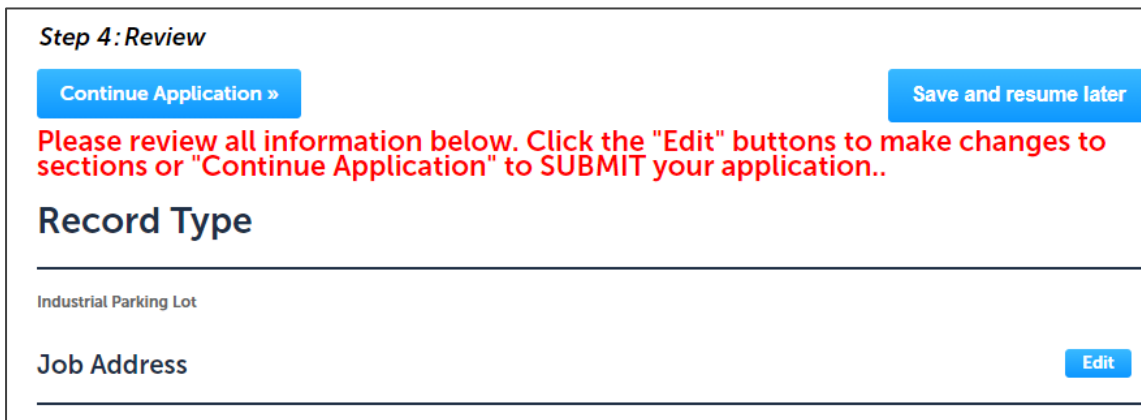On the following page, review all of the information provided. You can click "**Edit**" for any of the information that you may need to change.

Click "**Continue Application**," and your permit application is complete.

Your permit number will be referenced on the next screen.

This number will be required for any permit inquiries or inspection requests. (**E**)

Home	Building	Engineering	Enforcement

Create an Application | Search Applications | Schedule an Inspection

Residential Pavement Multiple Types

1 Job Address/Owner Info	2 Applicant/Contra... Info	3 Application Specific Info	4 Review	5 Application Received

Step 5 : Application Received

✓ **Your application has been successfully submitted.
Please print a copy and retain for your records.**

Thank you for using our online services
Your Permit Number is 11-0871. ← **E**

You will need this number to check the status of your application. Please print a copy and keep for your records.

_____

The following item(s)/information is required for a complete permit submittal:
- Plat of Survey or adequate site plan identifying all work to be performed.
- Copy of contractor's proposal detailing all work to be performed.
- Contractors working in the Right-Of-Way submit a surety bond and certificate of insurance.
- See Engineering Division section of the Village's website for requirements
- Contractor's Business License issued by the Village of Elk Grove. See Finance Dept section of Village's website for requirements and application form.

An incomplete submittal may result in a delay of permit review.

View Record Details »

You will receive an email if more information/corrections or a resubmittal is required.

Example Email:

The plans for record/permit #21-0018 have been reviewed and revisions are required.

Comment: Comments provided in report available for download

Record Information
Record #: 21-0018
Address: 3200 CHASE AVE, ELK GROVE VILLAGE, IL 60007
Description of Work: PARKING LOT

To view attachments, the plan review comments and/or marked up drawings, as well as resubmit plans/revisions please click here.

Navigate to RECORD INFO, then ATTACHMENTS to view your documents. Open the "reviewed" attachment to see detailed review comments. Click on RESUBMIT in red to upload revisions.

Thank you for using our online permitting system. We look forward to working with you.

*** Note that after you follow the link in the above email, you will need to use the <u>RESUBMIT</u> button (F) to resubmit any corrections or additional information:

Attachments

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Action	Size	Latest Update
1_Test_Aerial_Scope.pdf	Plans	Actions ▾	413.03 KB	03/02/2021
1_Test_Aerial_Scope - Reviewed - Revisions Required.pdf	Plans	**Resubmit** Actions ▾	630.19 KB	03/02/2021

F

You will receive an email when your **permit is approved**:

Example Email:

The Plan Review for record/permit #21-0014 has been approved. You will receive a follow-up email with applicable fees and methods of payment within the next 24-48 hours.

Record Information
Record #: 21-0014
Address: 1000 Touhy AVE, Elk Grove Village, IL 60007
Description of Work: PARKING LOT

Thank you for using our online permitting system. We look forward to working with you through the construction and inspection process.

You'll receive another email when it is **ready to be paid** for online:

Example Email:

We are pleased to inform you that record/permit#21-0014 for 1000 Touhy AVE, Elk Grove Village, IL 60007, has been approved.

The total fee due is $25.00. Please click here to pay your fee through our online permitting system with a credit card (AMEX not accepted).

Once we have received your payment, you will receive an email with additional instructions and a link to your approved plans, permit and window placard.

If you have any questions about this record, you may contact the Community Development Department at (847) 357-4220.

Thank you for using our online system. We look forward to working with you.

After clicking on the link to make the payment, you'll be taken back into your record on the portal:

Record 21-0018:
Industrial Parking Lot
Record Status: Approved with Conditions

Add to coll

Record Info ▼	Payments ▼ **1**

Fees

Outstanding:

Date	Invoice Number	Amount	
03/02/2021	48119	$450.00	Pay Fees **2**

Total outstanding fees: $450.00

- Choose PAYMENTS **(1)**
- Choose PAY FEES **(2)**
- Enter Credit Card information and choose SUBMIT PAYMENT

After the permit has been paid for, your approved permit and placard along with all approved plans will be available in the **"attachments section"** for the permit in your account. You may then begin your project.

SCHEDULING INSPECTIONS

Please note that hard copies of all approved plans, permits, placards and documents must be kept onsite.

The following methods can be used to schedule inspections:

- In-person at the Community Development counter
- Over the phone by calling Community Development at (847) 357-4220

If you have any additional questions regarding online permitting with Elk Grove Village, please contact Community Development at (847) 357-4220.