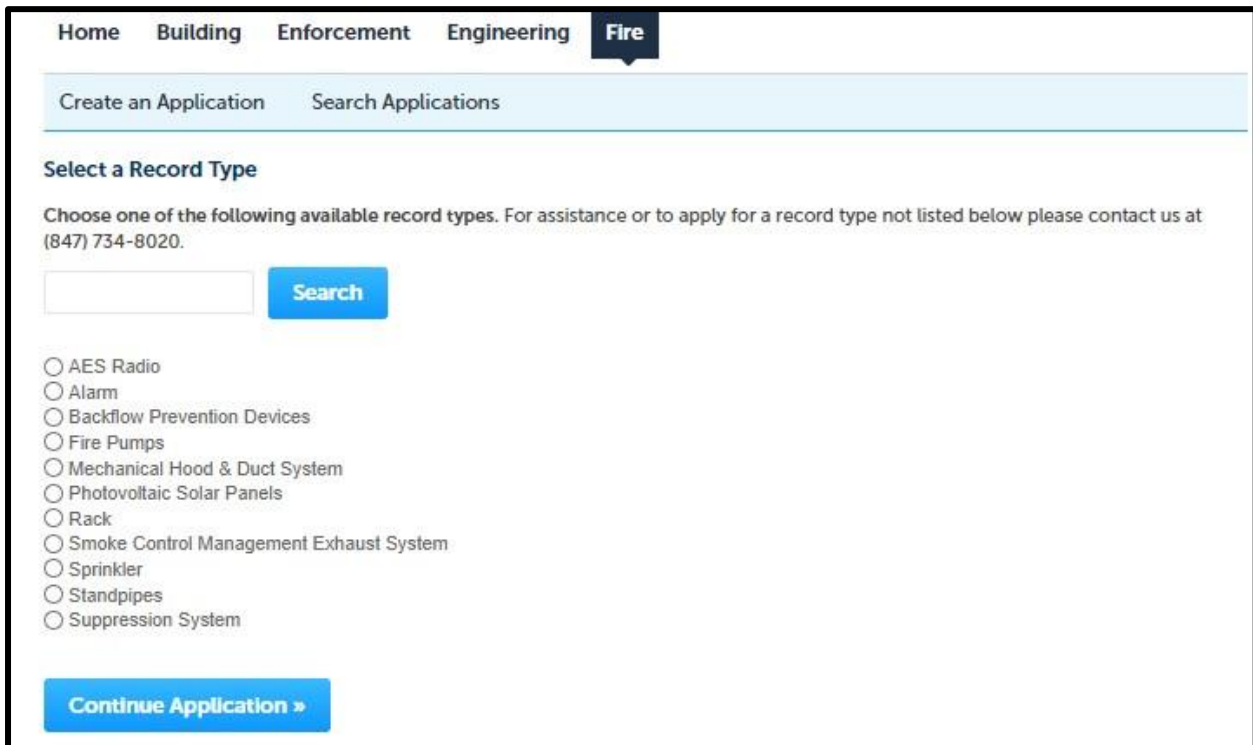


## APPLYING FOR A PERMIT



Click the **Fire** tab. Enter your **User Name** or Account **E-mail** and **Password** and click **Login**. Check the box to accept the terms and click **Continue Application**.

Select the type of permit you are applying for:



Click **Continue Application**.



**Application Step 1:** Enter the street number and street name ONLY where the work will be performed and click Search. The full address will populate automatically. If no address is found, call 847-357-4220/4223 for assistance.

*Step 1: Job Address/Owner Info > Address/Owner*

**Address**

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**Search for your job address by entering the STREET NUMBER or STREET NUMBER AND STREET NAME ONLY and leaving other fields blank. Then click SEARCH.**

A list of address choices will populate on the second screen where you may choose the correct job address. The job address, owner and parcel number will then auto-populate.

*Please wait while addresses load- this may take over a minute.*

\* Street No.:  \* Street Name:  Street Type:

Unit Type:  Unit No.:

\* City:  \* State:  \* Zip:

The Owner Name (owner of the building or tenant) and full address should also automatically populate. You will be required to enter the Owner Phone Number and Owner E-mail.

**Owner**

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\* Owner Name:  ?

\* Address

\* City:  \* State:  \* Zip:

\* Owner Phone Number:

\* E-mail:

Click **Continue Application**



**Application Step 2:** Click **Select from Account** if you are the contact for any permit-related questions and will pick up the permit. If not, click **Add New** and fill in the contact information:

**Step 2: Contacts > Applicant**  
Please use ALL CAPITAL LETTERS

\* indicates a required field.

### Applicant

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Click Select from Account to use your contact information or click Add New to add a new contact.

[Select from Account](#) [Add New](#)

Click **Look Up** to search for a Licensed Professional. If the Licensed Professional record is not found, Click **Add New** and add in the required information:

### Licensed Professional

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Click Look Up to find a licensed professional or click Add New to add a new licensed professional.

[Add New](#) [Look Up](#)

Click **Continue Application**.

**Application Step 3:** Select the **Building Type** (Commercial, Industrial or Residential), enter a brief **Description of Proposed Work**, and **Estimated Cost of Construction** rounded to the nearest \$100:

**Step 3: Application Details > Application Details**  
Please use ALL CAPITAL LETTERS

\* indicates a required field.

### Custom Fields

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DETAIL- SINGLE PERMIT TYPE

\* Building Type:

\* Description of Proposed Work:

\* Estimated Cost of Construction:  Dollars



Click **Add** to upload your submittal documents:

### Attachment

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The maximum file size allowed is **1000 MB**.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

Select the type of document and repeat for all uploaded documents:

\*Type: Remove

--Select--

--Select--

Contractor License

Document

General Letter

Photos

Plans

Plat of Survey


Please note that failure to upload all required documents may result in a delay in processing your review or rejection of application.

Click **Save** and **Continue Application**.

**Application Step 4:** Review your application information and click **Edit** if necessary.

Click **Continue Application**.

**Application Step 5:** You have successfully applied for your permit. You will receive an email within 5-10 business days with next steps.

 Please retain a copy for your records.

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Thank you for using our online services.

