Your Guide To Online Permitting

GETTING STARTED

- ONLINE PERMITTING BASICS -

December 2011

www.elkgrovepermits.com

INTRODUCTION

In our effort to be the most resident and business friendly community in the nation, Elk Grove Village is pleased to introduce our new online permitting process.

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. This new system brings some exciting new features including:

- **The ability to 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.

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

- **The ability to check the permit** status. After a permit application has been submitted, you can sign in and check the status of the permit.

- **The ability to schedule inspections**. Once a permit is approved and fees have been paid, inspections can be scheduled online. You choose the available time slot that works best for your project.

CREATING 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. In your internet browser, connect to www.elkgrovepermits.com. Before you register 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 an account, click on the link in the upper right corner.

The next screen will look like the picture below. You will be required to enter a User Name, Password, provide a Security Question and Answer, as well as your address and primary phone number. It is recommended that you provide your name and your preferred method of contact in case the Village has any questions regarding your permit submittal.


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 the picture on the next page.)

After logging in, you are now able to apply for a new permit, check the status of existing permits and schedule inspections. Click the "**Create an Application**" link for either the Engineering or Building Department, depending on your desired permit type.

- 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.

See the permits section of the Village website at www.elkgrovepermits.com for further details regarding which permit type is required. See the picture below for links to create a new permit application or to schedule an inspection.
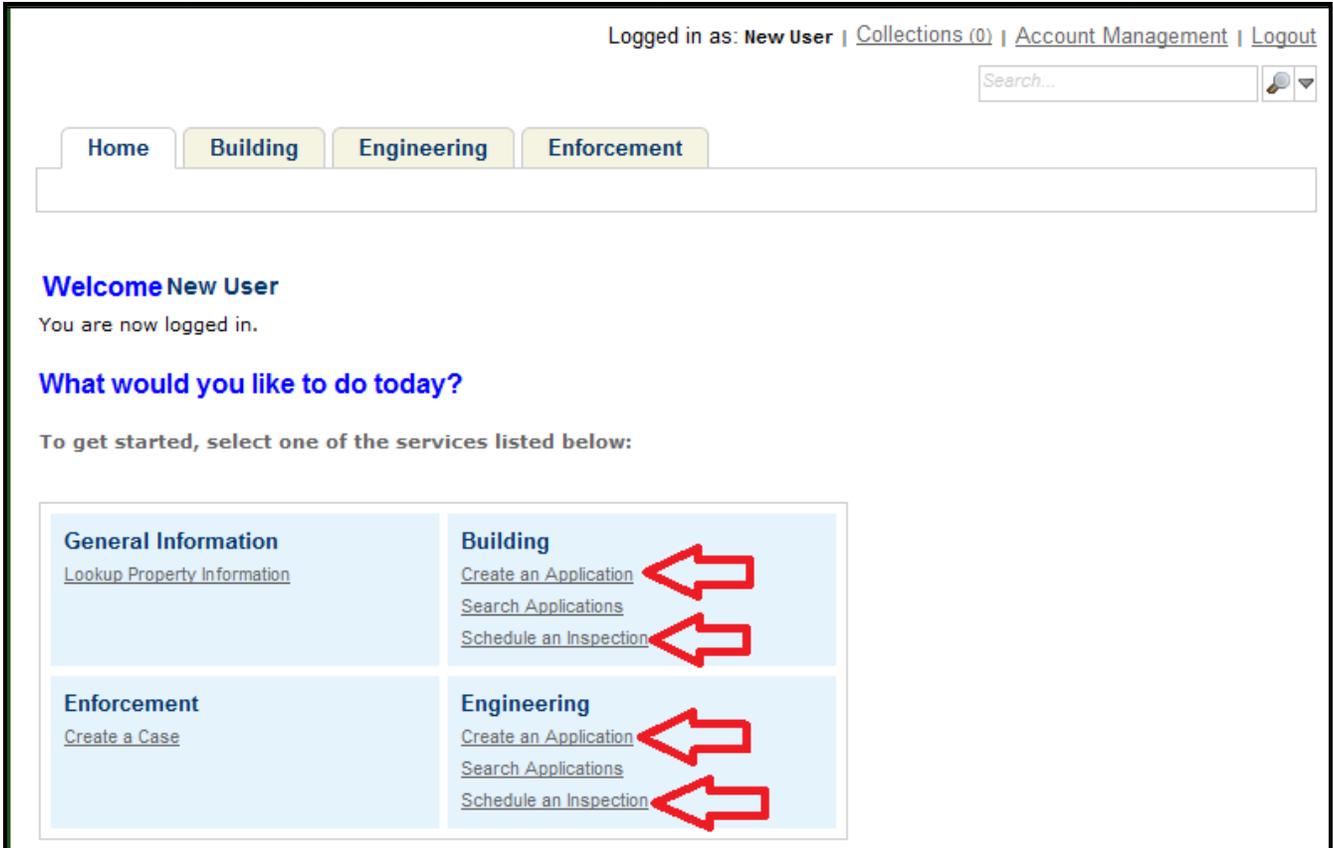
APPLYING FOR A PERMIT

To apply for a permit, click the "**Create an Application**" link. (For this walk-through we will show you how to apply for a permit following the Engineering permit link.) On the next page, 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."

Select a Record Type

Choose one of the following available online application types.

For assistance or to apply for a record type not listed below please contact us at (847)357-4220 between 8:00am and 5:00pm Monday through Friday.

BUILDING DEPARTMENT PERMITTING PROCEDURES
AND GUIDELINES FOR SPECIFIC ITEMS/INFORMATION REQUIRED
FOR A COMPLETE PERMIT SUBMITTAL CAN BE FOUND ON THE
ELK GROVE VILLAGE WEB PAGE;
Select: GOVERNMENT
Select: VILLAGE DEPARTMENTS
Select: ENGINEERING & COMMUNITY DEVELOPMENT
Select: PERMITS

RESIDENTIAL USERS:
TO APPLY FOR SEVERAL CONCRETE/BRICK PAVER IMPROVEMENTS ON ONE APPLICATION PLEASE CHOOSE
RESIDENTIAL PAVEMENT MULTIPLE TYPES (example: Driveway,Apron,Patio & Stoop).

- ○ Commercial Driveway and Apron
- ○ Commercial Loading Dock - Exterior
- ○ Commercial Parking Lot
- ○ Commercial Private Sidewalk
- ○ Commercial Storm Sewer Repair
- ○ Industrial Driveway and Apron
- ○ Industrial Loading Dock - Exterior
- ○ Industrial Parking Lot
- ○ Industrial Private Sidewalk
- ○ Industrial Storm Sewer Repair
- ○ Residential Concrete/Brick Paver Apron
- ○ Residential Concrete/Brick Paver Apron and Driveway
- ○ Residential Curb & Gutter
- ○ Residential Driveway
- ○ Residential Patio
- ● Residential Pavement Multiple Types
- ○ Residential Private Sidewalk
- ○ Residential Sanitary Sewer Repair

Continue Application »

Next you will need to provide the address of the proposed permitted work, as well as provide the property owner's information and the parcel pin number. **TIP: If you fill in the address number and street name boxes and click "Search," the City, State, Owner info and Parcel info will be auto-filled for you.** If the parcel number is not found, you can enter "**N/A**" into the Parcel Number box to continue your application without providing the parcel number. At this point you can save the permit application and return back later to complete the permit, if necessary.

Continuing the application to Step 2, Applicant info is required. Here, you can choose to auto-fill this section with the information you saved when you registered an account.

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

After continuing the application to Step 3, the next screen will require a description of all work being performed. The cost of construction must be provided at this step in the second blank on the right.

Please read the list of permit submittal requirements. The check box must be checked identifying that the submittal requirements have been read. Beneath the permit submittal requirements, you can attach files with your submittal. 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. (See the picture on the next page.)

After continuing to Step 4, you will be asked to review all of the information provided. You can click "**Edit**" for any of the information that you may need to change.

Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Pavement Multiple Types

Address	Edit

901 WELLINGTON AV
Elk Grove Village IL 60007

Owner	Edit

VILLAGE OF ELK GROVE VILL
901 WELLINGTON AV
60007-3456
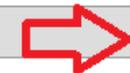
Parcel	Edit

Parcel Number: 032 202029

Applicant	Edit

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New User   Primary Phone:847-357-4220
901 Wellington Avenue
Elk Grove Village, IL, 60007

Contractor	Edit

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Contractor Name   Primary Phone:847-357-4220
Contractor Address   Concrete
Elk Grove Village, IL, 60007

ASI	Edit

DETAIL- SINGLE PERMIT TYPE

Description of Proposed Work:	Replacing concrete driveway and apron and depressing the curb
Estimated Cost of Construction:	7500.00
Additional Information:	Widening the driveway by 4 feet to the west.

Once you click "**Continue Application**," the permit submittal process is complete!

Your permit number will be referenced on the next page. This number will be required for any permit inquiries or inspection requests.

If you chose email as your preferred method of contact, you will receive an email when your permit is approved and ready to be picked up at Village Hall. After the permit has been paid for and picked up, your project can begin.

SCHEDULING INSPECTIONS

The following methods can be used to schedule inspections:
- In-person at the Engineering & Community Development counter;
- Over the phone by calling Engineering & Community Development at (847) 357-4220; or
- Logging back into our online permitting website.

After you login, click the "**Schedule an Inspection**" link under Engineering or Building, depending on your permit type. (See the picture on the next page.)

The following page will identify active permits in the system under your account. Click the permit number to begin the inspection scheduling process. You may also search for permits by address.

After clicking on the permit number, a page will load showing permit details, as well as a list of potential required inspections. To schedule an inspection, click the "**Schedule**" link to the right of the desired inspection type. On this page you can also upload additional files if the permit is still in the review process. (See picture on the next page.)

The next page will provide a view of a calendar. Click the day you'd like to schedule your inspection. After you select the day, a list of available inspection times will show up below the calendar. Select the desired time slot and click "**Schedule Inspection**."

You can also leave comments for the Village Inspector in the space provided.
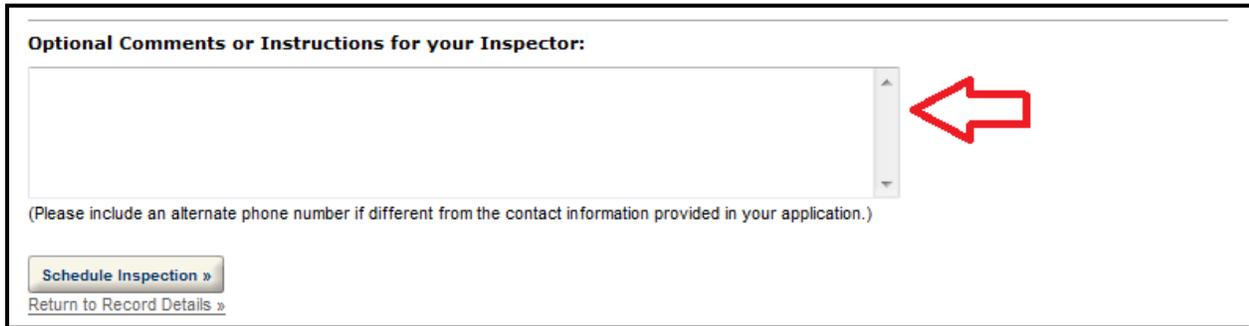
After clicking "**Schedule Inspection**," the next screen will confirm that your inspection has been scheduled.

Your inspection is now scheduled!

If you need to cancel or change your inspection appointment, return to the Records page and click the permit number just like you did when you were scheduling the inspection.

Next, click the arrow on the left side of the screen next to the inspection type that you scheduled. This will expand the inspection type and show any scheduled inspections. Then on the right side of the screen you can click "**Reschedule**" or "**Cancel**." (See picture on the next page.)

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