



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 screenshot shows the top navigation bar of the Elk Grove Village website. The header is green with the Elk Grove Village logo on the left and the text 'ELK GROVE VILLAGE, IL THE EXCEPTIONAL COMMUNITY' in the center. To the right of the header are links for 'Home | News | Calendar | Open Jobs | e-Notification | Contact Us'. Below the header is a yellow navigation bar with links for 'ABOUT', 'GOVERNMENT', 'RESIDENTS', 'BUSINESSES', 'VISITORS', and 'HOW DO I...'. In the main content area, there is a search bar and a red arrow pointing to the 'REGISTER FOR AN ACCOUNT | LOGIN' link. Below the search bar are buttons for 'Home', 'Building', 'Engineering', and 'Enforcement'. At the bottom of the screenshot, there is a green banner with the text 'Welcome to the Elk Grove Citizen Portal' and a sub-header 'We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.'

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.

Login Information

* User Name: [?](#)

* E-mail Address:

* Password: [?](#)

* Type Password Again:

* Select a Security Question: [?](#)

* Answer: [?](#)

Contact Information

First: Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

* Primary Phone: Business Phone: Mobile Phone:

Fax: Preferred Method of Contact:

[Continue Registration »](#)

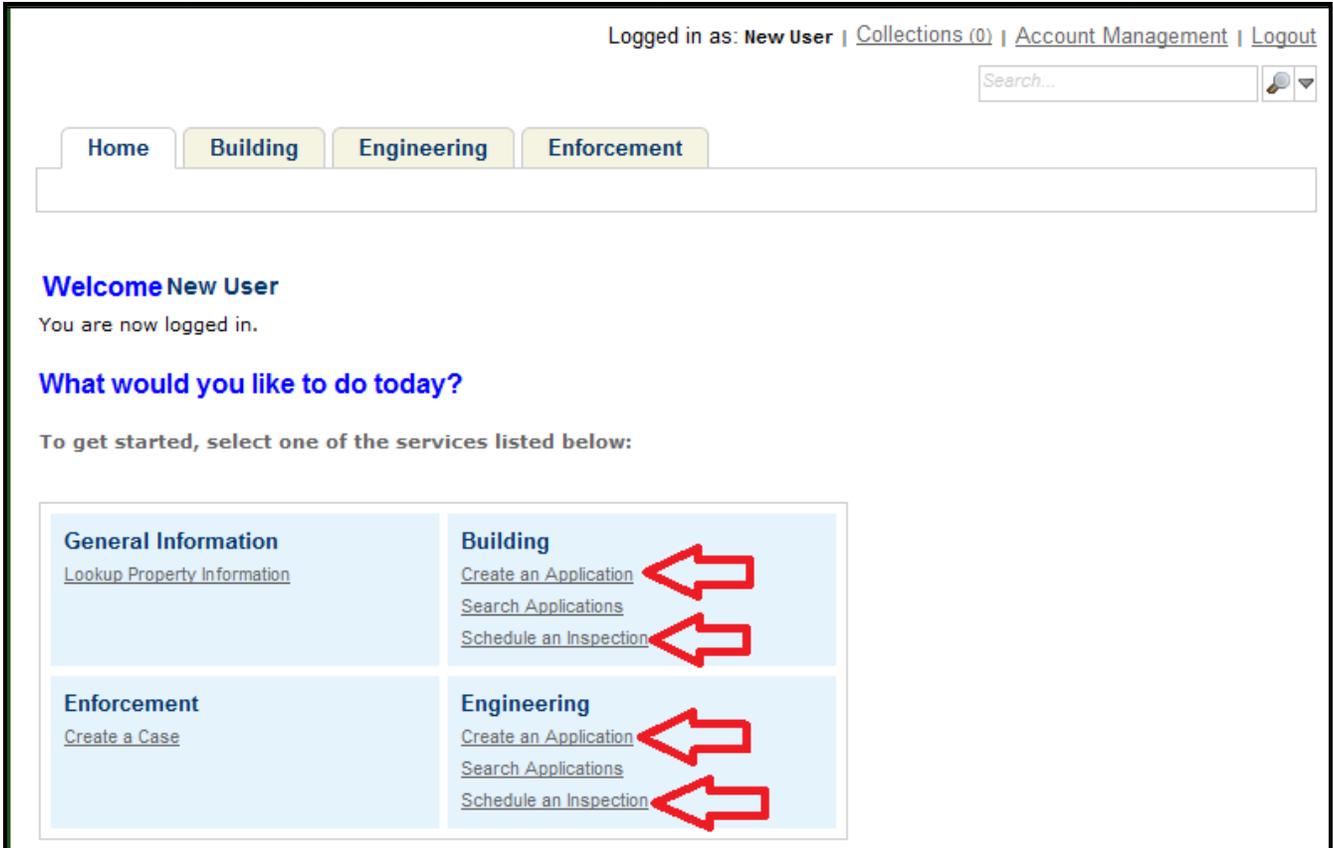
Now that you've registered for an account, each time you return to the online permitting home page you will need to log in. The "Login" link is at the top right corner of the home page next to the "Register For An Account" link. (See the picture on the next page.)



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.

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: ?

Unit Type: Unit No.:

City: State: Zip:

Help x

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.

Owner

Owner Name: ?

Address:

City: State: Zip:

Owner Phone Number:

Parcel

* Parcel Number: ?

  Save and resume later:

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.

Step 2 : Applicant/Contractor Info > Contacts * indicates a required field.

Applicant

Auto-fill with New User 

Contact Person: Title:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Home /Primary Phone: Mobile Phone: E-mail:

Next, 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.

* License Type:

Contact Person:

* Name of Business: Business License #:

* Address Line 1:

* City: * State: * Zip:

* Business Phone: Mobile Phone: Email Address:

Save and resume later: 

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.

Step 3 : Application Specific Info > (ASI) * indicates a required field.

Work Details

PERMIT DETAILS

* Description of Proposed Work:  Replacing concrete driveway and apron and depressing the curb.

* Estimated Cost of Constuction:  7500.00

Additional Information: Widening the driveway by 4 feet to the west.

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.)

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

Attachment List

Name	Type	Size	Date
No records found.			

▶ [Upload a New Attachment](#) 

Save and resume later:

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

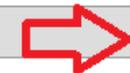
901 WELLINGTON AV
Elk Grove Village IL 60007

Owner

Edit

VILLAGE OF ELK GROVE VILL
901 WELLINGTON AV
60007-3456

Parcel



Edit

Parcel Number: 032 202029

Applicant

Edit

New User
901 Wellington Avenue
Elk Grove Village, IL, 60007

Primary Phone:847-357-4220

Contractor



Edit

Contractor Name
Contractor Address
Elk Grove Village, IL, 60007

Primary Phone:847-357-4220
Concrete

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.

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. ←

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 »](#)

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.)

Welcome New User
 You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

General Information Lookup Property Information	Building Create an Application Search Applications Schedule an Inspection
Enforcement Create a Case	Engineering Create an Application Search Applications Schedule an Inspection

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.

Records (Permit)

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Ac
<input type="checkbox"/>	11/29/2011	11-0871	Residential Pavement Multiple Types				Permit Issued	

Search for Records

Records can be searched for by entering the following information:

*Site (Job) Address

General Search

Search my records only

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.)

Record 11-0871:
Residential Pavement Multiple Types

[Add to collection](#)

Record Details

Applicant:

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

Work Location:

901 WELLINGTON AV
Elk Grove Village IL 60007

Licensed Professional:

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

Owner:

VILLAGE OF ELK GROVE VILL
901 WELLINGTON AV
60007-3456

More Details

Inspections

Showing 1-20 of 22

Insp. Type	Status	Date	Inspector	
Apron	Required	TBD	TBD	Schedule
Binder	Required	TBD	TBD	Schedule
Bond Refund Inspection		TBD	TBD	Schedule
Brick Paver Base	Required	TBD	TBD	Schedule
Curb and Gutter	Required	TBD	TBD	Schedule
Driveway	Required	TBD	TBD	Schedule



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."

Schedule Inspection

You are requesting the following inspection:

Apron **901 WELLINGTON AV**
Permit Number: 11-0871 Elk Grove Village IL 60007

Inspections cannot be scheduled prior to Permit Issuance. To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2011							Dec 2011							Jan 2012							Feb 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29			



[« Prev](#)

[Next »](#)

Available Times for Wednesday, Dec 07 2011

Morning (08:30 AM - 11:30 AM)

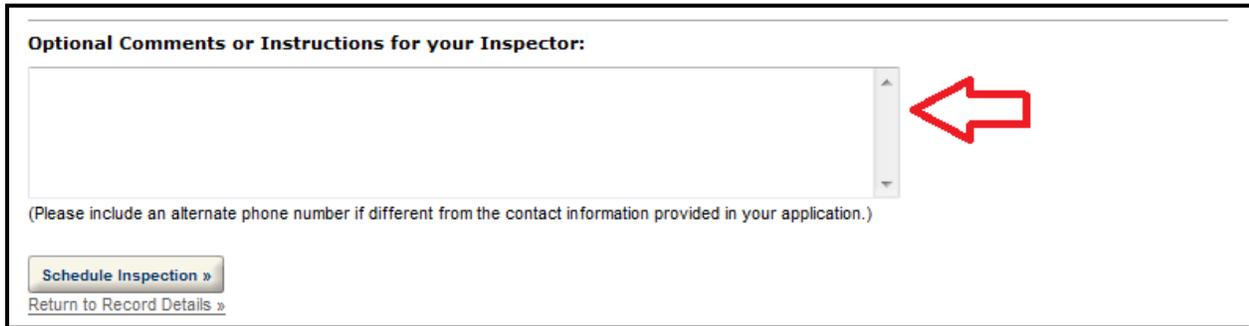
- 08:30 AM - 09:30 AM
- 09:30 AM - 10:30 AM
- 10:30 AM - 11:30 AM

Afternoon (01:30 PM - 03:30 PM)

- 01:30 PM - 02:30 PM
- 02:30 PM - 03:30 PM



You can also leave comments for the Village Inspector in the space provided.



Optional Comments or Instructions for your Inspector:

(Please include an alternate phone number if different from the contact information provided in your application.)

[Schedule Inspection »](#)

[Return to Record Details »](#)

After clicking “**Schedule Inspection,**” the next screen will confirm that your inspection has been scheduled.



[Home](#) [Building](#) [Engineering](#) [Enforcement](#)

[Create an Application](#) | [Search Applications](#) | [Schedule an Inspection](#)

Your inspection has been scheduled.
Please be at the inspection location during the time period specified. To cancel or change this appointment, return to the record and click the Reschedule or Cancel link.

Schedule Inspection Print this page: 

Apron
Permit Number: 11-0871

901 WELLINGTON AV
Elk Grove Village IL 60007

on Date:
Wednesday, Dec 07 2011

Cancellation and Reschedule Policy:
Reschedule must be made before 04:00 PM 1 day(s) prior to the inspection date/time.
Cancellations must be made 4 hour(s) prior to the inspection date/time.

[Return to Record Details »](#)

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.)

Record 11-0871:
Residential Pavement Multiple Types

[Add to collection](#)

Record Details

Applicant:

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

Work Location:

901 WELLINGTON AV
Elk Grove Village IL 60007

Licensed Professional:

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

Owner:

VILLAGE OF ELK GROVE VILL
901 WELLINGTON AV
60007-3456

▶ **More Details**

▼ **Inspections**

Showing 1-20 of 22

Insp. Type	Status	Date	Inspector		
▼ Apron(1)	Required	TBD	TBD	Schedule	Cancel
	Scheduled	12/07/2011	TBD	Reschedule	
Binder	Required	TBD	TBD	Schedule	
Bond Refund Inspection		TBD	TBD	Schedule	
Brick Paver Base	Required	TBD	TBD	Schedule	
Curb and Gutter	Required	TBD	TBD	Schedule	
Driveway	Required	TBD	TBD	Schedule	



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.