

Creating a Permitting, Plans and Licensing Portal Account

This document will guide the user through the Permitting, Plans and Licensing Portal account registration process.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Home Apply Map Calendar Related Links Support Documents Search

Welcome to Our New Self Service Portal for Building Permits.

1 Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Apply
This tool can be used to apply for a permit, plan or license.

JULIE - Call Before You Dig
State law requires you to notify JULIE at least two but not more than 14 business days before any digging project.

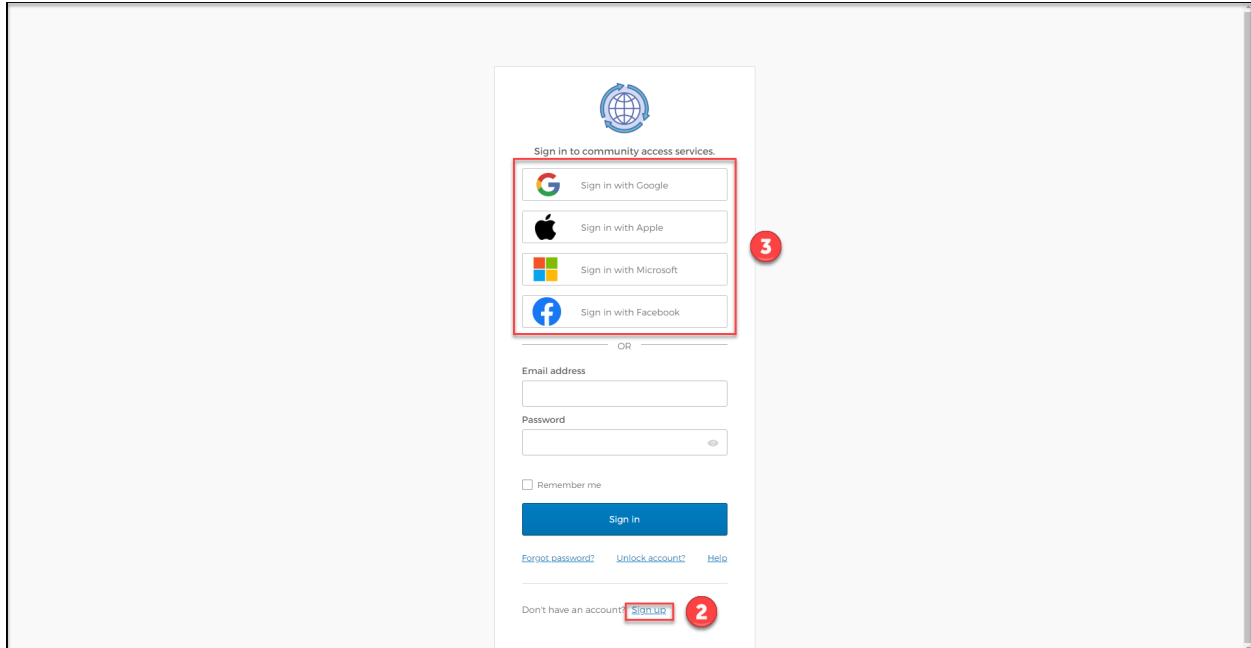
Applications & Information
Please review before applying.

Electronic Submittal Requirements
Guidelines for submitting plans and other documents.

Knowledge Center
Support documents for the Permit, Plan, and Licensing Portal.

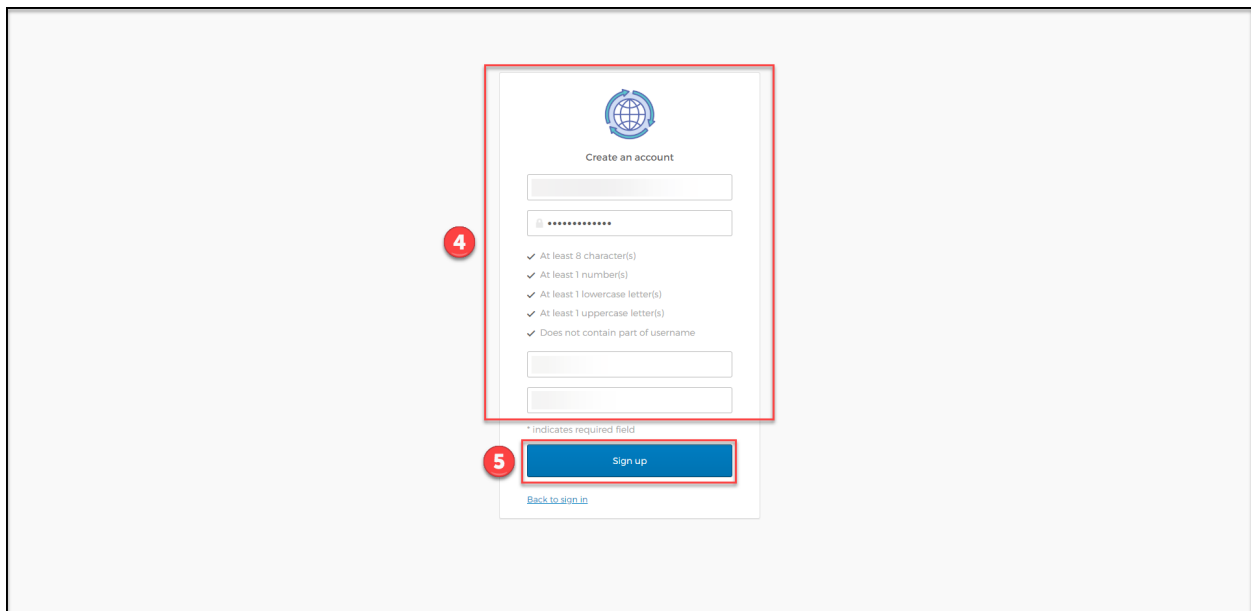
Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 2
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

1 Click on the “Login or Register” tile or the **Login or Register** hyperlink in the upper-right.



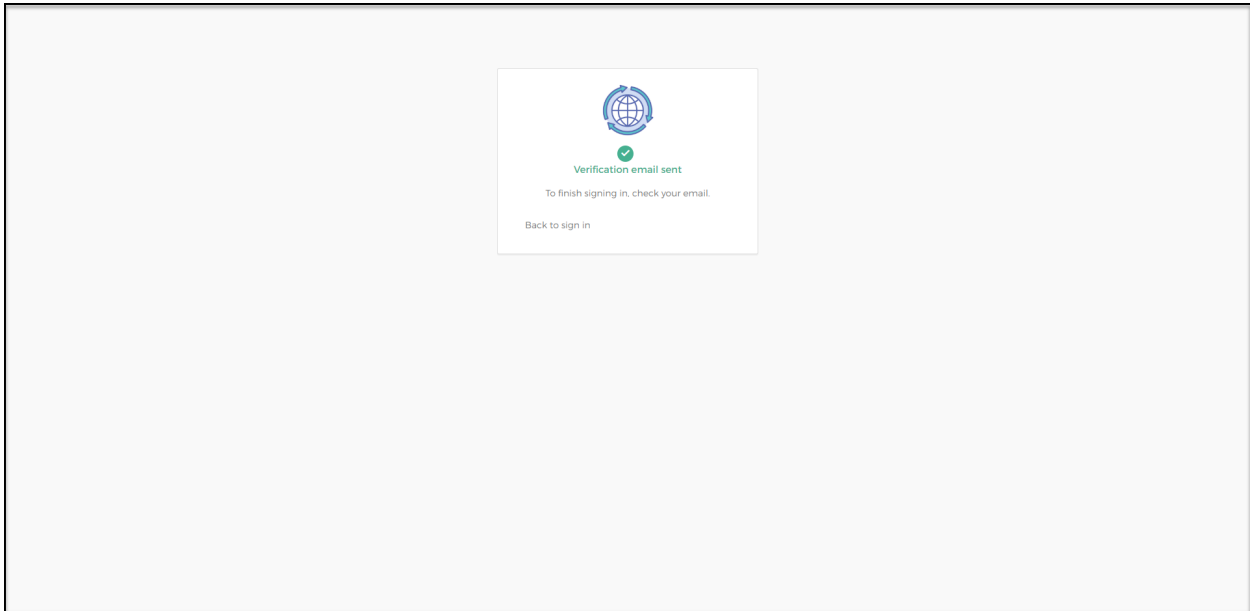
2 Click the **Sign Up** hyperlink to register with an email address.


3 A user can login to the Permitting, Plans and Licensing Portal using a social network account. Click the social network account and login using the matching account information. This will skip the email registration process below.

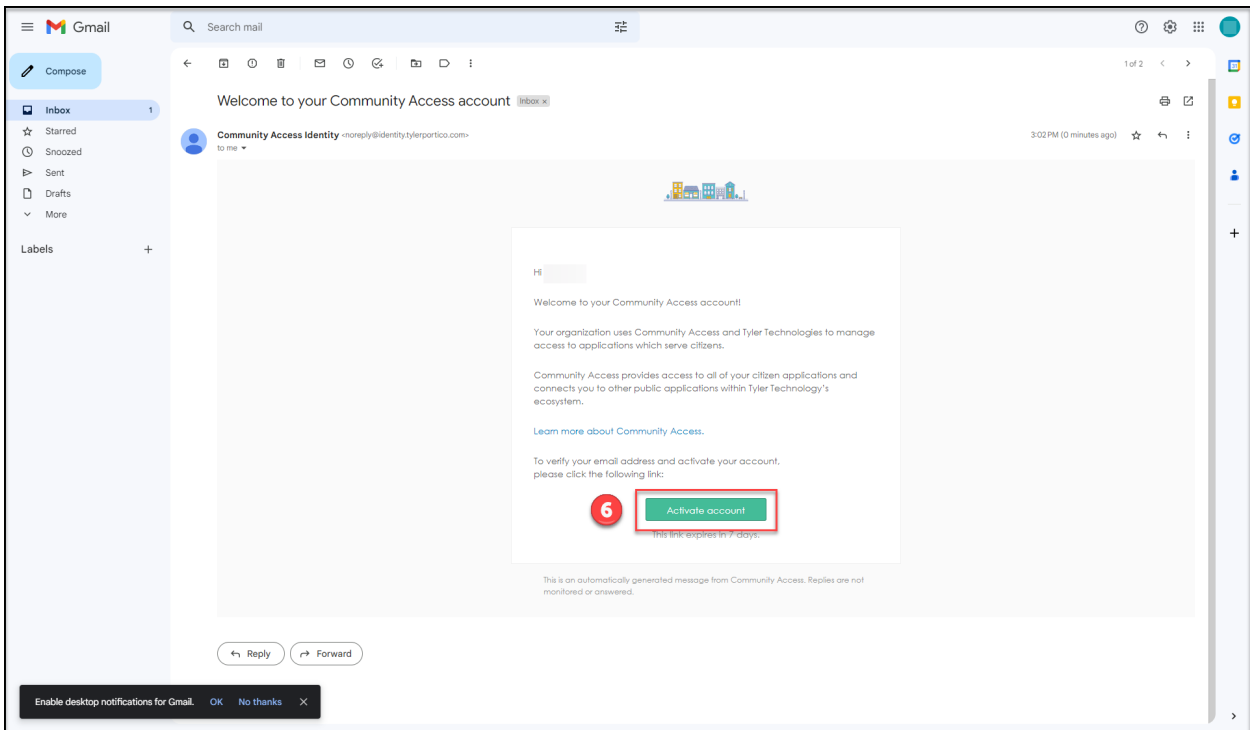



4 Complete all fields by entering a valid email address, password, and first and last name.

5 Click the **Sign up** button to submit the user information.




 An email is sent to the email address entered in step 4. The email will contain a hyperlink to continue the registration process. Make sure to check the Spam folder as some email systems divert the email there.



 Open the email and click on **Activate Account**.

The screenshot shows the City of Naperville Permitting, Plans and Licensing Portal. The header includes the city logo, name, and tagline "Apply, pay for and manage applications". A navigation bar contains links for Home, Dashboard, Apply, My Work, Map, Calendar, Related Links, and Support Documents. A blue banner reads "Welcome to Our New Self Service Portal for Building Permits." The main content area features six white cards with blue icons and text: "My Account", "Apply", "JULIE - Call Before You Dig", "Applications & Information", "Electronic Submittal Requirements", and "Knowledge Center". The background is a cityscape image. At the bottom, contact information is provided: "Need Assistance? 630-420-6059", "Inspections Scheduling: 630-420-6100, Select Option 2", and "City Hall Address: 400 S. Eagle St., Naperville, IL 60540".

 You will be returned to the Permitting, Plans and Licensing Portal home page after successfully completing the registration process.