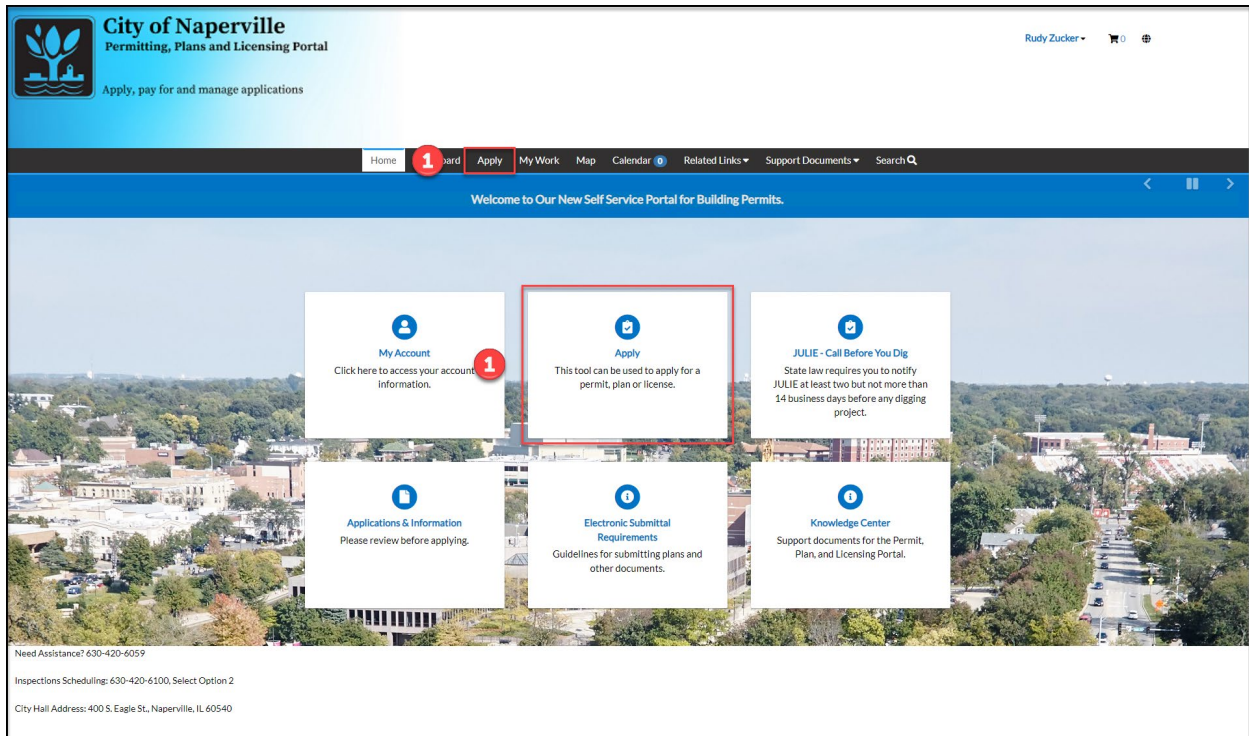



Applying for a Permit

This document will guide a user through the process of applying for a permit via Permitting, Plans and Licensing Portal. To apply for a permit a user must be signed into their Permitting, Plans and Licensing Portal account.




1 Click on **Apply** in the top menu bar.

The screenshot shows the 'City of Naperville Customer Self Service' website. The header includes the city logo and the text 'Apply, pay for and manage permit applications'. A navigation bar at the top contains links for Home, Dashboard, Apply, My Work, Pay Invoices, Map, Calendar, Related Links, and Search. The main content area is titled 'Application Assistant' and features a search bar with a magnifying glass icon. Below the search bar are four filter buttons: 'All', 'Trending', 'My History', and 'PERMITS'. A list of permit categories is displayed, each with an icon, category name, and description. The categories are: Electrical (Residential), Deck (Residential), Plumbing (Residential), and Scavenger Permit Commercial (Business License). Each category has an 'Apply' button. A 'Help me choose' link is located in the top right corner of the application assistant section. At the bottom of the page, contact information is provided: 'Questions Regarding Building Permits, Plan Application and Inspections: (630) 420-6100', 'Questions Regarding Business Licenses and Trade Permits: (630) 305-5300', and 'City Hall Address: 400 S. Eagle St., Naperville, IL 60540'.

2 Type the name of the permit and click the search button ().

3 Click **Apply** to begin the application process.

 Clicking on **Help me choose** will launch the Decision Engine. The Decision Engine can help a user locate a permit application through a series of prompts.

City of Naperville Customer Self Service
Apply, pay for and manage permit applications

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Apply for Permit - Electrical *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

ADDRESS SEARCH:
Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
Only enter Street Number and Street Name.
Partial address entry is allowed (i.e. 400 eagl), a hit list will be displayed from which the correct address may be selected.

PARCEL SEARCH:
Do NOT include hyphens in parcel lookup.

Location
Add Location
+

Create Template Save Draft Next

Questions Regarding Building Permits, Plan Application and Inspections: (630) 420-6100
Questions Regarding Business Licenses and Trade Permits: (630) 305-5300
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

4 Add the location the work is being done at by clicking on the **Add Location** tile.

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Back to Application

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 400 S Eagle

Address	Action
400 S EAGLE ST., NAPERVILLE, IL, 60540	Add

Results per page 10 1 - 1 of 1

Questions Regarding Building Permits, Plan Application and Inspections: (630) 420-6100
Questions Regarding Business Licenses and Trade Permits: (630) 305-5300
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

5 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits.

A Naperville permit is not commonly required for an address outside of incorporated Naperville. If an address beyond this boundary is needed, use the **Enter Manually** option to populate the address.

6 Click **Add**.

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Apply for Permit - Electrical *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

ADDRESS SEARCH:
Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
Only enter Street Number and Street Name.
Partial address entry is allowed (i.e. 400 eag), a hit list will be displayed from which the correct address may be selected.

PARCEL SEARCH:
Do NOT include hyphens in parcel lookup.

Type: Location
400 S EAGLE ST.,
NAPERVILLE, IL, 60540

Main Address

Parcel Number
07134410190000

Main Parcel

Remove

Create Template

Save 7 Next

Questions Regarding Building Permits, Plan Application and Inspections: (630) 420-6100
Questions Regarding Business Licenses and Trade Permits: (630) 305-5300
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

7 Click **Next**.

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Apply for Permit - Electrical *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

* Permit Type: Electrical

* Description: Electrical Service Upgrade to a 200 amp service.

* Valuation: 1000.00

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Questions Regarding Building Permits, Plan Application and Inspections: (630) 420-6100
Questions Regarding Business Licenses and Trade Permits: (630) 305-5300
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

8 Enter a description of the project and the value of the work being done.

9 Click **Next**.

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Good Morning, RudyZucker

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Apply for Permit - Electrical *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

1. Choose "Contact Type" from "Select Type" drop-down on "Add Contact" tile.
2. Click on blue "Add Contact" tile.
3. Enter search criteria in search box. It is recommended to search more than once using different search criteria (i.e. ABC, Plumbing, or ABC Plumbing, press "enter" on keyboard or click "magnifying glass" icon).
4. Select correct contact from the APPROVED contact list that appears. If the contact list does not include your contact it is because they are not added to the system yet.
5. Search for next contact. If none of your contacts are in the system, proceed to the next step.
6. Contacts not found via search must be submitted with permit application by downloading, filling out and uploading the Building Permit Contact Sheet in "Step 5 - Attachments" of application process.
7. Electrical contractors must be licensed and registered in the City of Naperville when electrical work is being performed. Any questions regarding registration should be directed to the City Clerk at (630) 305 - 5300.

Applicant/Petitioner



Rudy Zucker (YE) 10

City of Naperville
 400 S Eagle St., Naperville, IL, 60540

Select Type


Add Contact

+

Back Create Template Save 11 Next

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

10 Use the drop-down menu to add additional contacts (IE electrician or contractor) who will be involved on the project.

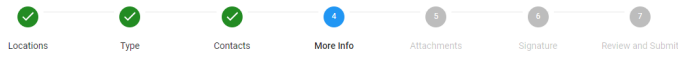
 If a contact does not exist in the database, the contact must be submitted via the attachments step. TED staff will add the contact to the permit and contact database as part of their review process.

11 Click **Next**.



Apply for Permit - Electrical

*REQUIRED



MORE INFO

General Information

[Top](#) | [Main Menu](#)

*Electrical Service Upgrade or Relocation	Yes
*Vehicle Charging	No
*Standby Generator	No
*Low Voltage System	No
Voltage	200
Wattage	200

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[Save](#) 13 [Next](#)

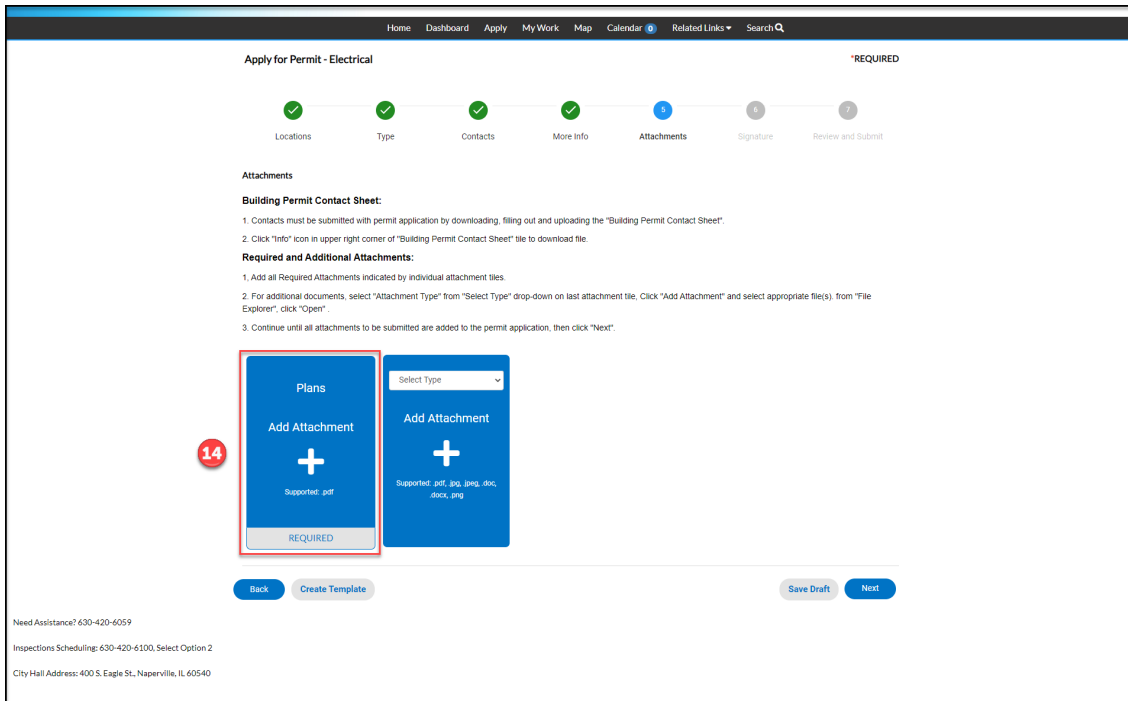
Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 2

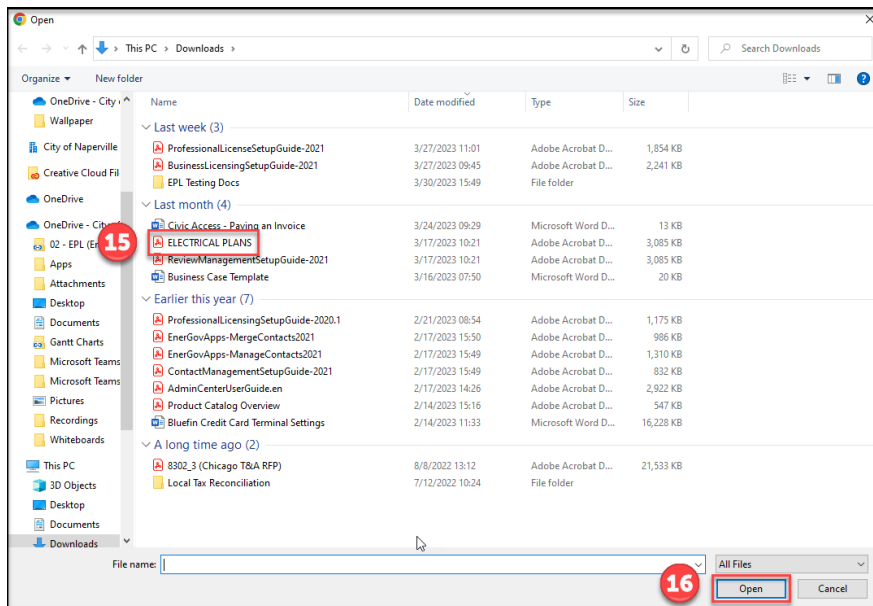
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

12 Complete the **General Information** section to provide additional information about the work being done.

13 Click **Next**.



14 Click the attachment tiles to add files for review. This will open a file explorer window allowing the selection of a file. The required tiles will vary between permits.



15 Click the file to be uploaded.

16 Click **Open**.

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Apply for Permit - Electrical *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Building Permit Contact Sheet:

1. Contacts must be submitted with permit application by downloading, filling out and uploading the "Building Permit Contact Sheet".
2. Click "Info" icon in upper right corner of "Building Permit Contact Sheet" file to download file.

Required and Additional Attachments:

1. Add all Required Attachments indicated by individual attachment tiles.
2. For additional documents, select "Attachment Type" from "Select Type" drop-down on last attachment tile. Click "Add Attachment" and select appropriate file(s), from "File Explorer", click "Open".
3. Continue until all attachments to be submitted are added to the permit application, then click "Next".

Plans

ELECTRICAL PLANS.pdf

Size: 3.01 MB

[Remove](#)

Select Type

Add Attachment

+

Supported: pdf, jpg, png, doc, docx, png

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

17 Click **Next**.

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Apply for Permit - Electrical *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

Under the penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this application, plans, specifications, and plat are true and correct and are in accordance with the provisions and regulations of the building code and all other codes and ordinances of Naperville applicable thereto and in force where construction is commenced. If the applicant knowingly falsifies any information in this application, applicant shall be considered in violation of section 1-12-4 of the Naperville Municipal Code and shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Rudy Zucker
April, 04 2023

X RUDY ZUCKER

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Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 2
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18 Complete the attestation by entering your name and eSign.

19 Click **Next**.

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Apply, pay for and manage permit applications

Good Morning, Rudy Zucker

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Apply for Permit - Electrical *REQUIRED

✔
Locations

✔
Type

✔
Contacts

✔
More Info

✔
Attachments

✔
Signature

7
Review and Submit

20
Submit

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL, 60540
Parcel Number	07134410190000

Basic Info

Type	Electrical
Description	ELECTRICAL SERVICE UPGRADE TO A 200 AMP SERVICE
Valuation	3000
Applied Date	04/04/2023

Contacts

Applicant/Petitioner	Rudy Zucker City of Naperville 400 S Eagle St, Naperville, IL., 60540
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More Info

General Information		Top Main Menu
Electrical Service Upgrade or Relocation	Yes	
Vehicle Charging	No	
Standby Generator	No	
Low Voltage System	No	
Voltage	200	
Wattage	200	

Attachments

Plans	ELECTRICAL PLANS_v1.pdf
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Back
Create Template
Save Draft
Submit

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 2

City Hall Address: 400 S. Eagle St., Naperville, IL 60540

20 Click **Submit** to complete the application process.

City of Naperville
Customer Self Service

Apply, pay for and manage permit applications

Good Morning, Rudy Zucker

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✔ **Your application was successfully submitted!**

Thank you for applying for an Electrical permit. Your application has been successfully submitted. If you have any questions, please call 630-420-6100, Option 2. Have your "Permit Number" available.

Continue to permit

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 2

City Hall Address: 400 S. Eagle St., Naperville, IL 60540