Field Change

Field Change: A field change is a sub-permit that is created to capture a change in work. This change should be initiated by the customer via Civic Access portal.



1. The customer will log into their portal. Once logged in, you will select the **My Work** tab.

		Home Dashboard /	pply My Work Pay Invoices	i Map Calendar 🧿	Resources • Public	Records Search Q	
	My Work						
	Search					3 Export to Excel	
	Display All	~ Records Up	dated 👻 İn Last 1 Year				
	Permit Number	Project	▼ Address	▼ Permit Type	▼ Status	T State	
	2 RMIS-1960-2024		727 WILDFLOWER CR N	IAP Deck	ISSUED	Active, Recent	
hooses the permit splication they want o apply for a "Field Change" for,							

2. Select the permit desired for the field change.



3. A new screen should appear. Click the **Sub-Records** tab.

Apply, pay for and manag	ge applications							
	Home	Dashboard Apply MyWork	Pay Invoices	Map Calendar 💽 F	Resources Public Record	s Search Q		
	Permit Number: KMIS-196	- 2024				0		
	Permit Details Iao Eléments N	ani menu						
	Type: D	eck.	Status:	ISSUED	Project Name:			
	Applied Date: 0	8/01/2024	Issue Date:	09/12/2024	Evolve Poter	09/11/2025		
	District: N	apervine	Valuation:	\$16,000.00	Expire Date:	03/11/2025		
	Description: N	lew 20' x 24' deck with 3 steps to grade	1					
	Summary Locations	Fees Reviews Inspections	Attachments	s 🛕 Contacts Sub-Ro	words More Info			
	Existing Sub-Records [Remaining	g Sub-Records Next Tab Permit Det	ails Main Menu	0				
	Existing Sub-Records					Sort Record Number 👻		
	Record Number	Туре			Status			
	No records to display.							
	Remaining Sub-Records				Action			
	Field Change - Small Project				Acoly			
	Reputtr per page 10					4 Click th	e "Apply" button next to	
	Television page 10 4 1-10					the typ being a	e of Sub-Record that is pplied for In this case -	
Assistance? 630-420-6059							a "Field Change"	
ctions Scheduling: 630-420-6100. S	select Option 1							
Jall Address: 400 S. Eagle St. Norma	ville II 60540							

4. Select the Field Change type and click the **Apply** button.

	Apply for Permit - Field C	Change - Small Project				REQUIRED	
	- 0	0	0	0	0	0	
	Locations	Type				Review and Submit	
application	LOCATIONS						
pears and							
	 Partial address entry is all If no address results return 	llowed (i.e. 400 eagl), a hit lis m. please contact us	t will be displayed from which	h the correct address may be	selected.		

Field Change September 17, 2024 5. A permit application stepper will appear with the address already populated. Click the **Next** button.

Apply, pay for and manage applic	cations						
		Home Dashboard Apply	My Work Map	Calendar 🧿 Resources 🕶	Public Records Search	Q Report	
	Apply for Permit - I	Field Change - Small Project				*REQUIRED	
		2	0	0	0	0	
	Locations	Туре				Review and Submit	
	PERMIT DETAILS						
	Description: Include d	etails of the requested Field Chan	ige.				
20	Square Footage: and	/aluation: data fields are NOT REC	UIRED to be populat	ed.			
	* Permit Type	Field Change - Small Project	~				
	* Description	TEST					
			6				
						<u> </u>	
	Back					Save Draft Next	
Need Assistance? 630-420-6059							

- 6. In the description field, add the desired details of the requested field change.
- 7. Click the **Next** button.

Apply, pay for and manage ap	pplications						
	Home	Dashboard Apply	My Work Map Ca	lendar 🧿 🛛 Resources 🕶	Public Records Search	Q Report	
	Apply for Permit - Field Cha	nge - Small Project				REQUIRED	
	\bigcirc		3	4	6	6	
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit	
	CONTACTS						
	Applicant/Petitioner	Select Type Add Contact	•			9 Save Draft Next	
Need Assistance? 630-420-6059							

- 8. The contacts will be automatically filled out with the information provided at the original application. Please add any additional contacts related to the field change.
- 9. Click the **Next** button.

City of Napervi Permitting, Plans and Licer Apply, pay for and manage app	lle nsing Portal lications						Phillip Love -	₹ 1 ⊕
	Home	Dashboard Apply	My Work Map C	alendar 🧿 Resources 🕶	Public Records Search	Q , Report		
	Apply for Permit - Field Char	nge - Small Project				REQUIRED		
		0	\bigcirc	(4)	0	6		
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit		
	MORE INFO							
	No additional information requir	ed for this permit typ	e, click "Next" to continue	application.				
						(10)		
	Back					Save Draft Next		
Need Assistance? 630-420-6059								
Inspections Scheduling: 630-420-6100, Select	Option 1							
City Hall Address: 400 S. Eagle St., Naperville, I	L 60540							

10. There is no additional information required for this permit. Click the **Next** button.

	Ø	I	Ø	5	6
	Locations	Type Cr	ontacts More Info	Attachments	Review and Submit
	Attachments				
	Required and Additional Attac	hments:			
	1, Add all Required Attachments	indicated by individual attachm	nent tiles.		
	2. For additional documents, sel file(s). from "File Explorer", click	ect "Attachment Type" from "Se "Open".	elect Type" drop-down on last atta	chment tile, Click "Add Attachme	ent" and select appropriate
	3. Continue until all attachments	to be submitted are added to the	he permit application, then click "	Vext".	
	Disallowed Characters				
	File names of attachments cann	ot use any of these disallowed	characters: () # % & { } \ < > * ? /	\$1'":@+` =	
	Field Change Narrative Add Attachment H Supportet per REQUIRED	Plans Add Attachment Supportet ptf REQUIRED	Select Type	1	2
	Back				Save Draft Next
od Assistance2 620, 420, 6050					

- 11. Please provide the following attachments:
 - a. Field Change Narrative: A letter describing the field change and the reason for it
 - b. Plans
 - c. Add attachment: any supplemental information that would assist with the field change
- 12. Click the **Next** button.

Apply, pay for and manage appli	ications								
		Home	Dashboard A	pply MyWork Map Cal	lendar 👩 🛛 Resources 🕶	Public Records Search	Q Report		
	Apply for	Permit - Field Char	nge - Small Proj	ect			'REQUIRED		
		0	\bigcirc	ø		Ø	6		
	Lo	ocations	Туре	Contacts	More Info	Attachments	Review and Submit		
							Submit		
	Locations								
		Location		100 400 SPALDING DR, NA	PERVILLE, IL, , 60540				
		Parcel Number		07244000150000					
	Basic Info								
		Туре		Field Change - Small Project					
		Description		TEST					
		Applied Date		09/17/2024					
	Contacts								

13. Once you have completed your review, click the **Submit** button.