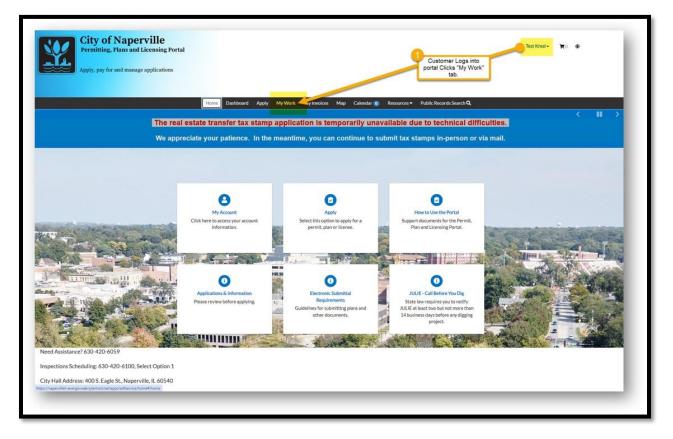
## Applying for a Final Grading Survey



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

Apply, pay for and mana		Dashboard Apply	Ay Work Pay Invoices 1	Map Calendar o Re	isources 🕶 Public Re	cords Search <b>Q</b>	
	My Work						
	MYPERMITS					-	
	Search Display All	Records Updated ~	In Last 1 Year			D Export to Excel	
				Permit Type	▼ Status ▼	State	
	2 RMIS-1960-2024		727 WILDFLOWER CR NAP		ISSUED	Active.Recent	
Chooses the permit application they want to apply for a "Field Change" for.							

2. Select the permit desired.

Permit Details Tab Elements	Main Manu			
Type:	Single Family Home	Status:	IN REVIEW	Project Name:
Applied Date: District: Square Feet: Description:	09/12/2024 Naperville 0.00	Issue Date: Assigned To: Valuation:	\$0.00	Expire Date: Finalized Date:
Summary Locations Existing Sub-Records   Remail Existing Sub-Records	Fees Reviews Inspection		L	Sub-Records Sort Record Number •
Record Number	Туре			Status
Remaining Sub-Records				Action
Final Grading Survey Revie				Apply East-type is not available for online application.
Top of Foundation/Spot Sur	-3of3 << < 1 > >>			Apply

- 3. Click the Sub-Record tab.
- 4. Select the Final Grading Survey type and click the **Apply** button.

Apply for Permit - Final Grad	ing Survey Review				*REQUIRED	1
0	2	0	0	5	0	
Locations	Туре	Contacts	More Info	Attachments	Review and Submit	÷
LOCATIONS						ļ
ADDRESS SEARCH:						Į
<ul> <li>Do <u>NOT</u> enter punctuation (Er</li> <li>Only enter Street Number and</li> <li>Partial address entry is allowe</li> <li>If no address results return, pl</li> </ul>	Street Name. d (i.e. 400 eagl), a hit list w		the correct address may be s	selected.		
PARCEL SEARCH:						ł
o NOT include hyphens in par	cel lookup.					ł
Type: Location						
US						
100 MESCALLERO CT, NAPERVILLE, IL, 60563						
NAPERVILLE, IL, 60563						
Main Address 🗹						
Parcel Number						
08063020040000						
Main Parcel Z						
Remove					6	
				(	Save Draft Next	

5. A permit application stepper will appear with the address already populated. Click the **Next** button.

Apply, pay for and manage app							
		Home Dashboard Apply	My Work Map	Calendar 💿 🛛 Resources 🕶	Public Records Search	<b>Q</b> Report	
	Apply for Permit - F	inal Grading Survey Review				REQUIRED	
	Ø	3	0	0	0	0	
	Locations	Туре				Review and Submit	
	PERMIT DETAILS						
	* Permit Type	Final Grading Survey Review	~				
	Description	TEST	6				
	Back					Save Draft Next	
Need Assistance? 630-420-6059							
nspections Scheduling: 630-420-6100, Select	Option 1						
City Hall Address: 400 S. Eagle St., Naperville, I	L 60540						

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

	Home	Dashboard Apply	My Work Map	Calendar 🧿 Resources 🕶	Public Records Search Q	Report
	Apply for Permit - Final Gra	ding Survey Review				REQUIRED
	0	Ø	3	0	0	0
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit
	CONTACTS					
	Applicant/Petitioner	Select Type Add Contact	<b>▼</b>			0
Need Assistance? 630-420-6059	Back				5	Save Draft Next
Inspections Scheduling: 630-420-6100, Select	t Option 1					
City Hall Address: 400 S. Eagle St., Naperville,	IL 60540					

- 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 Lice: Apply, pay for and manage app							Phillip Love -	<b>π</b> 1 ⊕
	Home I	Dashboard Apply	My Work Map Caler	ndar 🧿 🛛 Resources 🕶	Public Records Search	<b>Q</b> Report		
	Apply for Permit - Final Gradin	ng Survey Review				REQUIRED		
	Locations	Туре	Contacts	( More Info	Attachments	Review and Submit		
	Back					3ave Draft Net		
Need Assistance? 630-420-6059 Inspections Scheduling: 630-420-6100, Select City Hall Address: 400 S. Eagle St., Naperville, I								

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

	Home	Dashboard Apply !	My Work Map C	alendar 💿 🛛 Resources 🛩	Public Records Search	Q Report
	Apply for Permit - Final Gradi	ng Survey Review				'REQUIRED
		0	$\bigcirc$	$\bigcirc$	(5)	0
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit
	Attachments		0			
	Final Grading Survey Add Attachment Here Supportet pet REQUIRED	Select Type Add Attachmer				12
	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,	IL 60540					

- 11. Please provide the following attachments:
  - a. Final Grading Survey
  - b. Add attachment: any supplemental information that would assist
- 12. Click the **Next** button.

	Home	Dashboard Ap	pply MyWork Map Cale	ndar 👩 🛛 Resources 🛩	Public Records Search Q	Report		
Apply fo	Apply for Permit - Final Grading Survey Review REQUI							
	0	$\bigcirc$		0	Ø	6		
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit		
						Submit 13		
Locations								
	Location		100 MESCALLERO CT, NAPE	RVILLE, IL, , 60563				
	Parcel Number		08063020040000					
Basic Info								
	Туре		Final Grading Survey Review					
	Description Applied Date		TEST 09/17/2024					
	Approv Date		0/11/2024					
Contacts								
	Applicant/Petitioner	8	Phillip Love					
			400 S Eagle Street ,					
More Info								
	N.							

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