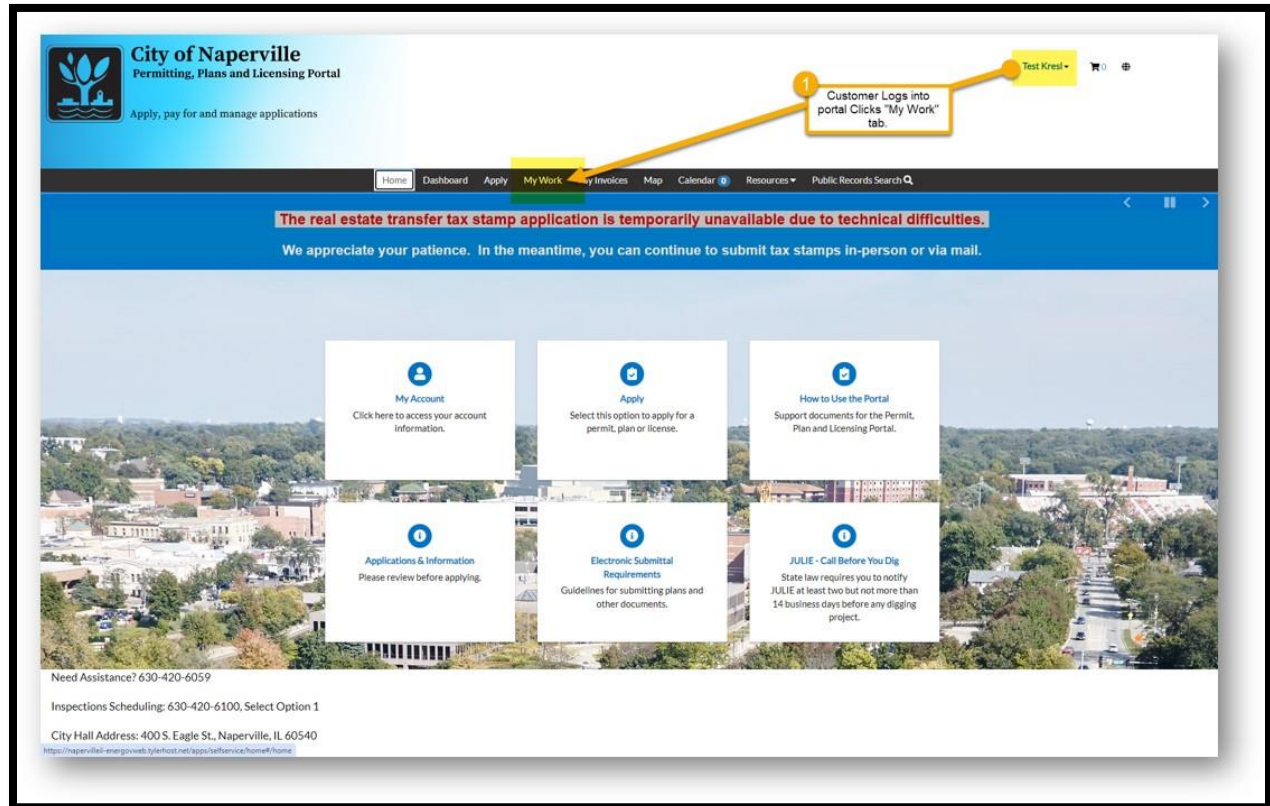
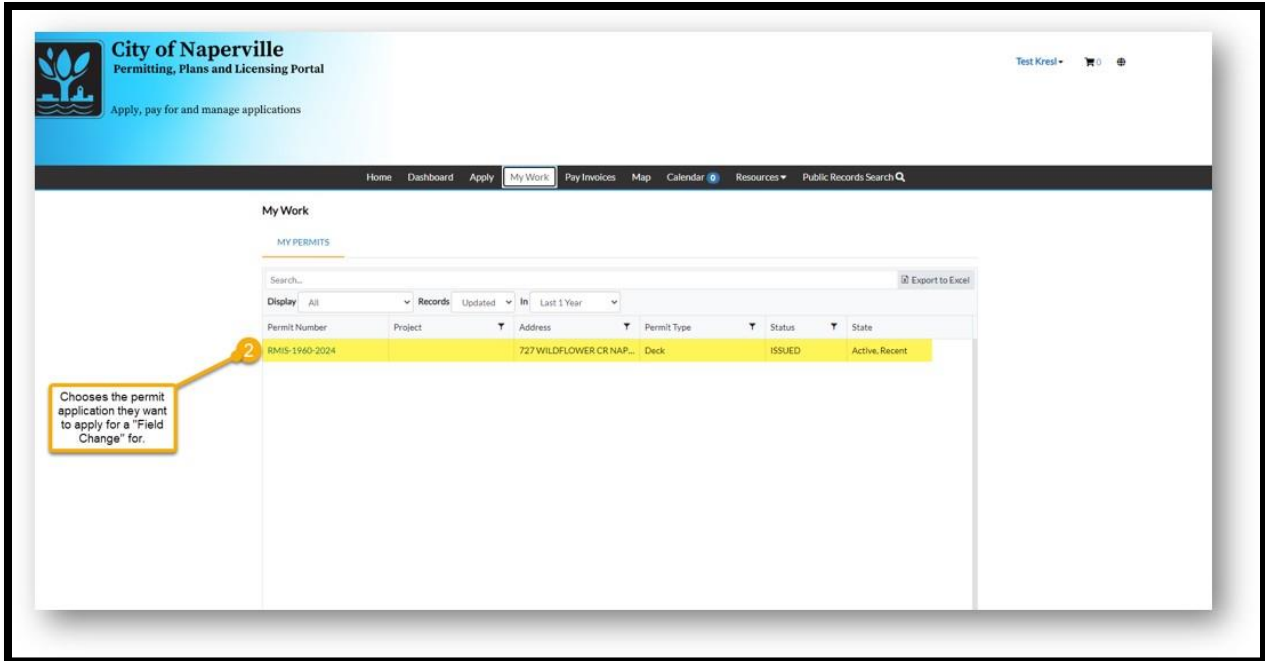


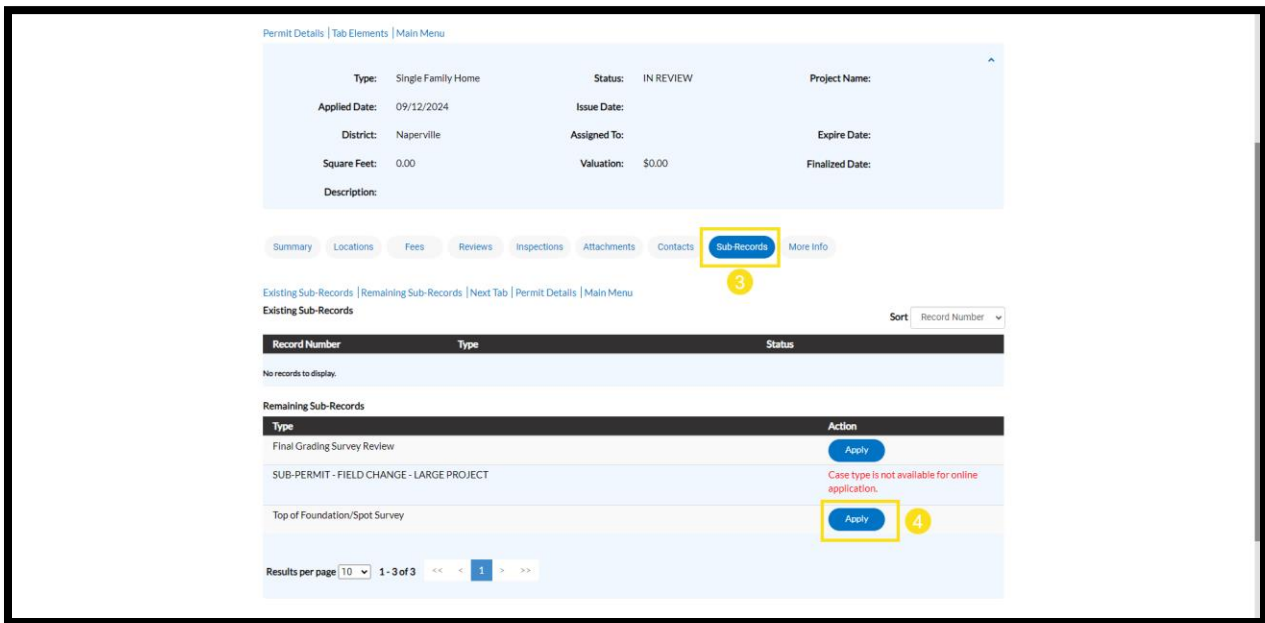
Applying for a Top of Foundation or Spot Survey



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



2. Select the permit desired.



3. Click the Sub-Record tab.

4. Select the Top of Foundation/Spot Survey type and click the **Apply** button.

Apply for Permit - Top of Foundation/Spot Survey *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 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.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do NOT include hyphens in parcel lookup.

Type: Location
US
100 MESCALLERO CT,
NAPERVILLE, IL, 60563

Main Address

Parcel Number
08063020040000

Main Parcel

Remove

Save Draft **Next**

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

Apply for Permit - Top of Foundation/Spot Survey *REQUIRED

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

PERMIT DETAILS

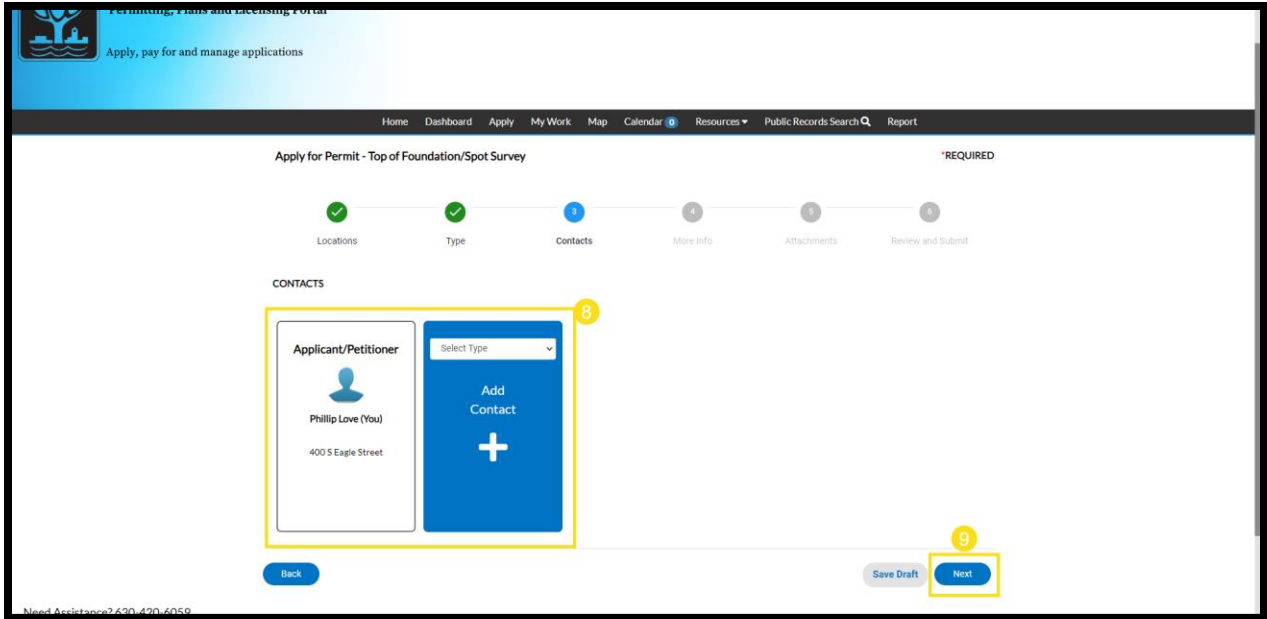
* Permit Type Top of Foundation/Spot Survey

Description TEST

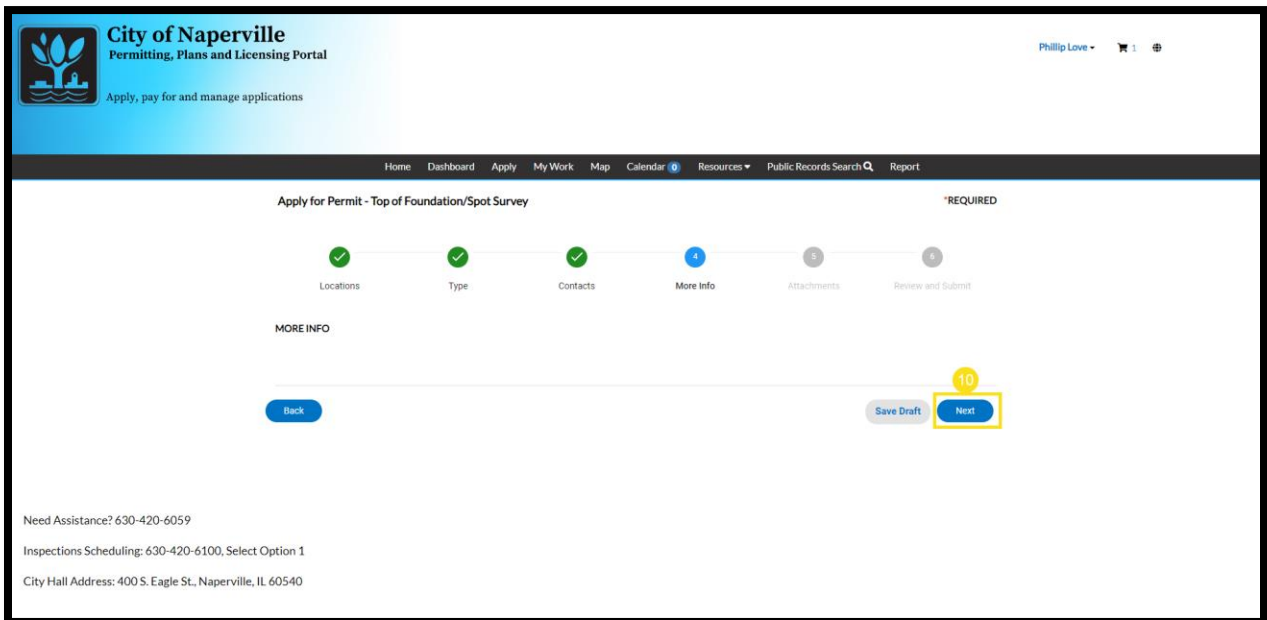
Back Save Draft **Next**

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

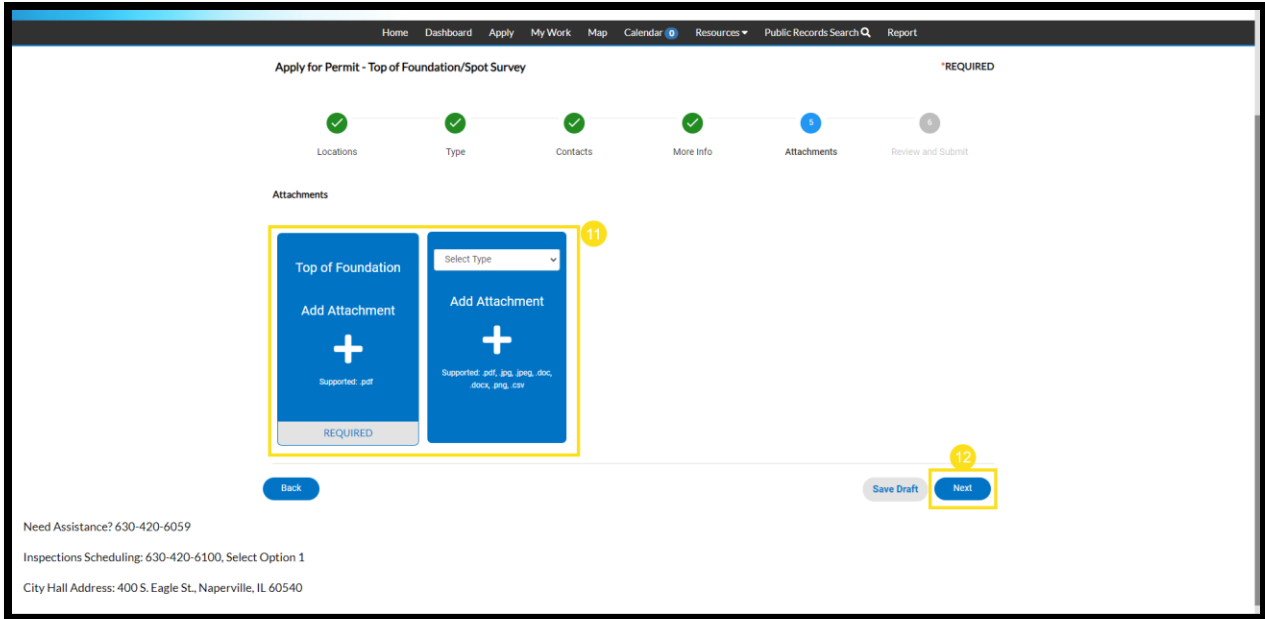
6. In the description field, add the desired details of the requested permit.
7. Click the **Next** button.



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.



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

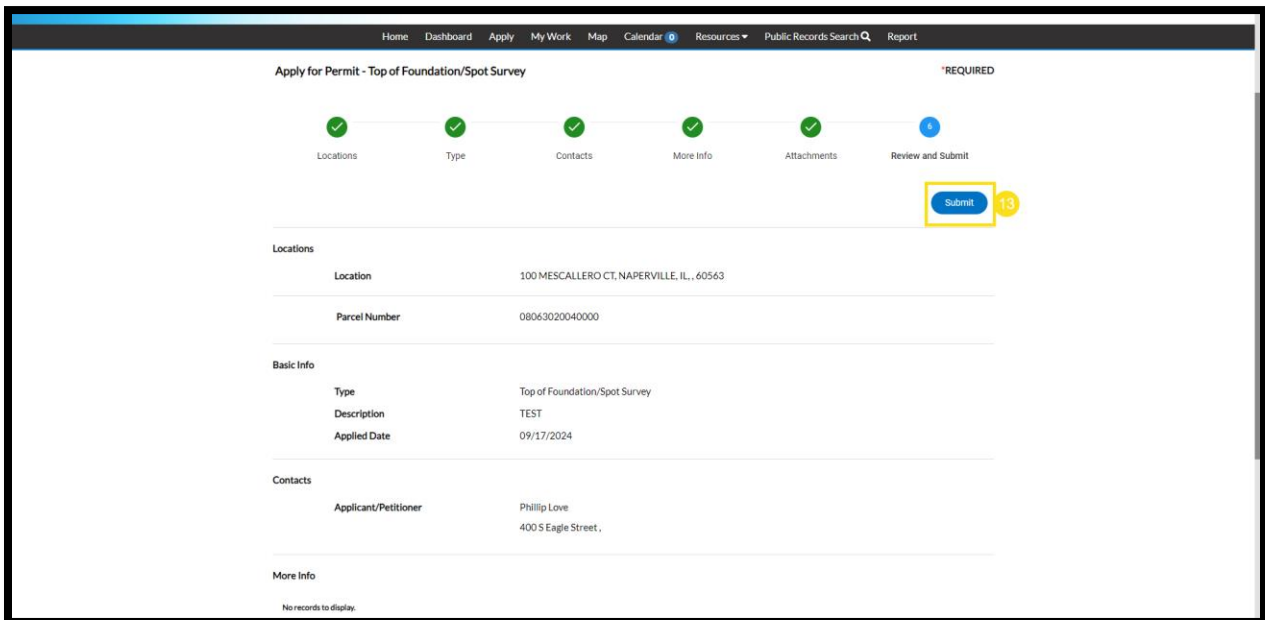


11. Please provide the following attachments:

a. **Top of Foundation**

b. **Add attachment:** any supplemental information that would assist

12. Click the **Next** button.



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

