Applying for a Fire Sub-record

Hor	ne Dashboard Apply My\	Work Map Calendar 🧿 Resourc	es 🕶 Public Records Search Q Report
Permit Number: T - COMN	1-0017-2024		
Permit Details Tab Elements	Main Menu		
Type: 0	Commercial Building - New or Addition	Status: FEES DUE	Project Name:
Applied Date:	10/17/2024	Issue Date:	
District: 1	Naperville	Assigned To:	Expire Date:
Square Feet: 0	0.00	Valuation: \$0.00	Finalized Date:
Description:			
Summary Locations Progress	Fees Reviews Inspection	Workflow	Accords More Info Available Actions
	3% COMMERCIAL E REVIEW - Passed mpleted CONFIRM APPL 10/17/2024	BUILDING - NEW OR ADDITON PLAN : 10/17/2024 ICATION COMPLETE - Passed :	
- NO	CALCULATE AN	D INVOICE FEES - Passed : 10/17/2024	
	CONFIRM ALL F	EES ARE PAID - Passed : 10/17/2024	1 No Actions
	ADD WATER ME	ETER SIZE AND FEES - Passed : 10/17/2024	
	CALCULATE AN	D INVOICE FEES - Passed : 10/17/2024	
		INCRECTIONS AND SEES Dorradi	

On the Civic Access homepage for the permit that requires a fire subrecord, select the **Sub-Records** tab.

	District:	Naperville	Assigned To:		Expire Date:	
	Square Feet:	0.00	Valuation:	\$0.00	Finalized Date:	
	Description:					
	Summary Locations	Fees Reviews Inspe	ections Attachments	Contacts Sub-Records	More Info	
	Existing Sub-Records Remai	ning Sub-Records Next Tab Perm	nit Details Main Menu			
	Record Number	Туре		St	atus	ort Record Number V
	No records to display.					
	Remaining Sub-Records					
	Type Field Change - Small Project				Action	
	Fire Alarm	• /			Apply	-
	Fire Suppression System				Apply	
	the suppression system				Apply	
	Results per page 10 V 1	-3of3 << < 1 > >>			2	
Need Assistance? 630-420-6059						
Inspections Scheduling: 630-420-6100, Select	Option 1					
City Hall Address: 400 S. Eagle St., Naperville,	IL 60540					

2 Underneath the Remaining Sub-Records section, click the **Apply** button for the permit desired.

	Apply for Permit - Fire A	Narm					*REQUIRED	
							0	
	Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit	
	OCATIONS							
	ADDRESS SEARCH:							
	 Do <u>NOT</u> enter punctuation Only enter Street Number Partial address entry is a If no address results return 	on (Enter address this er and Street Name, allowed (i.e. 400 eagl) um, please contact us	way: 123 Main or 800 S a hit list will be displaye	Benton). d from which the correct	address may be selected.			
E	PARCEL SEARCH:							
	Do NOT include hyphen	s in parcel lookup.						
	Type: Location							
	US 400 S EAGLE ST,							
	NAPERVILLE, IL, 60540							
	Parcel Number							
	07134410190000							
	Main Parcel 🗹							
	Remove						0	
						s	ave Draft Next	

3 The green highlighted area shows the steps for submitting the Field Change application.

The address of the main permit will copy. Confirm that all address information is correct. Once confirmed, click the **Next** button.

Apply, pay for and manage app	olications							
		Home Dashboard	Apply My Work	Map Calendar 🧿	Resources 🕶 Publi	ic Records Search Q	Report	
	Apply for Permit -	Fire Alarm					REQUIRED	
							•	
	\checkmark	2	3	4	5	6		
	Locations	Туре		More Info	Attachments	Signature	Review and Submit	
	PERMIT DETAILS							
	In the "Description" fi	eld - Describe the full scope	of work of your project	to be covered under th	is application			
	Enter the Estimated C	ost of Work in the "Valuati	on" field, do not use pur	ctuation or symbols.	s appreador.			
	* Permit Type	Fire Alarm	~					
	* Description							
			lê.					
	* Square Feet	0						
	Valuation	0						
		0					•	
							4	
	Back					\$	Save Draft Next	
Need Assistance? 630-420-6059								

In the Type step, complete the required fields. Once completed, click the **Next** button.



5 In the Contacts step, confirm that all required contacts. To add a contact, please click the **Plus** button.

Once completed, click the **Next** button.

	\checkmark	\checkmark		4	5	6
	Locations	Туре	Contacts	More Info	Attachments	Review and Submit
	MORE INFO					
	No additional information requ	ired for this permit tyr	e click "Next" to continue	application		
	Back					Save Draft Next
ed Assistance? 630-420-6059						
ections Scheduling: 630-420-	6100, Select Option 1					
ty Hall Address: 400 S. Eagle St.	, Naperville, IL 60540					

6 In the More Info step, click the **Next** button since no additional information is required.

	Home	Dashboard Apply My W	fork Map Calendar 🧿	Resources 🕶 Publ	lic Records Search Q	Report	
,	Apply for Permit - Fire Alarm	i.				REQUIRED	
	201						
			\bigcirc	9	0	0	
	Locations	Type Contacts	More Info	Attachments	Signature	Review and Submit	
А	Attachments						
В	Required and Additional Attachmer	nts					
1	, Add all Required Attachments in	dicated by individual attachme	nt tiles.				
2	For additional documents, selec	t "Attachment Type" from "Sele	ct Type" drop-down on last at	tachment tile, Click "Add	d Attachment" and sele	ct appropriate file(s). from	
-1	File Explorer", click "Open" .						
3	. Continue until all attachments to	be submitted are added to the	permit application, then click	"Next".			
		-					
	Fire Alexan Deview	Direct	Select Type	v			
	Submittal Sheet	Plans					
	Add Attachment	Add Attachment	Add Attachme	ent			
	Add Attachment	Add Attachment					
			Supported off ing ine	a doe			
	Supported: .pdf	Supported: .pdf	.docx, .png, .csv				
	REQUIRED	REQUIRED					
						7	
	Baak						
	Back				S	ave Draft Next	

In the Attachments step, upload the required documents. Files must be submitted in PDF format.

If there are any additional attachments, click the Plus button in the Add Attachments tile and upload the documents (PDF format only).

Once completed, click the **Next** button.

	\checkmark			9	\checkmark	6	0
	Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
	SIGNATURE						
	Under the penalties of perj correct and are in accordar where construction is comr the Naperville Municipal Co	ry as provided by la ce with the provision nenced. If the applic de and shall be fine	w, the undersigned certi ns and regulations of the ant knowingly falsifies ar d not less than fifty dolla	fies that the statements e building code and all on ny information in this ap rrs (\$50) nor more than	s set forth in this applicati ther codes and ordinanc oplication, applicant shall five hundred dollars (\$50	ion, plans, specificatio es of Naperville applic be considered in viola 00).	ns and plat are true and cable thereto and in force ation of section I-12-4 of
	* Please type your name as	onsent to electronic	ally sign this application.	p			
	Enable Type Signature 🗨	mickey mo	use			8	
	× mickey m	iouse			-		
d Assistance? 630-420-6059	Back					s	iave Draft Next
pections Scheduling: 630-420-6100, Select	Option 1						

8 Review the legal description and type in your name as consent to sign the application. Enable the type signature for your electronic signature.

Once completed, click the Next button.

	Home	Dashboard	Apply My Work N	Map Calendar 🧿	Resources 🔻 Publi	c Records Search Q	Report
Apply fo	r Permit - Fire Ala	rm					*REQUIRED
		\checkmark	\checkmark	\checkmark	\checkmark		2
Le	ocations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
							Submit
Locations							9
	Location		400 S EAGLE ST,	NAPERVILLE, IL, , 60	540		
	Parcel Number		0713441019000	ю			
Basic Info							
	Туре		Fire Alarm				
	Description		t				
	Square Feet Valuation		1				
	Applied Date		10/17/2024				
Contacts							
	Applicant/Petitio	ner	Phillip Love				
			400 S Eagle Stree	et,			

9 Review the information provided. Once all information has been confirmed, click the **Submit** button.

Once submitted Naperville staff will begin the review process of the permit.