

# [BUILDING PERMITS ONLINE GUIDE](#)

## [Select Permit](#)

At the opening page choose the [Select Permit](#) icon at the top left of the screen. Enter your Application Number which was given to you at the time you submitted your application. If your Building Permit has been issued you can find the Application Number at the top of your Building Permit listed as the Application Number. Click [Submit](#).



The screenshot shows the City of Naperville website interface. On the left is a navigation menu with the following items: Home, Select Permit (highlighted with a blue bar and a right-pointing triangle), Schedule / Cancel Inspections, and Inspections. The main header area features the City of Naperville logo (a stylized tree) and the text "City of Naperville" with the tagline "Great Service - All The Time" below it. To the right of the logo is a wide banner image of a tall, thin tower structure surrounded by trees. Below the navigation menu, the heading "Select Permit" is displayed. Underneath this heading is the label "Application Number:" followed by a form field containing the number "8" in the first box and "71" in the second box, separated by a hyphen. Below the form field is a "Submit" button.

## Status Detail

The Status Detail page will show you information related to your permit such as the Parcel ID, Address, Application Status and General Contractor.



### Status Detail

<b>Parcel ID:</b>	D-07134410190000N1154-84	<b>Address:</b>	400 S EAGLE ST
<b>Application Date:</b>	01/14/08	<b>Owner:</b>	CITY OF NAPERVILLE
<b>Application #:</b>	08 - 71	<b>Application Type:</b>	RES ADDITIONS (NEW SQ.FTG)
<b>Valuation:</b>	\$50,000	<b>Square Footage:</b>	400
<b>Tenant Name:</b>		<b>Application Status:</b>	APPROVED
<b>Tenant Unit Number:</b>		<b>General Contractor:</b>	AIROOM INC
<b>Zoning Description:</b>	SF & LOW DENSITY MF DIST.		

## Plan Tracking Status

You can track the status of your plan review. (See table on web page below.)

Agency Description: The department(s) that are reviewing your plans.

Key Dates:

In: The date your plans were submitted.

Est. Comp: The Estimated Completion Date for your plan review.

Action Summary:

Last: The date of the last action taken.

Type: The type of action that was taken. (See Action Types at bottom of page.)

By: Initials of the person by whom the action was performed.

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**Plan Tracking Status**

Select a plan below, to view agency comments.

Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
 Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
 Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)

Agency Description	Key Dates			Action Summary	
	In	Est. Comp.	Last	Type	By
DEV SERVICES TEAM BLDG	01/14/08	01/28/08	01/16/08	AP	GD
PUBLIC UTILITIES-EL.	01/14/08	01/28/08	01/16/08	AP	GD
DEPT OF TRANSPORT & ENGR	01/14/08	01/28/08	01/14/08	AP	GD
PLANNING & ZONING	01/14/08	01/28/08	01/14/08	AP	GD

All agency reviews must be completed prior to the submittal of revised plans.  
 Please bring your Plan Review Corrections Report with your submittal.

## Action Summary Type Codes Descriptions

AP = APPROVED

APC = APPROVED WITH CONDITIONS (Plans are approved but with conditions that have to be met.)

PF = PLANS FORWARDED (Plans have been submitted and routed to the required agencies for review.)

REJ = REJECTED (Plans are rejected and revisions are required.)

FO = FOUNDATION ONLY APPROVED

HLD = ON HOLD

TBO = TENANT BUILD OUT MEETING (For Tenant Build-outs only. Customer is scheduled For a Tenant Build-out meeting.)





- Home
- Select Permit
- Status Detail
- View Application Fees
- Permit Status** ▶
- Inspection Status
- Plan Tracking Status
- Schedule / Cancel Inspections
- Project Inspections
- Log Off

## Permit Status

Select to view permit fees or related inspections. Select Back to choose another permit.

**Parcel ID:** D-07134410190000N1154-84    **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08    **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71    **Application Type:** RES ADDITIONS (NEW SQ FTG)

**General Contractor:** ABC CONTRACTOR  
**Permit Number:** 000 000 RAD 00 - ROOM ADDITION

Status for Permit Number: PERMIT PRINTED

**Permit Date:** 01/14/08  
**Issue Date:** 01/14/08    **Expiration Date:** 01/13/09  
**Reissue Date:**  
**Permit Value:** 50000    **Permit Square Footage:** 400

Additional Permit Description:

Subcontractor(s)
No subcontractors found

[View Related Inspections](#)

If subcontractors are listed on your permit they would be listed in the Subcontractor(s) section of this screen

Click on [View Related Inspections](#) for the list of inspections that have been scheduled and resulted.

### Inspection Status

You can view the individual inspection result comments (if applicable) by choosing the individual Inspection Type you want to view. For example the [Footing](#) inspection that was scheduled for 01/15/2008 and was approved on 01/25/2008.



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## Inspection Status

View inspection comments by choosing an inspection below.

Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
 Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
 Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)

Inspections for Permit Number: 000 000 RAD 00 - ROOM ADDITION

Inspection Type	Sched Date	Status	Results Date
FOOTING	01/15/08	APPROVED	01/25/08

[Required Inspections](#)

Click on [Required Inspections](#).

You will now be asked to enter your Application Pin Number. This number will be printed at the top of your Building Permit as the Application pin number.

***You will not be able to access any information relating to inspections until your building permit has been issued***



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- Select Permit
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Please enter the application PIN

PIN:



## Required Inspection

Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
 Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
 Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)

Required Inspections for Permit Number: 000 000 RAD 00 - ROOM ADDITION

Inspection Description	Result Code	Result Description
BACKFILL		
FOOTING	AP	APPROVED
FOUNDATION WALL		
HOUSEWRAP/EXTERIOR		
MECHANICAL INSPECTION		
RAD ROUGH ELECTRIC		
RAD ROUGH FRAMING		
RAD ROUGH PLUMBING		
RAD UNDERGROUND PLUMBING		
SLAB-SFR/DPX		
TRENCH FOOTING		
INSULATION INSPECTION		
RAD PLUMBING FINAL		
ELECTRIC SERVICE		
FACADE MASONRY INSP		
FIREPLACE MASONRY INSP		
FRONT/BACK STOOP		
GAS PIPE INSP		
SEWER/WATER		
FINAL INSPECTION		

## Required Inspection

This screen will give you the list of Required Inspections that pertain to your individual building permit. It will also show you any inspections that have been performed and resulted.

Close this screen and it will take you back to The Inspection Status screen.

## Schedule/Cancel Inspection

Select the Schedule/Cancel Inspections at the toolbar on left.



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### Schedule/Cancel Inspection

Select a scheduling option. To schedule or cancel an inspection for another application, choose "Select a Different Application Number."

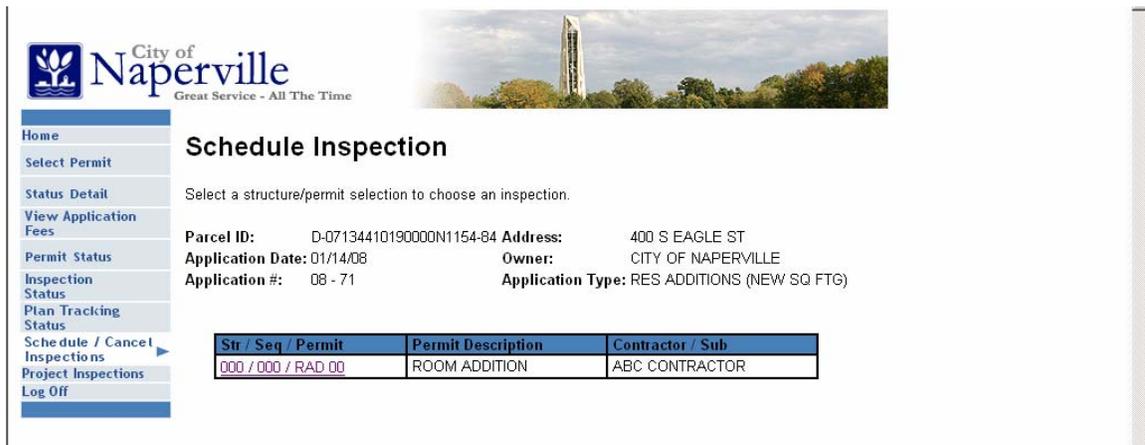
Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
 Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
 Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)

[Schedule an Inspection](#)

[Cancel an Inspection](#)

Select Schedule an Inspection

### Schedule/Cancel Inspection



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## Schedule Inspection

Select a structure/permit selection to choose an inspection.

**Parcel ID:** D-07134410190000N1154-64 **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08 **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71 **Application Type:** RES ADDITIONS (NEW SQ FTG)

Str / Seq / Permit	Permit Description	Contractor / Sub
<a href="#">000 / 000 / RAD 00</a>	ROOM ADDITION	ABC CONTRACTOR

Double Click the **Str /Seq/ Permit** at the far left of the table for the permit type you want to schedule the inspection for.

**Schedule an Inspection**



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**Schedule an Inspection**

Not all inspection types may be scheduled online including Site, Fence and Fire Department inspections.

For site inspection scheduling, please call (630) 420-6082.  
 For Fire Department inspection scheduling, please call (630) 305-3768.  
 For fence inspection scheduling, please call (630) 420-6693.

Select the inspection you want to schedule from the list below.

**Parcel ID:** D-07134410190000N1154-84 **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08 **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71 **Application Type:** RES ADDITIONS (NEW SQ FTG)

**Inspections for Permit Number:** 000 000 RAD 00 - ROOM ADDITION

Inspection Description	Type	PMT/Seq
<a href="#">BACKFILL</a>	BF	RAD 00
<a href="#">FACADE MASONRY INSP</a>	FMI	RAD 00
<a href="#">FIREPLACE MASONRY INSP</a>	FPM	RAD 00
<a href="#">FOUNDATION WALL</a>	FW	RAD 00
<a href="#">FRONT/BACK STOOP</a>	FBS	RAD 00
<a href="#">INSULATION INSPECTION</a>	II	RAD 00
<a href="#">MECHANICAL INSPECTION</a>	MC	RAD 00
<a href="#">RAD PLUMBING FINAL</a>	PFR	RAD 00
<a href="#">RAD ROUGH ELECTRIC</a>	RRE	RAD 00
<a href="#">RAD ROUGH FRAMING</a>	RRF	RAD 00
<a href="#">RAD ROUGH PLUMBING</a>	RRP	RAD 00
<a href="#">RAD UNDERGROUND PLUMBING</a>	RUP	RAD 00
<a href="#">SLAB-SFR/DPX</a>	SLB	RAD 00
<a href="#">TRENCH FOOTING</a>	TFT	RAD 00

[Required Inspections](#)

If you need additional assistance on how to use Building Permits Online, you can view and print our Building Permits Online Guide or call Inspection Dispatch at (630) 420-6082.

Double Click on the Inspection Description that you want to schedule the inspection for.

## Schedule an Inspection



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### Schedule an Inspection

Select from the list of available dates to schedule this inspection.

**Parcel ID:** D-07134410190000N1154-84 **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08 **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71 **Application Type:** RES ADDITIONS (NEW SQ FTG)

**Inspections for Permit Number:** 000 000 RAD 00

**Available Inspection Dates for:** ROOM ADDITION

**Available Dates**  
[Wednesday 01/30/08](#)  
[Thursday 01/31/08](#)  
[Friday 02/01/08](#)  
[Monday 02/04/08](#)  
[Tuesday 02/05/08](#)

Select the date you want to schedule the inspection for.

**Please note that inspections cannot be scheduled for a specific time of day.**

*If you need assistance or have questions about scheduling inspections please call Inspection Dispatch at 630-420-6082 between the hours of 7:45-3:45 Monday through Friday.*



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## Schedule an Inspection

**Inspections cannot be scheduled for a specific time of day.**

**In the comments box below, please enter your contact information including your name and phone number.**

To select a different date, choose "Cancel". To schedule this date for the inspection, choose "Continue".

<b>Parcel ID:</b>	D-07134410190000N1154-84	<b>Address:</b>	400 S EAGLE ST
<b>Application Date:</b>	01/14/08	<b>Owner:</b>	CITY OF NAPERVILLE
<b>Application #:</b>	08 - 71	<b>Application Type:</b>	RES ADDITIONS (NEW SQ FTG)

**Inspections for Permit Number:** 000 000 RAD 00

**Inspection for:** RAD - ROOM ADDITION

**The inspection for the above permit will be scheduled for:** Thursday 01/31/08

**Comments for the inspector:**

Cancel

Continue

*The City of Naperville reserves the right to cancel and/or reschedule an inspection.*

Enter your name and phone number in the **Comments for the Inspector** box. You can also include any comments relating to the inspection.

Select **Continue**.

## Schedule an Inspection

This page will show you the Inspection Type that was schedule and the date it was scheduled for.

Select [Finish](#) or [Select Another Inspection](#) to schedule another inspection.

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### Schedule an Inspection

Please print out and retain the following information for your records.

**Parcel ID:** D-07134410190000N1154-84 **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08 **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71 **Application Type:** RES ADDITIONS (NEW SQ FTG)

**Inspections for Permit Number:** 000 000 RAD 00

**Inspection:** RAD ROUGH ELECTRIC **Scheduled for:** 02/05/08

The standard fee for this inspection is: \$61.00 for any failed inspection

Click "Finish" to return to the home page or, you can schedule another inspection or reschedule this inspection by choosing "Schedule Inspection". To cancel this inspection, select "Cancel an Inspection". Once you cancel an inspection, you can reschedule by choosing "Schedule an Inspection" and choosing another available date.

[Schedule Another Inspection](#) [Finish](#)

When you select finish you will return to the Home Page.

## To Cancel an Inspection

Select the Schedule/Cancel an Inspection at the toolbar located on the left.

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### Schedule/Cancel Inspection

**Application Number:**  -

Enter your **Application Number**.

Select **Cancel an Inspection**.



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**Schedule/Cancel Inspection**

Select a scheduling option. To schedule or cancel an inspection for another application, choose "Select a Different Application Number."

**Parcel ID:** D-07134410190000N1154-84    **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08    **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71    **Application Type:** RES ADDITIONS (NEW SQ FTG)

[Schedule an Inspection](#)  
[Cancel an Inspection](#)



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**Cancel an Inspection**

Select a structure/permit selection to choose an inspection.

**Parcel ID:** D-07134410190000N1154-84    **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08    **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71    **Application Type:** RES ADDITIONS (NEW SQ FTG)

Str / Seq / Permit	Permit Description	Contractor / Sub
<a href="#">000 / 000 / RAD 00</a>	ROOM ADDITION	ABC CONTRACTOR

Double Click on the [Str/Seq/Permit](#) to select the Permit Type you want to cancel the inspection for.



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Please enter the application PIN

**PIN:**

Enter your **Application PIN** number. Select **Submit**.

## Cancel an Inspection

Select the inspection you want to cancel from the list.

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### Cancel an Inspection

Select the inspection you want to cancel from the list below.

Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)

Inspections for Permit Number: 000 000 RAD 00 - ROOM ADDITION

Inspection Description	Type	PMT/Seq	Schedule Date
RAD ROUGH ELECTRIC	RRE	RAD 00	02/05/08

Confirm that the inspection listed is the inspection you want to cancel.

***Only Inspections that have been scheduled through Building Permits Online can be canceled on-line. If the inspection was scheduled through Inspection Dispatch you will need to call Inspection Dispatch at 630-420-6082 to cancel.***

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### Cancel Inspection

Select Yes to confirm cancellation, No to cancel.

Parcel ID: D-07134410190000N1154-84 Address: 400 S EAGLE ST  
Application Date: 01/14/08 Owner: CITY OF NAPERVILLE  
Application #: 08 - 71 Application Type: RES ADDITIONS (NEW SQ FTG)  
Permit Type: RAD

Do you really want to cancel:  
Inspections for Permit Number: 000 000 RAD 00

RAD ROUGH ELECTRIC inspection scheduled for 02/05/08?

<< No Yes >>

Select Yes to confirm cancellation, No to cancel.



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## Cancel Inspection

Please print out and retain the following information for your records.

**Parcel ID:** D-07134410190000N1154-64 **Address:** 400 S EAGLE ST  
**Application Date:** 01/14/08 **Owner:** CITY OF NAPERVILLE  
**Application #:** 08 - 71 **Application Type:** RES ADDITIONS (NEW SQ FTG)  
**Permit Type:** RAD

**Permit Number:** 000 000 RAD 00  
Inspection: RAD ROUGH ELECTRIC has been cancelled.

To reschedule this inspection, choose "Schedule Inspection" and select another available date.

## Project Inspections

Select **Project inspections** at the left toolbar and it will show you the following information:

### **Application Inspections**

**Inspection Type** - The type of Inspection.

**Scheduled Date** - The date the inspection is or was scheduled for.

**Status** - The result of the inspection.

**Result Date** - The date the inspection was resulted.

**Permit Description** - The type of permit.

**Min. Max** - The order in which the inspections can be scheduled. For example: All the inspections that have a Min. /Max. Of 10/999 must be performed and approved before the 20/999 inspections can be performed.



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## Application Inspections

Inspection Type	Scheduled date	Status	Result date	Permit Description	Min/Max
HOUSEWRAP/EXTERIOR	02/14/2008			ROOM ADDITION	10 / 999
FOOTING	01/15/2008	APPROVED	01/25/2008	ROOM ADDITION	10 / 999
RAD ROUGH ELECTRIC	02/08/2008	DISAPPROVED WITH PENALTY	02/08/2008	ROOM ADDITION	10 / 999
ELECTRIC SERVICE	02/12/2008			ROOM ADDITION	999 /
GAS PIPE INSP	02/13/2008			ROOM ADDITION	999 /
RAD UNDERGROUND PLUMBING					10 / 999
FOUNDATION WALL					10 / 999
RAD ROUGH PLUMBING					10 / 999
SLAB-SFR/DPX					10 / 999
TRENCH FOOTING					10 / 999
MECHANICAL INSPECTION					10 / 999
BACKFILL					10 / 999
RAD ROUGH FRAMING					10 / 999
INSULATION INSPECTION					20 / 999
RAD PLUMBING FINAL					30 /
FINAL INSPECTION					40 /
FIREPLACE MASONRY INSP					999 /
FACADE MASONRY INSP					999 /
SEWER/WATER					999 /
FRONT/BACK STOOP					999 /
RAD ELECTRIC FINAL					1000 /

[Printable View](#)

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