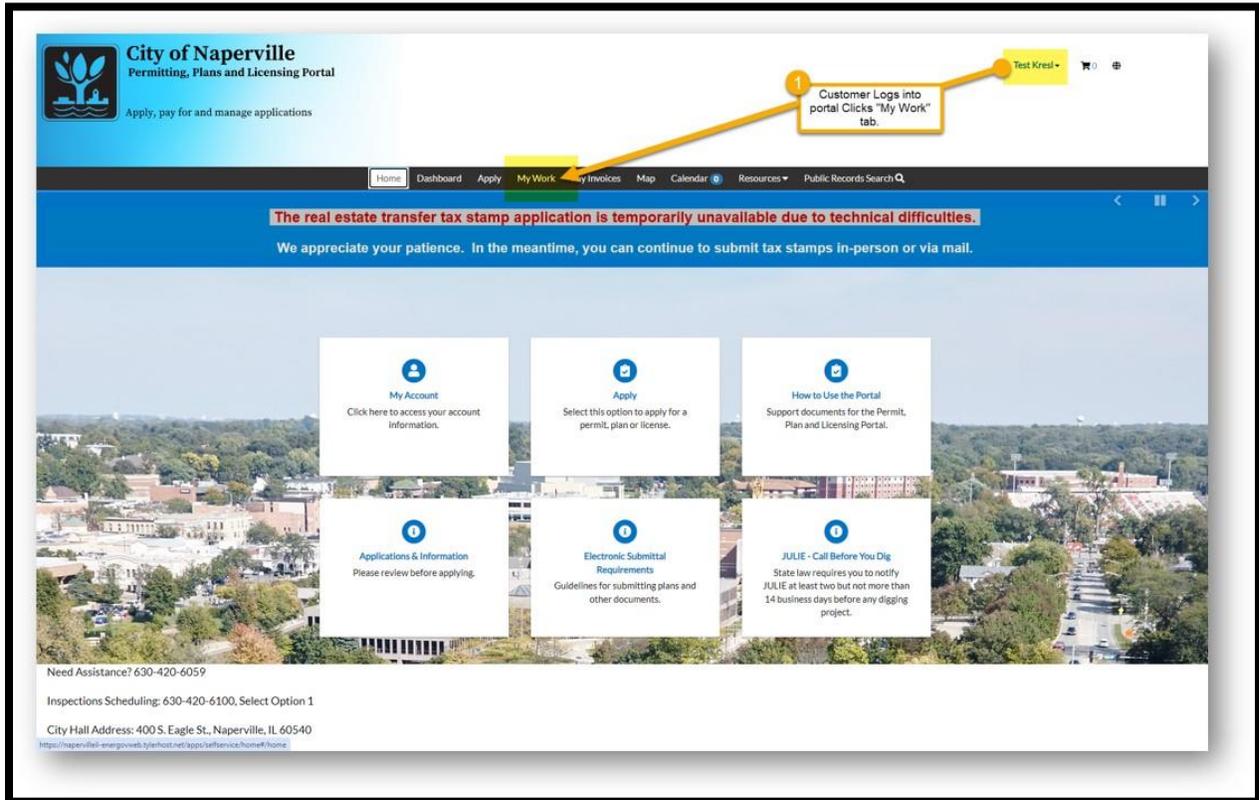
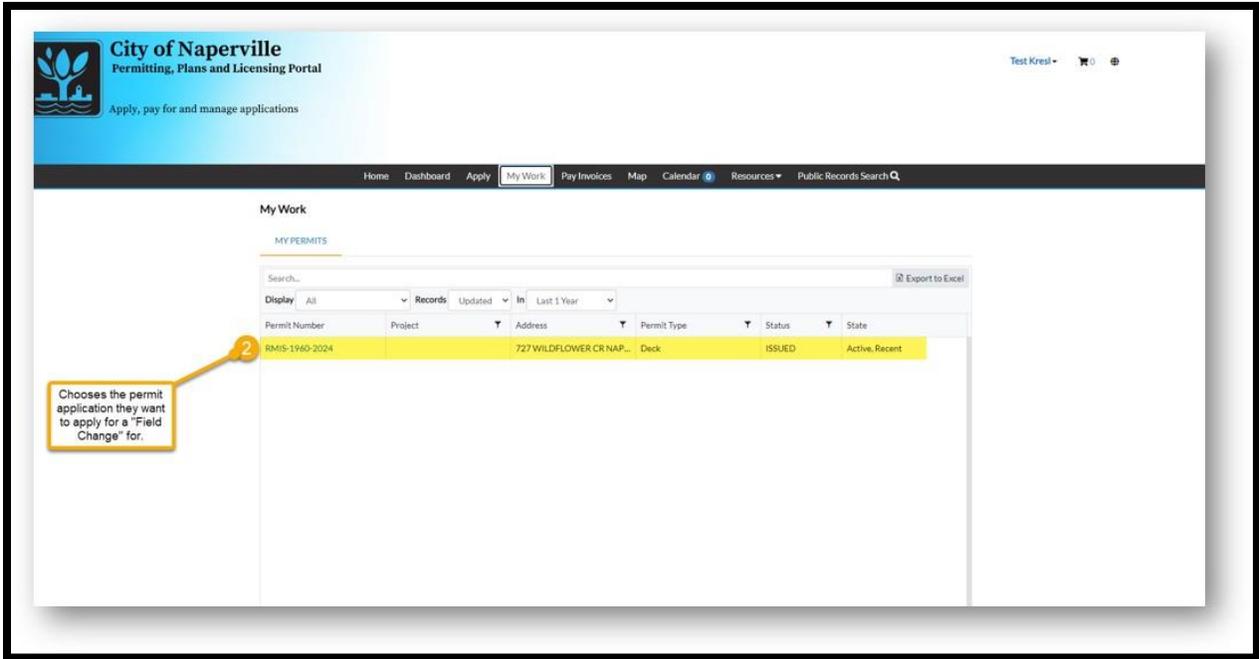


Field Change

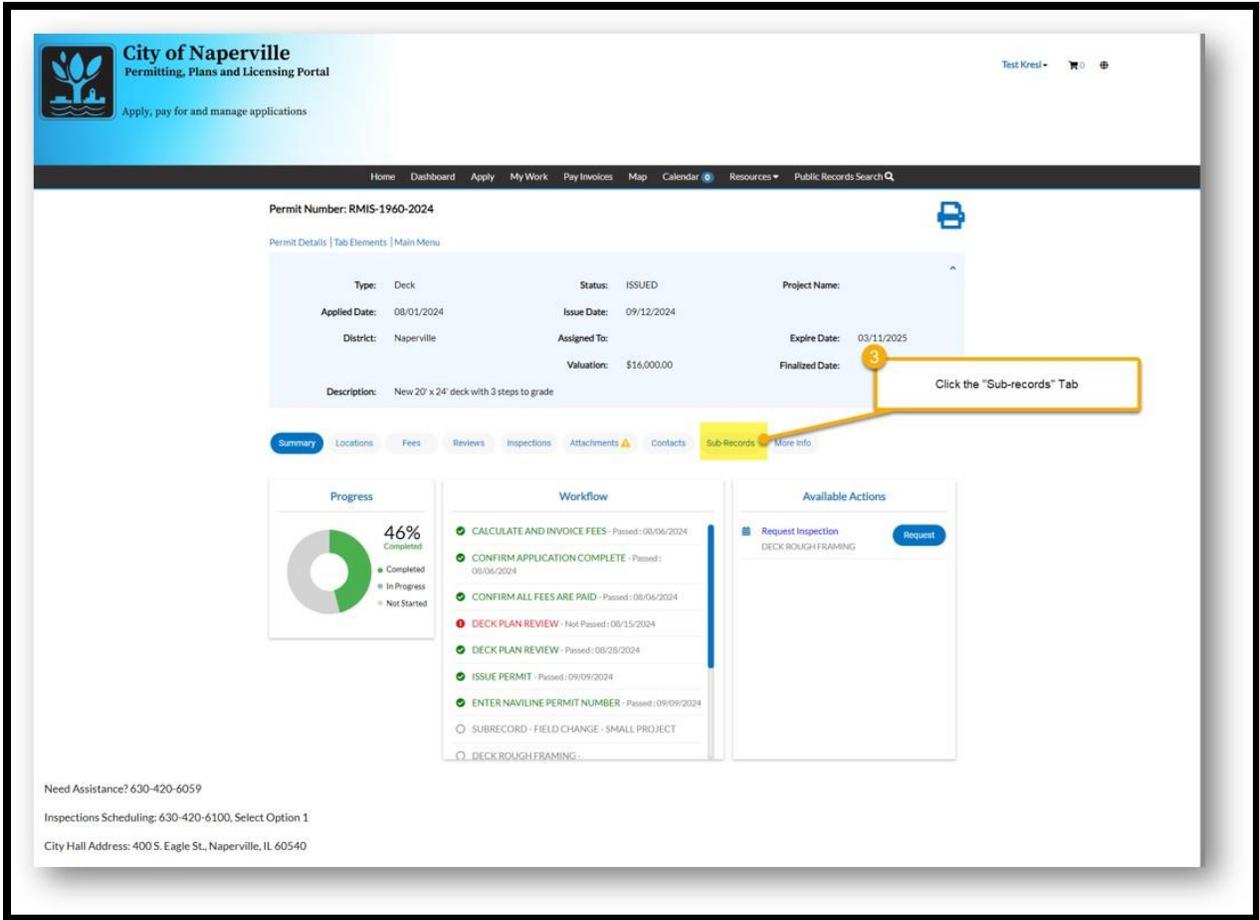
Field Change: A field change is a sub-permit that is created to capture a change in work. This change should be initiated by the customer via Civic Access portal.



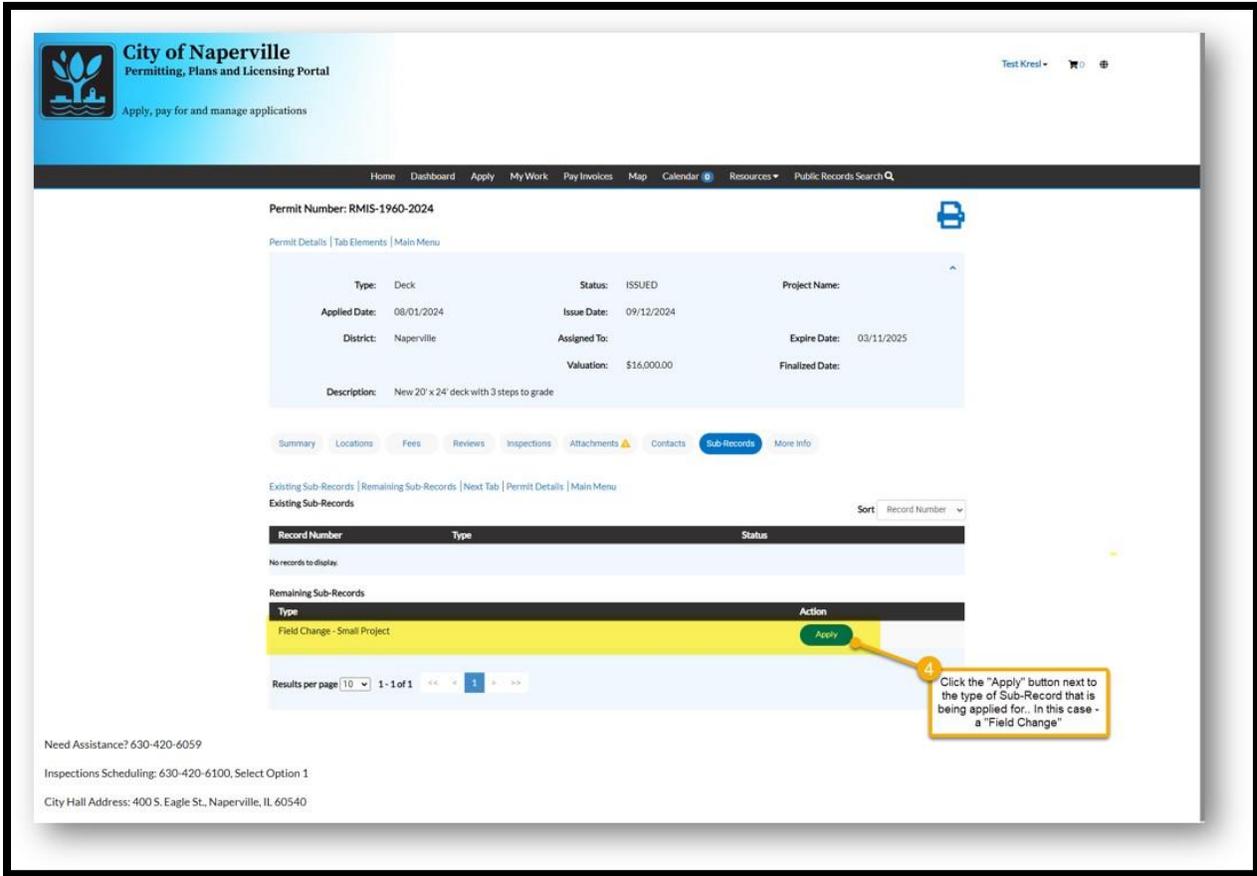
1. The customer will log into their portal. Once logged in, you will select the **My Work** tab.



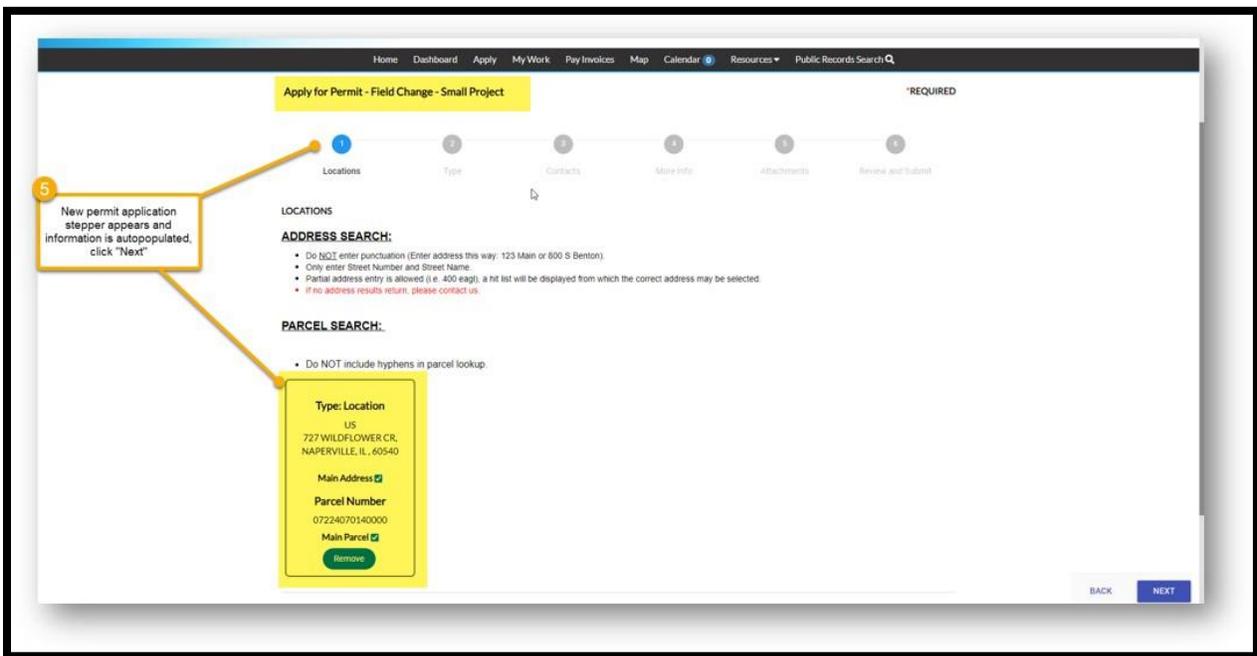
2. Select the permit desired for the field change.



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



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



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 applications

Home Dashboard Apply My Work Map Calendar Resources Public Records Search Report

Apply for Permit - Field Change - Small Project *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Description: Include details of the requested Field Change.
Square Footage and Valuation: data fields are NOT REQUIRED to be populated.

* Permit Type: Field Change - Small Project

* Description: TEST

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 applications

Home Dashboard Apply My Work Map Calendar Resources Public Records Search Report

Apply for Permit - Field Change - Small Project *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

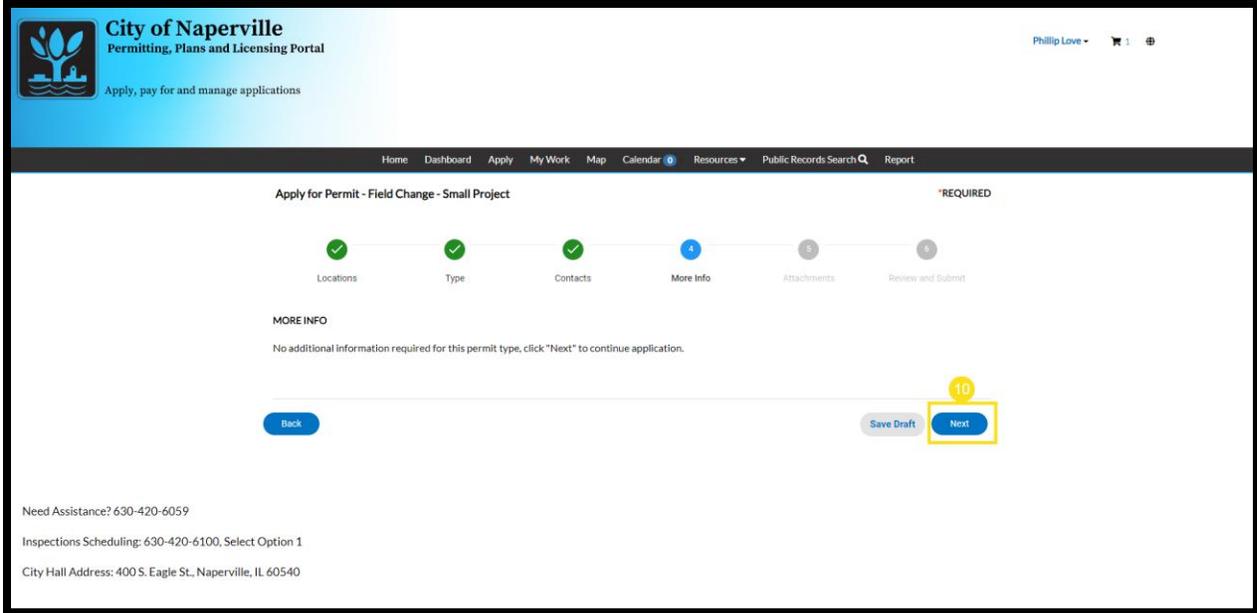
Applicant/Petitioner Select Type

Add Contact

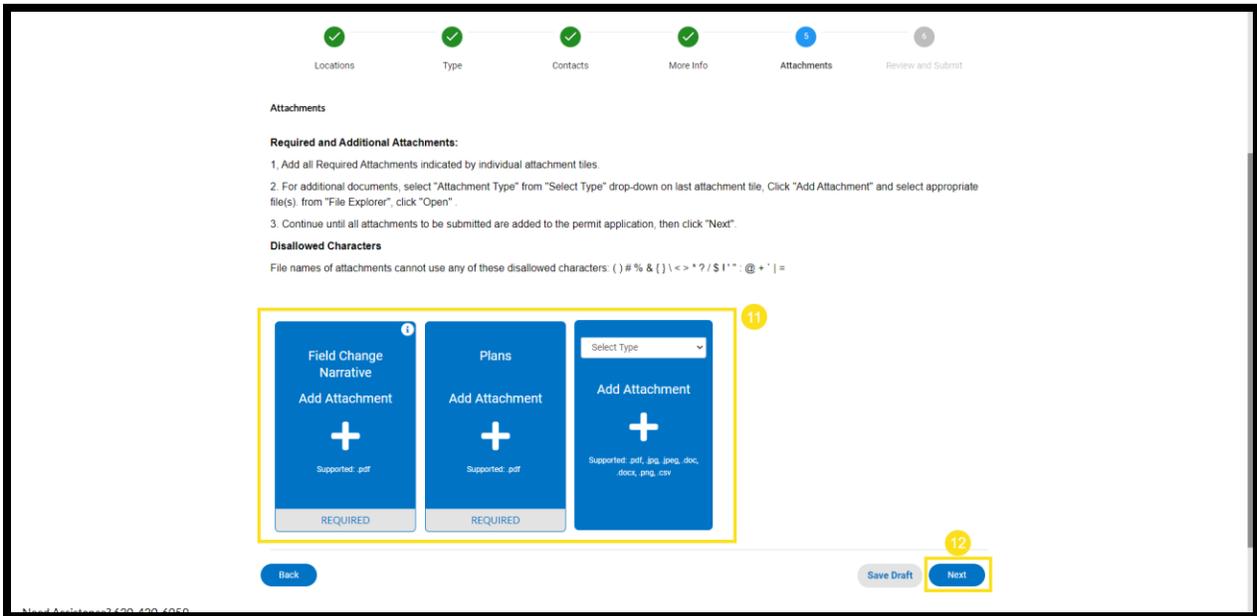
Back Save Draft Next

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.



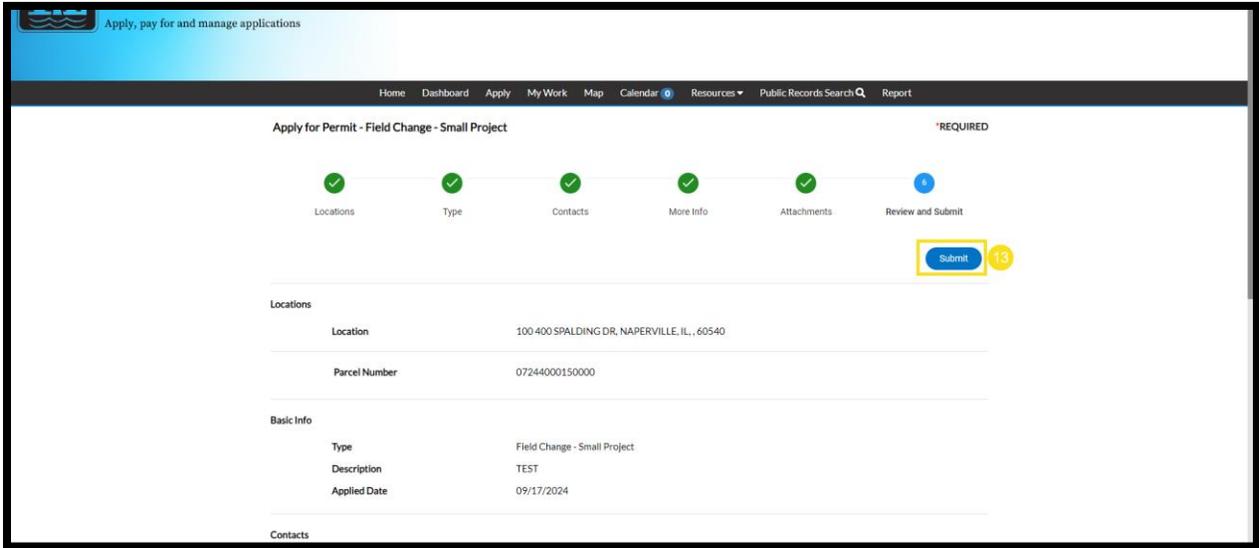
10. There is no additional information required for this permit. Click the **Next** button.



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.



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