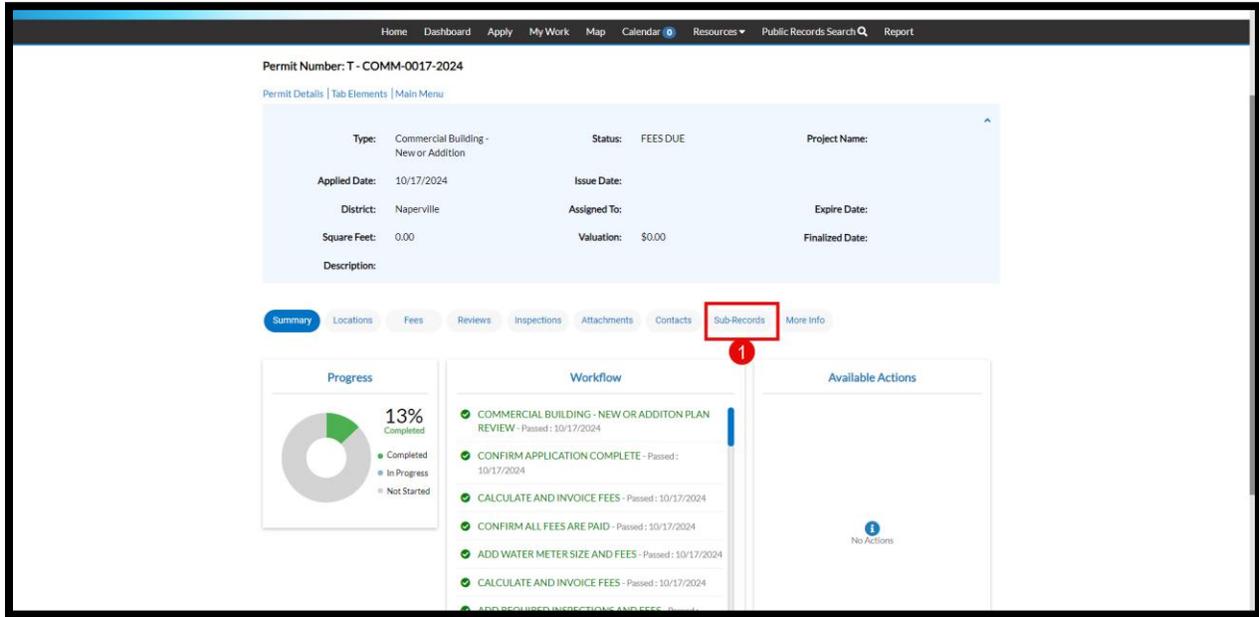
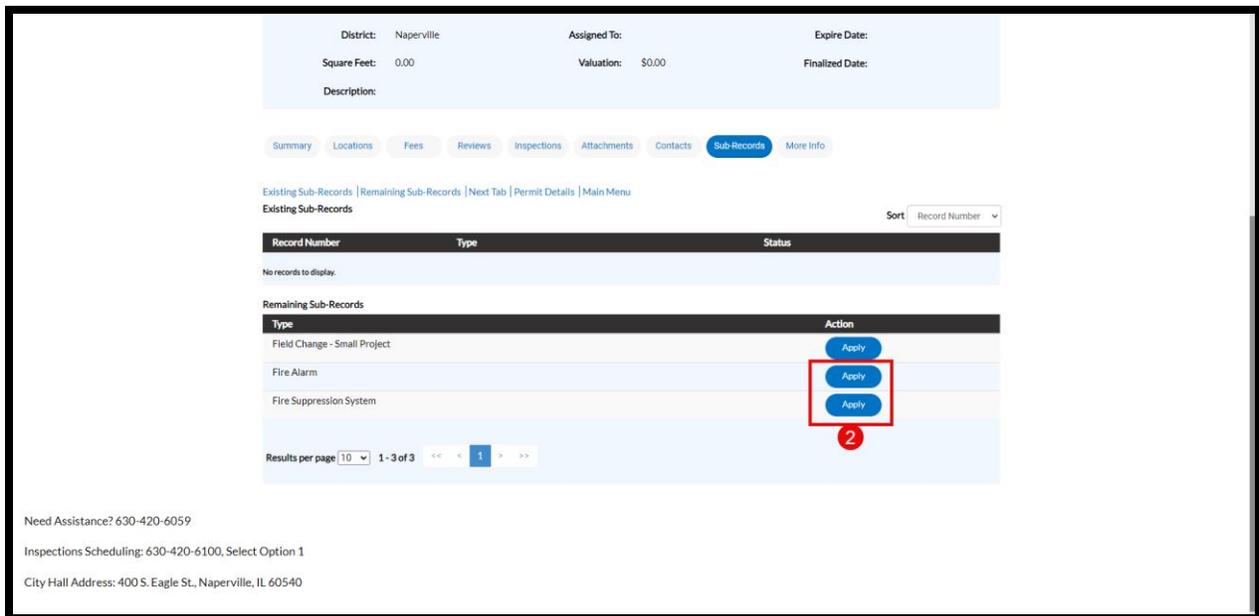


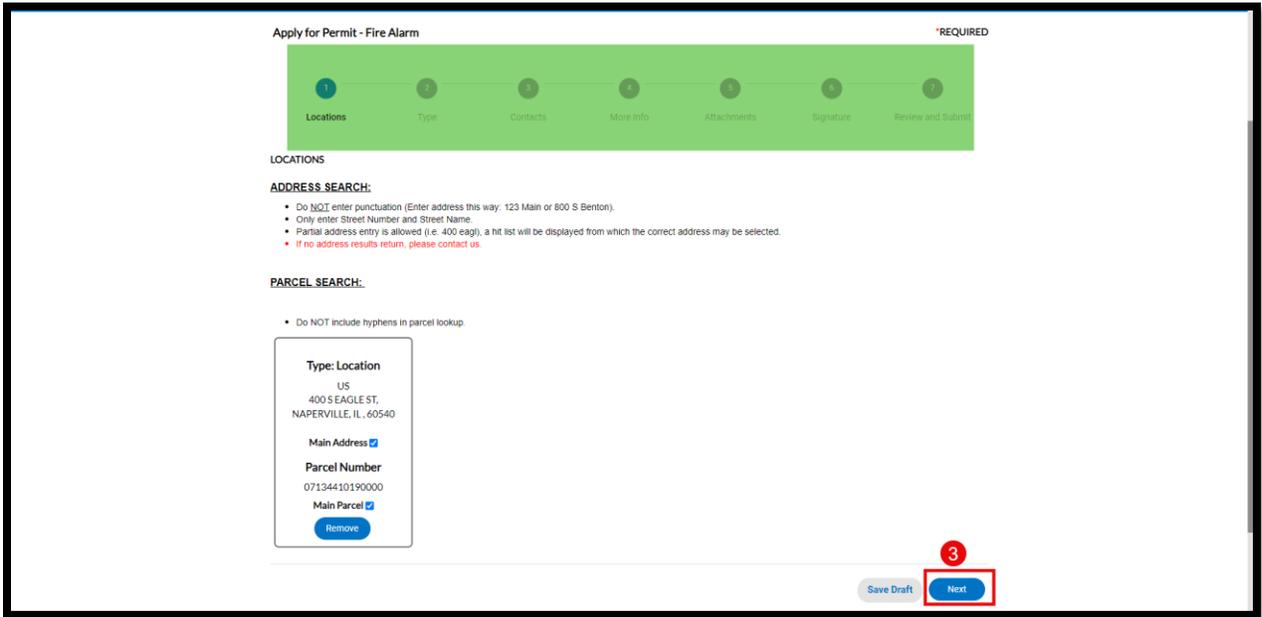
# Applying for a Fire Sub-record



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

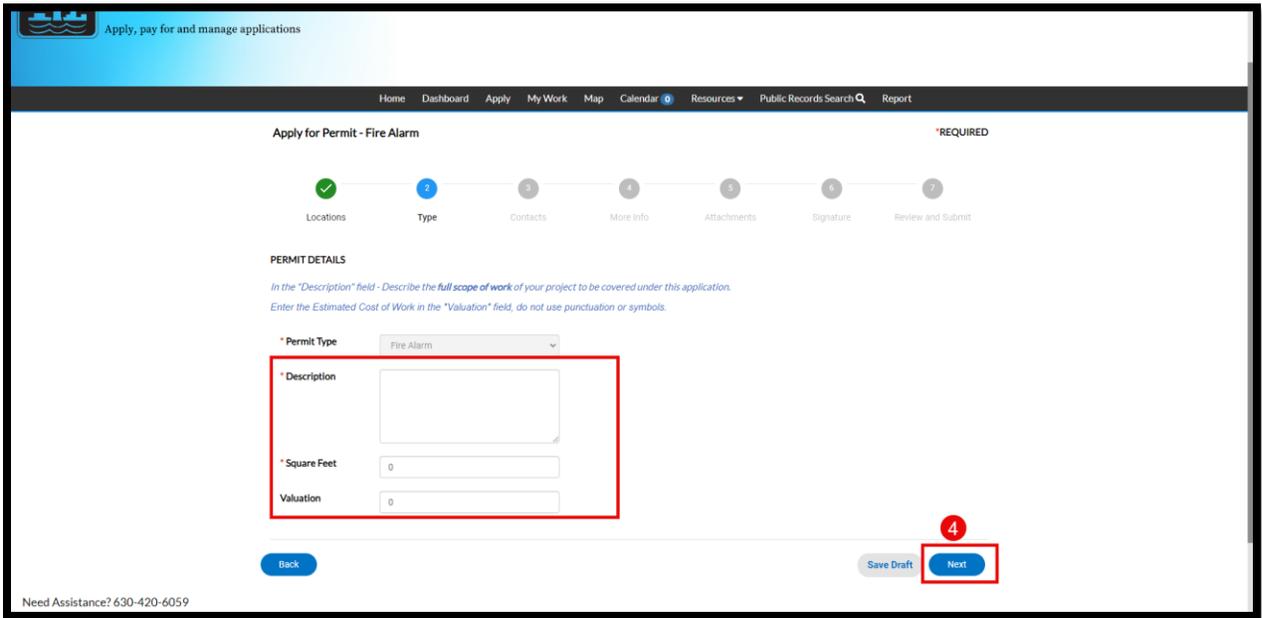


2 Underneath the Remaining Sub-Records section, click the **Apply** button for the permit desired.

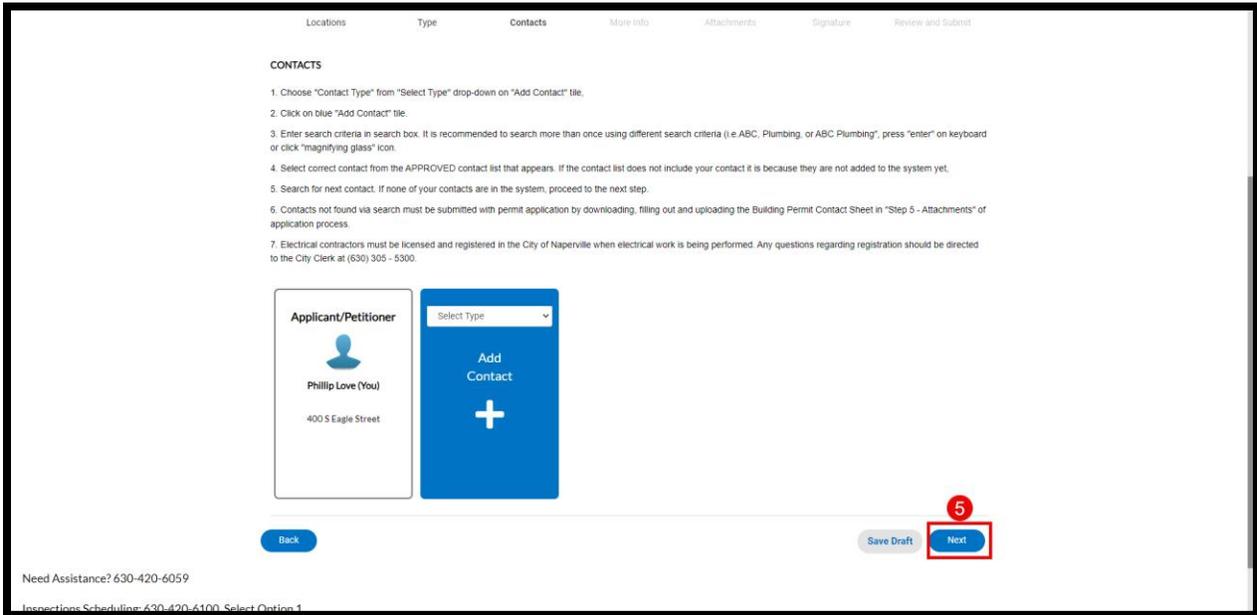


3 The green highlighted area shows the steps for submitting the Field Change application.

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

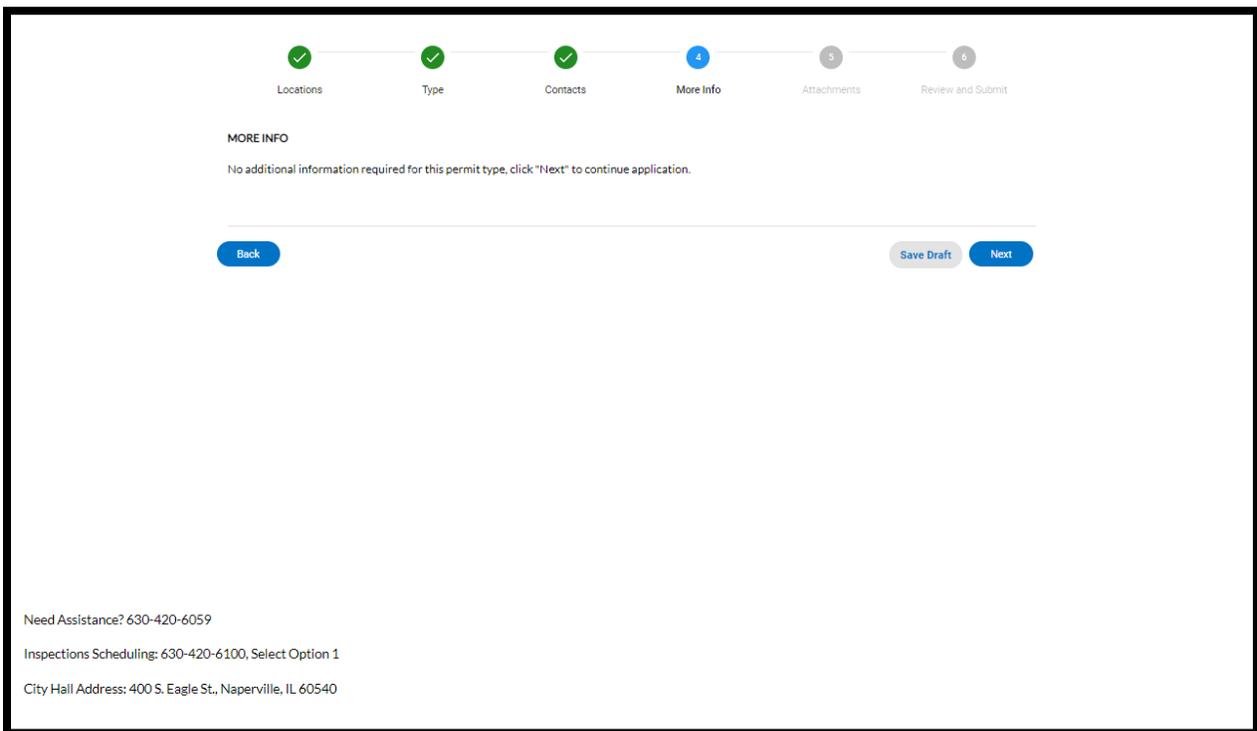


4 In the Type step, complete the required fields. Once completed, click the **Next** button.

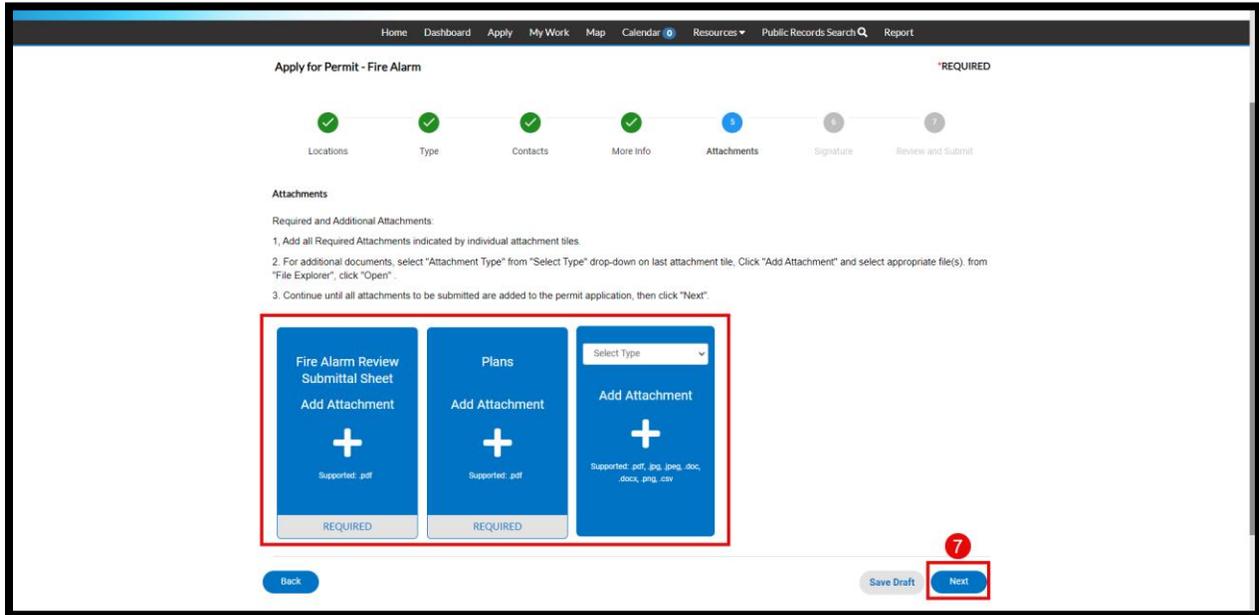


**5** In the Contacts step, confirm that all required contacts. To add a contact, please click the **Plus** button.

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



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



**7** 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.

SIGNATURE

Under the penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this application, plans, specifications and plat are true and correct and are in accordance with the provisions and regulations of the building code and all other codes and ordinances of Naperville applicable thereto and in force where construction is commenced. If the applicant knowingly falsifies any information in this application, applicant shall be considered in violation of section 1-12.4 of the Naperville Municipal Code and shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

*X mickey mouse*

[Back](#) [Save Draft](#) [Next](#)

Need Assistance? 630-420-6059  
Inspections 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.

Apply for Permit - Fire Alarm \*REQUIRED

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL, 60540
Parcel Number	07134410190000

Basic Info

Type	Fire Alarm
Description	t
Square Feet	1
Valuation	1
Applied Date	10/17/2024

Contacts

Applicant/Petitioner	Phillip Love 400 S Eagle Street,
----------------------	-------------------------------------

[Submit](#)

**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.