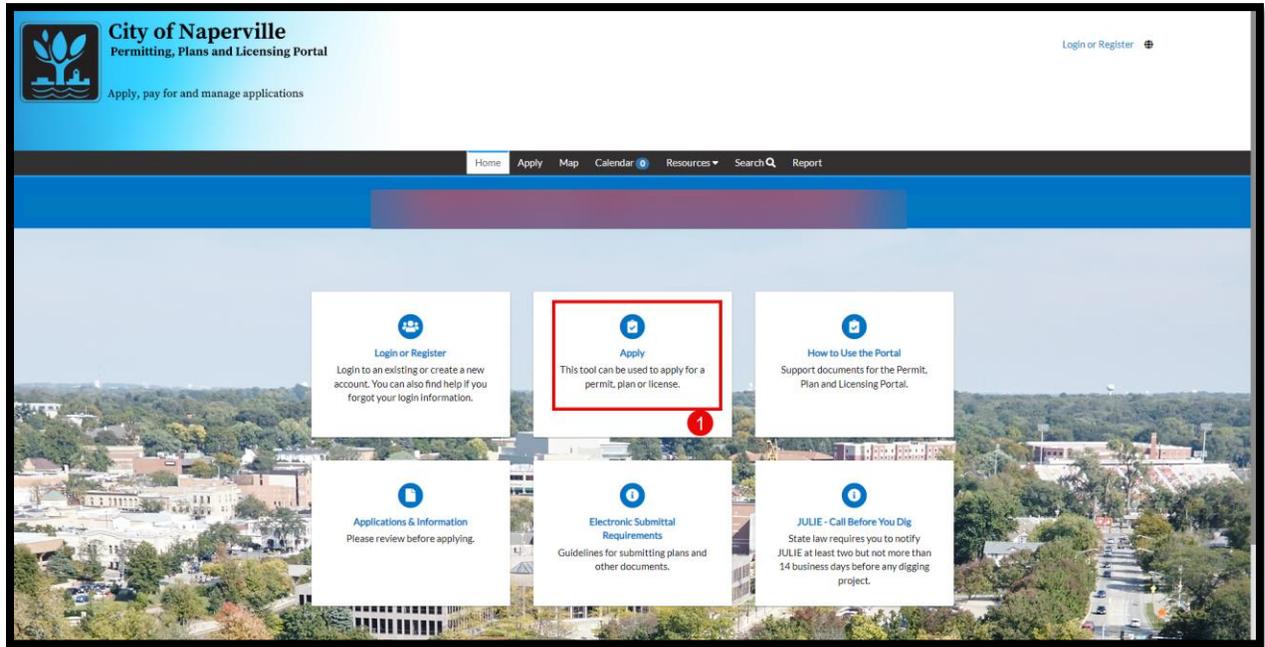
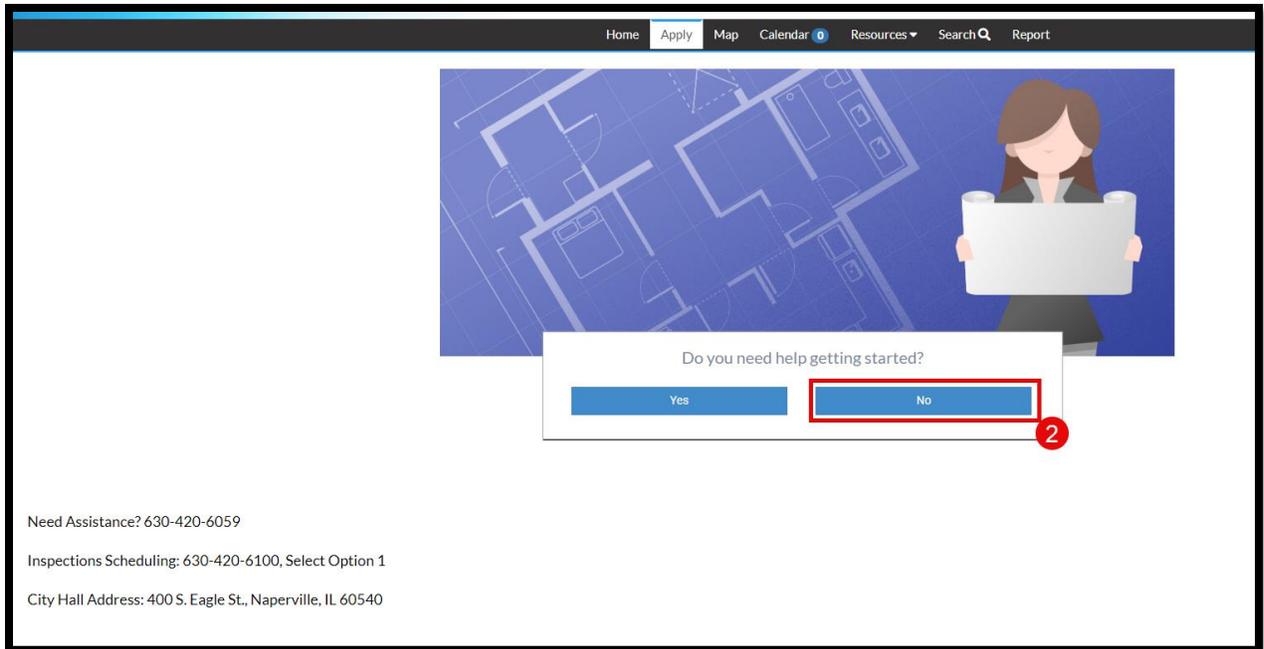


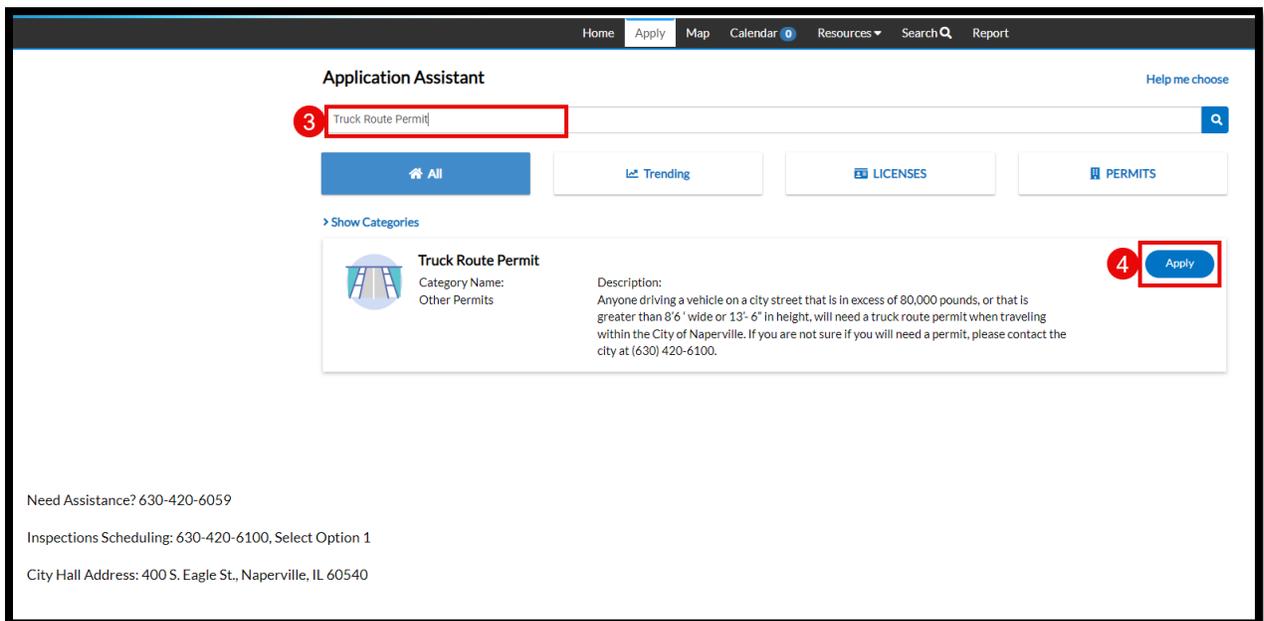
How to Apply for a Truck Permit



1 On the Civic Access homepage, click the **Apply** button.



2 A screen will appear asking for assistance. Click the **No** button.



3 In the search bar, search for **Truck Route Permit**.

4 The Truck Route Permit category will appear. Click the **Apply** button.

Sign In to community access services.

5

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

This field cannot be left blank

Keep me signed in

Next

[Unlock account?](#)

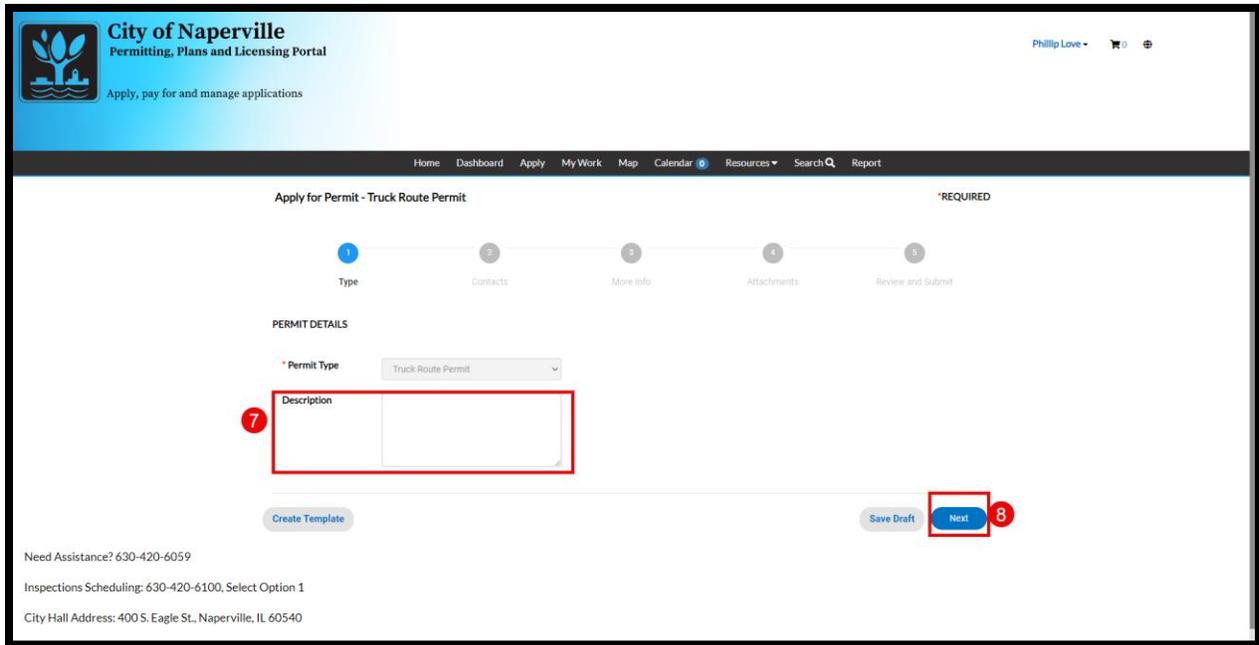
[Help](#)

6 Don't have an account? [Sign up](#)

5 The Community Access sign-in will appear. Continue signing in with one of the platforms listed if desired and follow the prompt.

6 If you would like to create an account, click the **Sign up** link and follow the prompt.

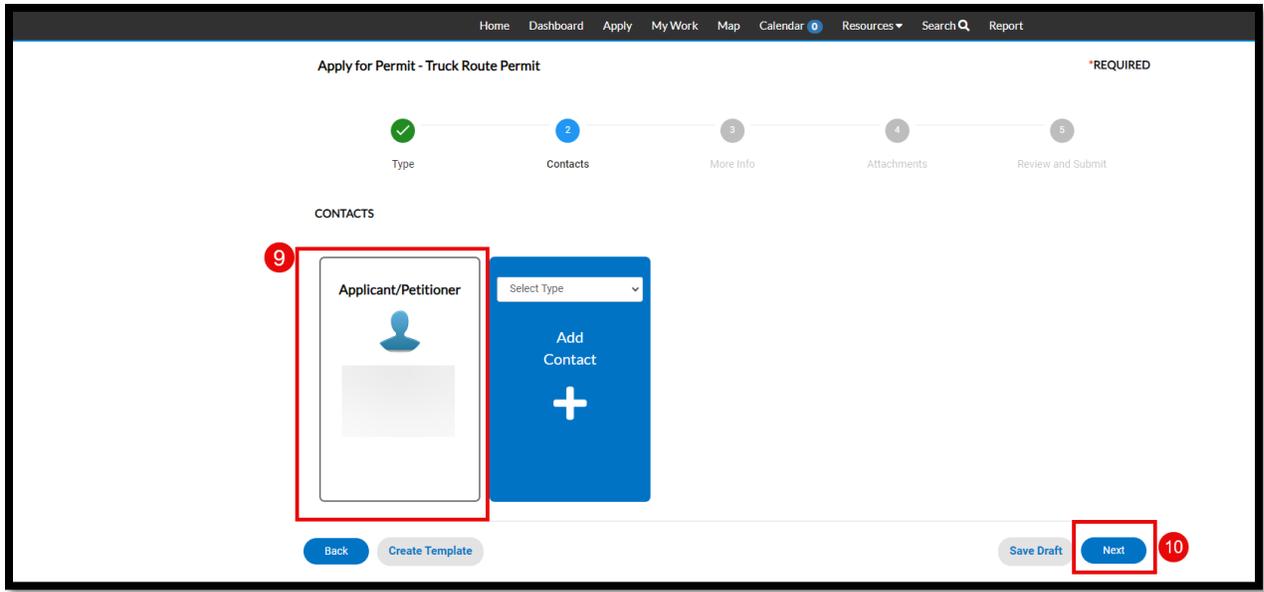
Once the account has been created, you will be directed back to the portal.



7 In the Permit Detail section, enter in a description of the truck route. This should include information such as:

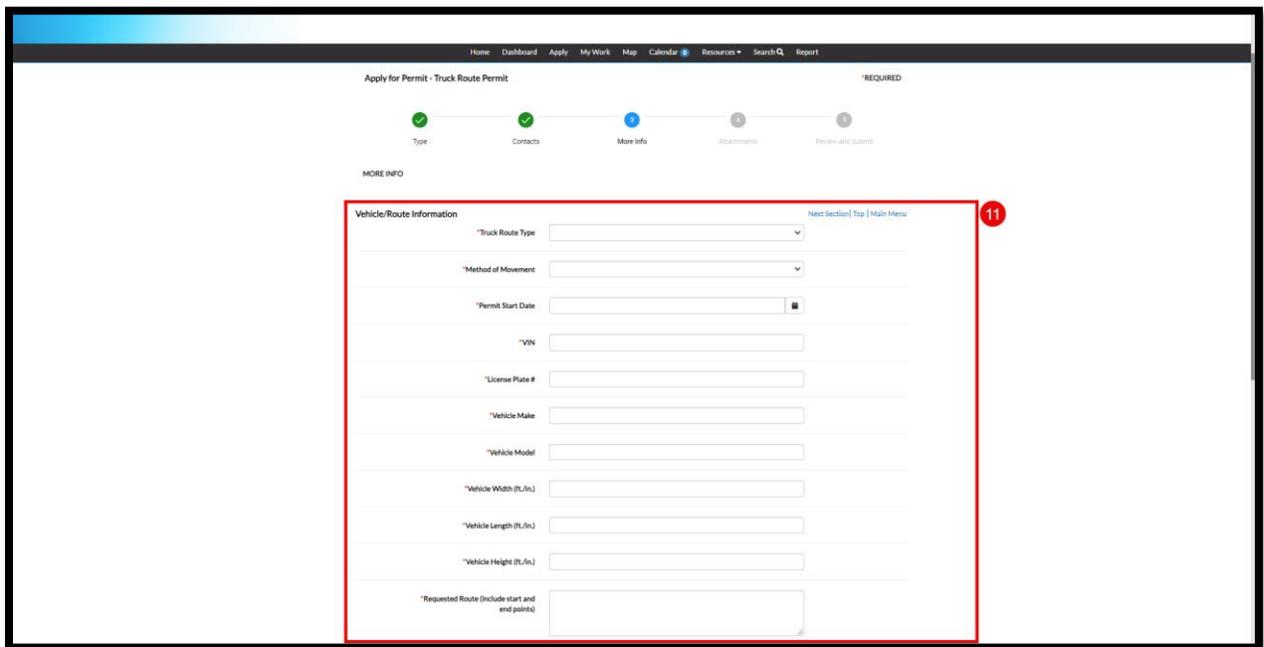
- Start point of the route
- End point of the route

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



9 In the **Application/Petitioner** card, confirm that your personal information is correct in our system.

10 Once confirmed, click the **Next** button.



11 Complete the required information in the fields.

Vehicle Length (L/In)

*Vehicle Height (H/In)

*Requested Route (Include start and end points)

Mileage on City Streets

Fee (Weight per Axle Schedule)

Axle/Weight Information [Previous Section](#) | [Top](#) | [Main Menu](#)

*Tractor Front Axle Count

*Tractor Front Axle Weight

*Tractor Rear Axle Count

*Tractor Rear Axle Weight

*Trailer Axle Count

*Trailer Axle Weight

*Piggyback Trailer Axle Count

*Piggyback Trailer Axle Weight

[Back](#) [Create Template](#) [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

12 Continue to complete the required information in the fields.

13 Click the **Next** button once finished.

Home Dashboard Apply My Work Map Calendar Resources Search Report

Apply for Permit - Truck Route Permit *REQUIRED

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

Attachments

14 click or drag files
 Add Attachment
 +
 Supported: pdf, jpg, jpeg, doc, docx, png

[Back](#) [Create Template](#) [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

14 Click the **Add Attachment** button to add a copy of the desired truck route.

15 Click the **Next** button once completed.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Home Dashboard Apply My Work Map Calendar Resources Search Q Report

Apply for Permit - Truck Route Permit REQUIRED

Type Contacts More Info Attachments Review and Submit

Submit 16

Basic Info

Type	Truck Route Permit
Description	North Central College to Municipal Center
Applied Date	11/22/2023

Contacts

Applicant/Petitioner	
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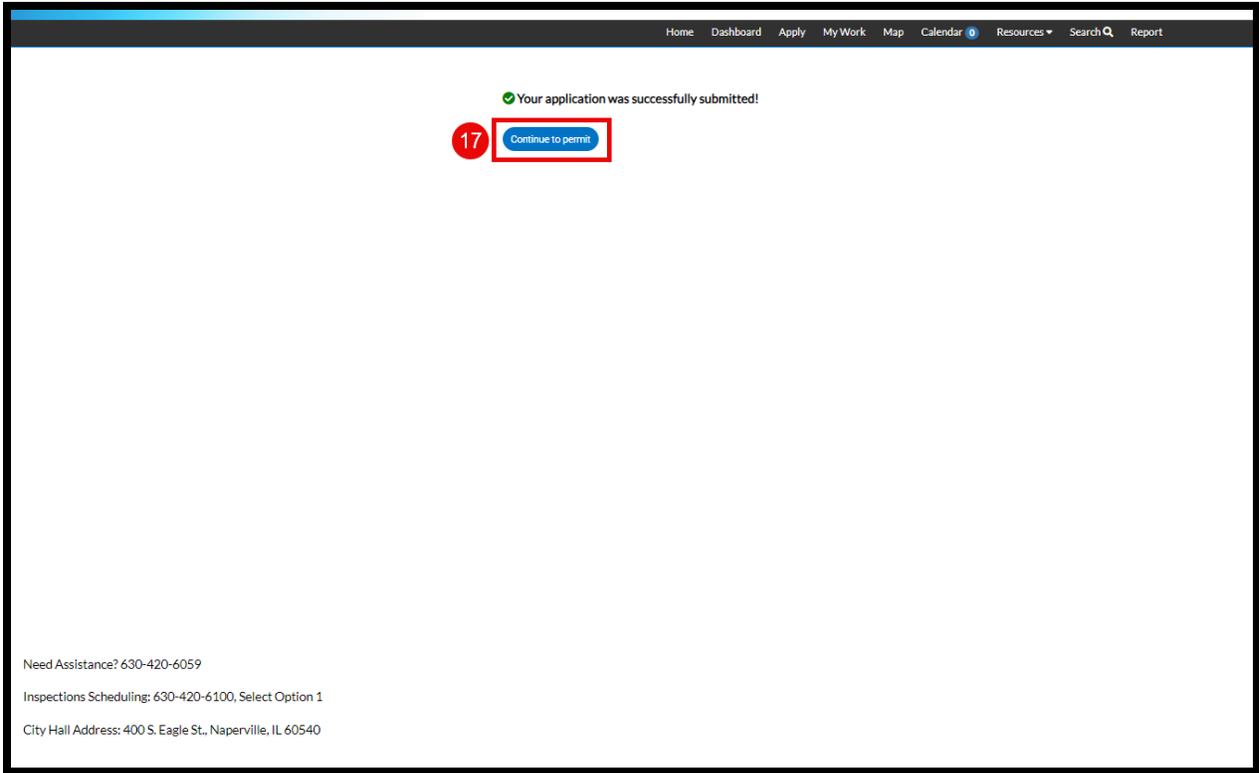
More Info

Vehicle/Route Information

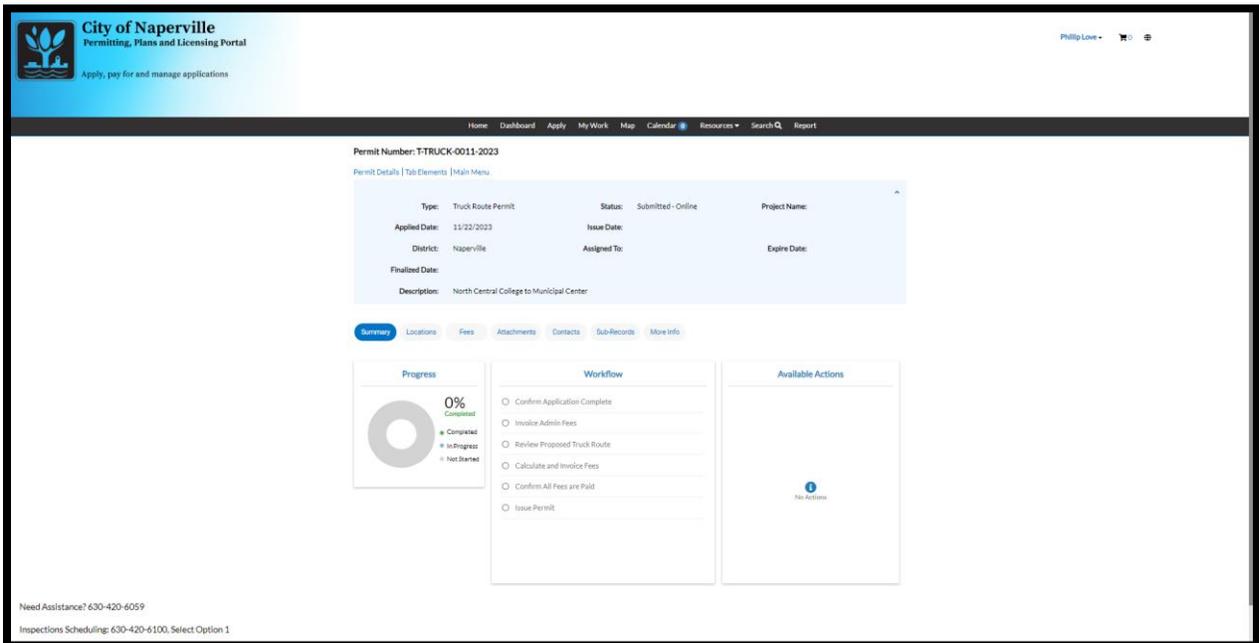
Truck Route Type	Round Trip
Method of Movement	Loaded
Permit Start Date	11/23/2023
VIN	123456789
License Plate #	ABCD12345
Vehicle Make	MAKE
Vehicle Model	MODEL
Vehicle Width (ft.)	10

Next Section | Top | Main Menu

16 Confirm that all the information entered is accurate. If so, click the **Submit** button.



17 The application is now complete. Click the **Continue to Permit** button to view your application.



You are now able to review your application and track it through our approval process. If any questions or concerns, please call us at (630) 420-6100.