## How to Apply for a Truck Permit



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

1

	Home Apply Map Calendar ĵo Resources → Search <b>Q</b> Report
	Vest     No     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 A screen will appear asking for assistance. Click the **No** button.

		Home Apply Map Calenda	r ❶ Resources ▼ Search <b>Q</b> Report	
	Application Assistant			Help me choose
3	Truck Route Permit			٩
	谷 All	🗠 Trending		
	> Show Categories			
	Truck Route Permit Category Name: Other Permits	Description: Anyone driving a vehicle on a cityy greater than 8'6' wide or 13'-6' in within the City of Naperville. If you city at (6'30) 420-6100.	street that is in excess of 80,000 pounds, or that is height, will need a truck route permit when trave a are not sure if you will need a permit, please con	4 Apply s ling tact the
Need Assistance? 630-420-6059				
Inspections Scheduling: 630-420-6100, Select	Option 1			
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3 In the search bar, search for **Truck Route Permit**.

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

	Sign in to community access services.
	G 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
	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.

City of Napervi Permitting, Plans and Lice Apply, pay for and manage app	ille ensing Portal plications	kome Dashboard Apply 1	MyWork Map Calendar	) Resources ▼ Search Q	Report	Phillip Love • 🏋
	Apply for Permit - Truck Rout	te Permit			*REQUIRED	
0	Type PERMIT DETAILS  Permit Type Truck I Description	Contacts Route Permit	More info	Atlachmeitz	Beview and Submit	
Need Assistance? 630-420-6059 Inspections Scheduling: 630-420-6100, Select City Hall Address: 400 S. Eagle St., Naperville,	Create Template Coption 1 IL 60540				Save Draft Next 8	

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.

	На	ome Dashboard Apply My	Work Map Calendar 이	Resources 🗸 Search 🔍	Report
	Apply for Permit - Truck Rout	e Permit			*REQUIRED
	Туре	2 Contacts	3 More Info	4 Attachments	6 Review and Submit
9	Applicant/Petitioner	Select Type			
	Back Create Template				Save Draft Next 10

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

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

Apply for Permit - Truck Route Permit	Арру муччотк мар Саненсаг	RESOURCES * SEARCH 4, RES	"REQUIRED	
Tree Constant	() Mare info	Attachments	Devices and Subma	
MOREINPO				
Vehicle/Route Information		×	Next Section   Top   Main Menu	0
"Method of Movement		~		
"Permit Start Date				
"VN "Lione Piste #				
"Vehicle Make				
"Veksche Model				
Vence vence vence Linu				
"Nehick Height (R.As.)				
"Requested Route (include start and end points)				
				1

**10** Complete the required information in the fields.

	"Vehicle Length (ft./in.)		J	
	"Vehicle Height (ft./in.)			
	*Requested Route (include start and end points)			
			é	
	Mileage on City Streets			12
	Fee (Weight per Axle Schedule)			
	Axde/Weight Information	P	revious Section   Top   Main Menu	
	"Tractor Front Axle Weight			
	"Tractor Rear Axie Count			
	"Tractor Rear Axle Weight			
	"Trailer Axle Count			
	"Trailer Axle Weight			
	"Piggyback Trailer Axle Count			
	"Piggyback Trailer Axle Weight			
	Back Create Template		Save Draft Net 13	
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							
	<b>V</b> Type	Contacts	More Info	4 Attachments	3 Review and Submit			
	Attachments							
14	click or drag files Add Attachment Supported per, jog goeg, sloc, dorx, prg							
	Back Create Template				Save Draft Nex			
Need Assistance? 630-420-6059								
Inspections Scheduling: 630-420-6100, Select Option 1								
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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						PhilipLow - 🏋 🖶
	Home	Dashboard	Apply MyWork Map Calendar 🧕	Resources - Search Q	L Report	
	Apply for Permit - Truck Route Perm	it			REQUIRED	
	0	Ø	0	0	3	
	Type	Contacts	More info	Attachments	Review and Submit	
					Submit	16
	Basic Info					
	Type	1	Truck Route Permit			
	Description Applied Date		North Central College to Municipal Center 11/22/2023			
	Contacts					
	Appricant/Perutioner					
	Vehicle/Route Information					
	Truck	Route Type	Round Trip		Next Section   Top   Main Menu	
	Method of	Movement	Loaded			
	Permit	Start Date	11/23/2023			
		VIN	123456789			
	Lice	nse Plate #	ABCD12345			
	Vet	hicle Model	MODEL			
	Vehicle W	idth (ft./in.)	10			
	10110-1-0		1505. 140			

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

	Hom	ne Dashbo	ard Apply	My Work	Мар С	Calendar 🧿	Resources •	Search Q	Report	
17	Your application was successful Continue to perme	lly submitte	d!							
Need Assistance? 630-420-6059 Inspections Scheduling: 630-420-6100, Select Option 1										
City Hall Address: 400 S. Eagle St., Naperville, IL 60540										

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

City of Naperville Permitting, Plans and Licensing Portal Apply, pay for and manage applications			PhilipLow- 🎽 🖶
	Home Dashboard Apply MyWork Map Ca	alendar 🙍 Resources 🕶 Search 🔍 Report	
Permit Number: T-TRUCK-001	1-2023		
Permit Details   Tab Elements   Main	Menu		
Type: Truck Applied Date: 11/2	Route Permit Status: Subm 2/2023 Issue Date:	nitted - Online Project Name:	
District: Noo Finalized Date:	rville Assigned To:	Expline Date:	
Description: North	h Central College to Municipal Center		
Burney Loston Fe	es Attachments Contacts Sub-Records M	More Info	
Progress 0%	Confirm Application Complete	Available Actions	
Complete Complete	O Invoice Admin Fees		
• In Progr	ess O Review Proposed Truck Route		
* Not Star	O Calculate and Invoice Fees		
	<ul> <li>Confirm All Fees are Pald</li> </ul>	No Actions	
	O Issue Permit		
Need Assistance: 630-420-6059			
Inspections Scheduling: 630-420-6100, Select Option 1			

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.