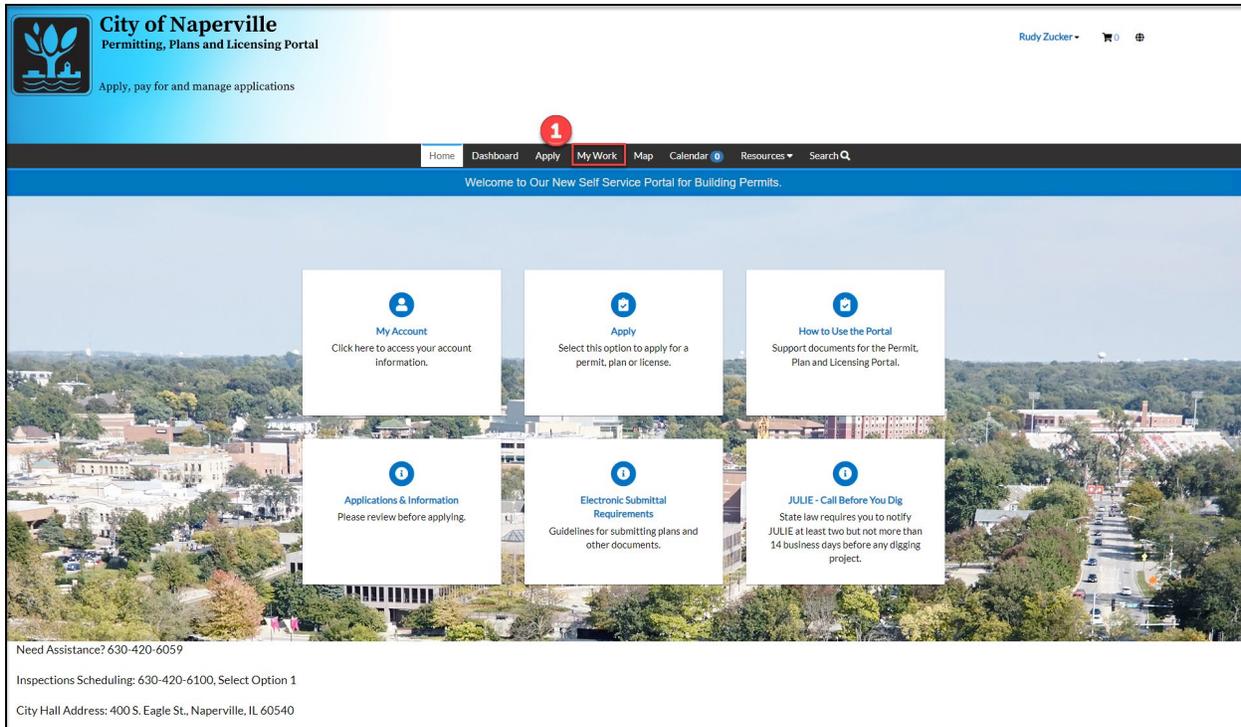


Printing a Permit

This document will guide the user through the steps to print an issued permit for their project from the Permitting, Plans and Licensing Portal.



1 While logged into the Permitting, Plans and Licensing Portal (see [Creating a Permitting, Plans and Licensing Portal Account](#) for assistance in creating an account), click on **My Work** in the top menu bar.

 If using a mobile device, **My Work** can be reached by tapping on the hamburger icon (the three horizontal bar icon) in the upper right corner of the screen and selecting **My Work** from the left menu bar.



My Work

MY PERMITS MY INVOICES

Search... [Export to Excel](#)

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
T-RMIS-0004-2023		400 S EAGLE ST NAPERVIL...	Lawn Irrigation System	Issued	Active, Recent
T-CSDP-0018-2023			Amplifier Permit	Submitted	Recent, Pending
T-ELEV-0001-2023		400 S EAGLE ST NAPERVIL...	New Elevator	Issued	Active, Recent
T-SUB-0001-2023		400 S EAGLE ST NAPERVIL...	Sub-permit - Electric Installation Permit	In Review	Recent, Pending
T-TRUCK-0002-2023			Truck Route Permit - Truck Route Permit	Submitted	Attention, Recent, Pending (Unpaid Fees)
T-TRUCK-0001-2023			Truck Route Permit - Truck Route Permit	Submitted	Recent, Pending
T-TRUCK-0000-2023			Truck Route Permit - Truck Route Permit	Submitted	Recent, Pending
T-CSDP-0011-2023			Block Party	Issued	Active, Recent
T-CSDP-0004-2023		400 S EAGLE ST NAPERVIL...	Block Party	Fees Paid	Recent, Pending
T-RMIS-0001-2023			Deck	Issued	Active, Attention, Recent (Unpaid Fees)

Showing 19 records.

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

City Hall Address: 400 S. Eagle St., Naperville, IL 60540

2 Click on the hyperlinked permit number to open the permit.



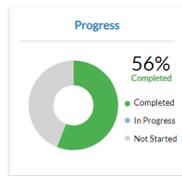
Permit Number: T - RMIS-0004-2023



Permit Details | Tab Elements | Main Menu

Type:	Lawn Irrigation System	Status:	Issued	Project Name:	
Applied Date:	07/20/2023	Issue Date:	07/20/2023	Expire Date:	01/16/2024
District:	Naperville	Assigned To:		Finalized Date:	
Valuation:	\$6,000.00				
Description:	TEST PERMIT - Screen captures				

Summary Locations Fees Attachments Contacts Sub-Records More Info



Workflow

- Confirm Application Complete - Passed: 07/20/2023
- Calculate and Invoice Fees - Passed: 07/20/2023
- Confirm All Fees are Paid - Passed: 07/20/2023
- RC Approves Permit - Passed: 07/20/2023
- Issue Permit - Passed: 07/20/2023
- Confirm All Inspections Complete
- Attach RPZ Certification
- Issue Certificate of Completion

Available Actions

No Actions

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

Click on the Print icon in the upper left.

This icon will only appear for permits that have a \$0 balance and have progressed to the Issue Permit step of the workflow.

City of Naperville
400 S. Eagle St. Naperville, IL 60540

Permit Permit NO.: T - RMIS-0004-2023
Permit Type: Residential: Other Improvements
Work Classification: Lawn Irrigation System
Permit Status: Issued
Issue Date: 07/20/2023 Expiration: 01/16/2024

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

Contacts: Rudy Zucker, Applicant/Petitioner, 1580 Kalmly Ct, Aurora, IL 60504, (630)205-1734, rudyzucker@gmail.com

Description: TEST PERMIT - Screen captures Valuation: \$6,000.00 Total Sq Feet: 0.00 Inspection Requests: (630) 420-6100, Option 1

Fees	Amount	Payments	Amt Paid
Small Permit Clerical Fee (RESO)	\$18.00	Total Fees	\$88.00
Small Permit Inspection Fee 1	\$44.00	AMS 1752	\$88.00
Small Permit Review Fee (RESO)	\$26.00	Amount Due:	\$0.00
Total:	\$88.00		

PERMIT MUST BE DISPLAYED AND VISIBLE FROM THE STREET IN ACCORDANCE WITH 9-1F-16.

July 20, 2023
Issued By: _____ Date: _____

July 20, 2023 WHEN SCHEDULING INSPECTIONS PLEASE ALLOW 72 HR MINIMUM. Page 1 of 1

- 4 Click on the printer icon to open your computer's print screen and print the permit.
- 5 Click on the download icon to download a PDF copy of the permit if you would like to save a digital copy of the permit for your records.
- 6 If you have questions or need to schedule inspections for your project, please call (630) 420-6100 and select option 1 from the menu to be connected with the Inspections team.