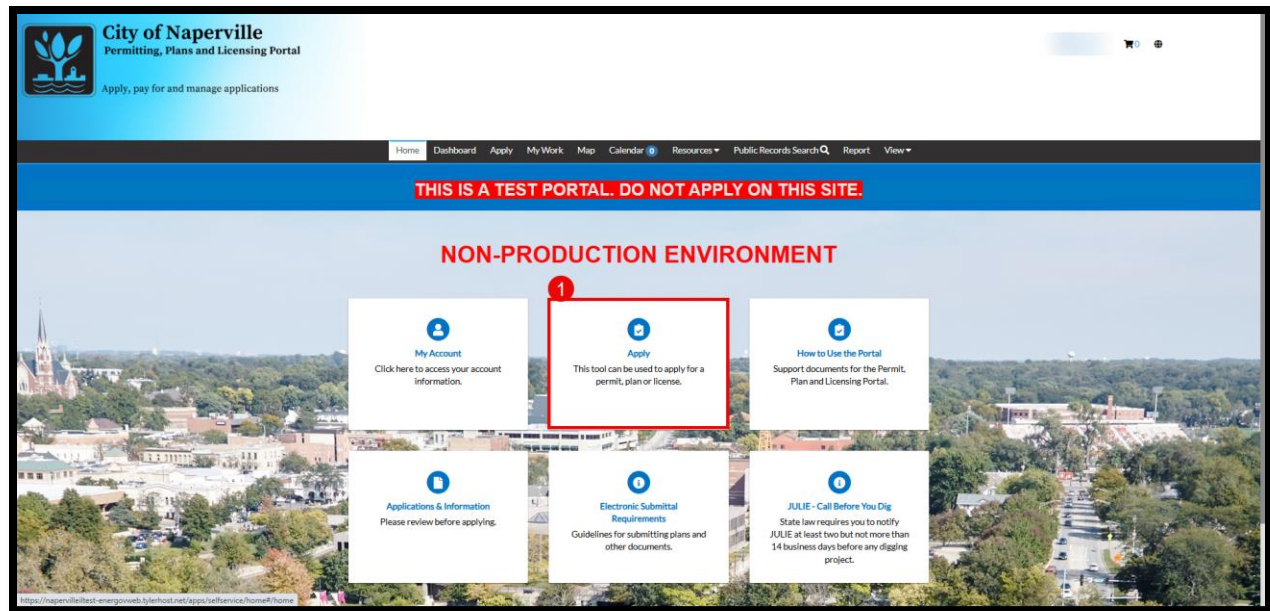
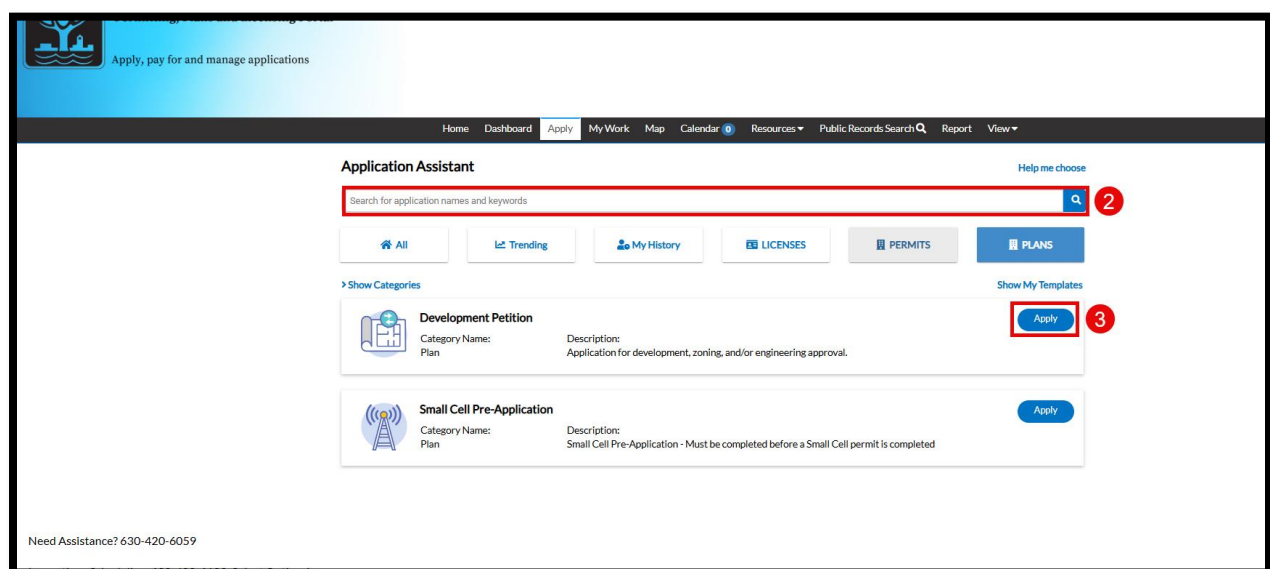


Apply for a Plan Application

This document will guide a user through the process of applying for a plan application via Permitting, Plans and Licensing Portal. To apply for a plan application a user must be signed into their Permitting, Plans and Licensing Portal account.



1 Click on **Apply** in the top menu bar.



2 Type the name of the Plan and click the **Search** button.

3 Click the **Apply** to begin the application process.

💡 Clicking on **Help me choose** will launch the Decision Engine. The Decision Engine can help a user locate a permit application through a series of prompts.

Apply for Plan - Development Petition *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS SEARCH:

- Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
- Only enter Street Number and Street Name.
- Partial address entry is allowed (i.e. 400 eagl), a hit list will be displayed from which the correct address may be selected.
- If multiple addresses are applicable, please add all addresses.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do NOT include hyphens in parcel lookup.
- If multiple parcels are applicable, please add all parcels.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1

4 Add the location the work is being done at by clicking on the **Add Location** Tile.

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

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 400 s eagle

Address	Action
400 S EAGLE ST, NAPERVILLE, IL 60540	Add

Results per page 10 1 - 1 of 1

Need Assistance? 630-420-6059

5 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits.

 A Naperville permit is not commonly required for an address outside of incorporated Naperville. If an address beyond this boundary is needed, use the **Enter Manually** option to populate the address.

6 Click the **Add** button.

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

Apply for Plan - Development Petition

REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

ADDRESS SEARCH:

- Do NOT enter punctuation (Enter address this way: 123 Main or 800 S Benton).
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- Partial address entry is allowed (i.e. 400 eag), a hit list will be displayed from which the correct address may be selected.
- If multiple addresses are applicable, please add all addresses.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do NOT include hyphens in parcel lookup.
- If multiple parcels are applicable, please add all parcels.

Type: Location
400 S EAGLE ST ,
NAPERVILLE, IL, 60540

Main Address ☒

Parcel Number
07134410190000

Main Parcel ☒

Remove

Location

Add Location

Create Template

Save Draft

7 Next

Need Assistance? 630-420-6059

7 Click the **Next** button.

Apply, pay for and manage applications

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

Apply for Plan - Development Petition

REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

PLAN DETAILS

In the Description field, provide a brief description of the approvals being requested and the development name (if applicable). The development name should match the plat.

* Plan Type Development Petition

* Description

Back Create Template

Save Draft

9 Next

Need Assistance? 630-420-6059

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

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

8 Enter the plan details in the description field.

💡 Please review the instructions in the plan details section to provide the information sought.

9 Click the **Next** button.

CONTACTS

CONTACTS:

1. Choose "Contact Type" from "Select Type" drop-down on "Add Contact" tile.
2. Click on blue "Add Contact" tile.
3. Enter search criteria in search box. It is recommended to search more than once using different search criteria (i.e.ABC, Plumbing, or ABC Plumbing", press "enter" on keyboard or click "magnifying glass" icon.
4. Select correct contact from the APPROVED contact list that appears. If the contact list does not include your contact it is because they are not added to the system yet.
5. Search for next contact. If none of your contacts are in the system, proceed to the next step.
6. Contacts not found via search, but that are included in the application packet, will be added by staff after the application is received.

Applicant

Select Type

Add Contact

Back Create Template Save Draft **Next**

Need Assistance? 630-420-6059

10 Use the drop-down menu to add additional contacts (Ex. contractor) who will be involved.

11 Click the **Next** button.

Apply, pay for and manage applications

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

Apply for Plan - Development Petition

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Additional Information is not required. Click "Next" to proceed to the next step of the application.

Back Create Template Save Draft **Next**

Need Assistance? 630-420-6059

12 If there is no additional information needed, click the **Next** button.

Required and Additional Attachments:

1. Add all Required Attachments indicated by individual attachment tiles.
2. For additional documents, select "Attachment Type" from "Select Type" drop-down on last attachment tile. Click "Add Attachment" and select appropriate file(s) from "File Explorer", click "Open".
3. Continue until all attachments to be submitted are added to the permit application, then click "Next".

Disallowed Characters

File names of attachments cannot use any of these disallowed characters: () # % & { } \ < > * ? / \$! ' " : @ + ^ | =

Application/Petition

Add Attachment

+

Supported: .pdf

REQUIRED

Disclosure of Beneficiaries

Add Attachment

+

Supported: .pdf

REQUIRED

Legal Description (MS Word)

Add Attachment

+

Supported: .doc, .docs

REQUIRED

Legal Description (PDF)

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .jpeg, .doc, .docx, .png, .csv

Back
Create Template
Save Draft

Next

13 Click the attachment files to add files for review. This will open a file explorer window allowing the selection of a file. The required files will vary between plan applications.

Select the desired file and click the open button to add it to the tile.

 In the tile click the "i" symbol to obtain more information on the desired file or the location of the form to be filled.

14 Click the **Next** button.

Home Dashboard Apply My Work Map Calendar 0 Resources Public Records Search Report View

Apply for Plan - Development Petition

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

15

15 Click the **Submit** button to complete the application process.

Home Dashboard Apply My Work Map Calendar 0 Resources Public Records Search Report View

✓ Your application was successfully submitted!

Continue to plan

A confirmation screen will appear once completed. If desired, you can click **Continue to plan** to access your application.