

Applying for Permits Online Through Your Civic Access Portal

<u>STEP 1</u>

Log In to Your Civic Access Account at: https://selfservice.cityhpil.com/energov_prod/selfservice#/home



<u>STEP 2</u>

Select 'Apply' at the top, search for the desired permit type, and then click on 'Apply' on the right.

HP Cit	y of Hig	ghland	Park			Your Name	e 🕅 🗘
Dashboard	Hone Apply Ny Wo	ork Today's Inspections	Map Report	Fee Estimator	Pay Invoices	Search Q	Calendar 🧿
Application Assistar	nt						
Search for application name	s and keywords						
😭 All	네 Trending	Lo My History		ENSES			PLANS
Show Categories							Show My Templa
Exterior Work - Roof, I	Residential						Apply
Category Name:	Description:						
Duthlan	Permit applicatio	n for the installation, repair, i	replacement, or a	Iteration of a roofin	g system. NOTE:	A	





STEP 3

Search and add the construction address



<u>STEP 5</u>

Add all contacts & contact types



<u>STEP 7</u>

Read instructions & attach ALL documents



<u>STEP 4</u>

Enter basic permit information

Dashboard	Home	Apply	My Work	Today's Inspections	Map	Report	Fee Estimator	Pay Invoices	Search Q	Calendar 🧿
Apply for Permit - E	xterior W	'ork - Ro	of, Resident	ial						*REQUIRED
		2			•		5			- 7
Locations	1	Гуре		intacts N	tore Info		Attachments	Signatur	e R	eview and Submit
PERMIT DETAILS							M	M	1	
Permit Type	Francis	West De	- Constant			-	Por	uirod	4	
* Description	Extend	WORK - RO	or, Residential	~		2	field	direu As aro	2	-
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Square Feet	1					7	11.		j T	
Valuation										

<u>STEP 6</u> Enter permit details

	Dashboard	Home	Apply	My Work	Today's Inspection	s Map	Report	Fee Estimator	Pay Invoices	Search Q	Calendar 🧿
Apply	for Permit - Ext	erior Wo	ork - Roc	of, Resident	ial						*REQUIRED
	0		9		0	4		6	6		7
	Locations	η	ype	Co	intacts	More Info		Attachments	Signatur	R	eview and Submit
MORE II Please o	NFO complete all fields	related t	o your pr	oject. If som	ething does not app	oly, then lea	we the iter	n(s) blank.			
Grading	& Location Info									Next Sec	tion Top Main Menu
			*Prope	rty Type	Residential					~	
Exterior	Construction ROOFING	3								Previous Sec	tion Top Main Menu
		Existing	g Roofing	Material	Asphalt Shingles					~	
		Nev	v Roofing	Material	Asphalt Shingles					~	
		Solar M	Materials	Present?	No					~	

<u>STEP 8</u>

Review and click blue 'Submit' button

	Dashboard	Home	Apply	My Work	Today's Inspection	ns Map	Report	Fee Estimator	Pay Involces	Search Q	Calendar 🧿
Apply fo	r Permit - Ex	terior W	'ork - Ro	of, Resident	tial						*REQU
		(9		0				0		7
Lo	cations	1	Гуре	Co	ontacts	More Info		Attachments	Signature	e Ri	eview and Subm
											Submi
ocations											
	Location			1	1707 ST JOHNS AVE	AVE, HIGH	ILAND PAF	RK IL 60035			
	Parcel Nur	nber		1	16234130190000						
lasic Info											
	Туре			E	Exterior Work - Rool	, Residentia					
	Description	n		F	Residential roof, rem	ove and rep	lace.				
	Square Fee	t									
	Valuation										
	Applied Da	te		(08/09/2023						





<u>STEP 9</u>

Check your account and view a permit for status, unpaid invoices, plan review commentary, and placards.

	Dashboa	rd Home Apply My V	Nork Today's Inspections	Map	Report Pay Invoices	Search Q	Calendar 🧿	
N	My Permits							
	Attention 1	Pending	Active O		Recent 1		Draft O	
	Exterior Work - Roo 1	Exterior Work - Roo 1			Exterior Work - Roo 1			

<u>STEP 10</u>

Scroll down and click on the tabs for various permit details including review notes, approved documents, etc.

Progress	Workflow	Available Actions
20%	Confirm application complete - Passed : 08/16/2023	Unpaid Fees Pay Now
Completed	O Invoice Fees	\$75.00 09-15-2023
Completed In Progress	O Issue Permit	
Not Started	O Plumbing Final -	
	O Roof - Completion Letter	

<u>STEP 11</u>

View permit summary and select the **<u>BLUE PRINTER ICON</u>** to print your permit placard.

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices This is the only way to print a permit placard. Permit Number: EXTR-2023-00153	HP Ci	ity of H	ighland	Park	, N	Your Name, 🙀
Type: Exterior Work - Roof, Residential Status: Issued Project Name: IVR Number: 424 Applied Date: 08/16/2023 Issue Date: 08/21/2023 District: City Of Highland Park Assigned To: Expire Date: 08/20/2024 Square Feet: 0.00 Valuation: \$0.00 Finalized Date: Description: Residential roof, remove and replace	Permit Number: EXTR-20 Permit Details Tab Elements	Doard Home Apply	My Work Ioday's Inspect	tions Map Ke	pport Pay Invoices TH on prin	his is the ly way to t a permit placard.
IVR Number:424Applied Date:08/16/2023Issue Date:08/21/2023District:City Of Highland ParkAssigned To:Expire Date:08/20/2024Square Feet:0.00Valuation:\$0.00Finalized Date::Description:Residential roof, remove and replace::::	Туре:	Exterior Work - Roof, Residential	Status:	Issued	Project Nam	e: MMA ~
District: City Of Highland Park Assigned To: Expire Date: 08/20/2024 Square Feet: 0.00 Valuation: \$0.00 Finalized Date: Description: Residential roof, remove and replace Section of the section	IVR Number:	424	Applied Date:	08/16/2023	Issue Dat	e: 08/21/2023
Square Feet: 0.00 Valuation: \$0.00 Finalized Date: Description: Residential roof, remove and replace	District:	City Of Highland Park	Assigned To:		Expire Dat	e: 08/20/2024
Description: Residential roof, remove and replace	Square Feet:	0.00	Valuation:	\$0.00	Finalized Dat	e:
	Description:	Residential roof, remove ar	d replace			





Requesting Permit Inspections Online Through Your Civic Access Portal

Inspection Requests Shall Include:

Contacts for inspections must be listed on the Contacts tab of the inspection record (Specify which Contact will be available for the inspector in the Comments section in STEP 4)

Select preferred timeframe of AM (8am-12pm) or PM (12pm-3pm). (The cutoff time is 2:30pm for an inspection on the next business day.)

Include any special instructions or comments in the Comments section in STEP 4.

 \sim Incomplete requests will not be scheduled. \sim

<u>STEP 1</u>

Log In to Your Civic Access Account at: <u>https://selfservice.cityhpil.com/energov_prod/selfservice#/home</u>

<u>STEP 2</u>

Navigate to your permit, scroll down, and select the Inspections tab.

Dashb	oard Home Apply	My Work Today's nspec	tions Map	Report Pay Inv	oices Search Q	Calendar 🧿	
Permit Number: EXTR-20	23-00154					ŧ	₽
Permit Details Tab Elements	Main Menu						
Туре:	Exterior Work - Driveway / Patio / Stoop / Walkway	Status:	Issued		Project Name:		^
IVR Number:	425	Applied Date:	08/22/2023		Issue Date:	08/23/2023	
District:	City Of Highland Park	Assigned To:			Expire Date:	08/22/2024	
Square Feet:	0.00	Valuation:	\$10,000.00		Finalized Date:		
Description:	REMOVE & REPLACE AS	PHALT DR VEWAY					
		+					
Summary Locations	Fees Reviews	Inspections Attachments	s Contacts	Sub-Records	Holds More I	nfo	

<u>STEP 3</u>

Check the 'Action' box for the desired inspection and select Request Inspection

Request Inspections			Sort Order ~
Description	Reinspection	Action	
Flatwork - Base/Pre-pour	No		
HP Building - Final Building	No		
Results per page 10 v 1-2 of 2 << <	1 > >>		
			Request Inspection





STEP 4

INSPECTION REQUEST INSTRUCTIONS
 Contacts for inspections must be listed on the Contacts tab of the inspection record. Specify which Contact(s) will be available for the inspector in the Comments section below and include any missing contact information (ex. mobile number). Select preferred timeframe of AM (8am-12pm) or PM (12pm-3pm). Note: The cutoff time is 2:30pm for an inspection on the next business day. Include any special instructions or comments in the Comments section below.
IMPORTANT REMINDERS
 <u>Requests are not confirmed</u> until the status in your Civic Access Portal has been changed to 'Scheduled' and the 'Scheduled Date' has been filled. Remember to check your account for status as you will not receive a notification. Incomplete requests will not be scheduled. Inspection requests for Sub-Records or Sub-Permits must be <u>made separately</u> and can be accessed by navigating to each permit record from the Sub-Records tab of the main/parent permit. For example, an interior remodel that is ready for rough building, rough electrical, rough mechanical, and rough plumbing inspections will need to have each rough inspection scheduled independently from the respective permit page.
Comments/Special Instructions
Submit
Request Confirmation Message

Case #EXTR-2023-00154
Inspection Type: Flatwork - Base/Pre-pour
Case Type: Exterior Work - Driveway / Patio / Stoop / Walkoway
Address: 1707 ST JOHNS AVE HIGHLAND PARK, IL 60035

Requested Date 08/24/2023
Comments/Gate Code Watch out for dog.

NOTES

- Inspection requests for Sub-Records or Sub-Permits must be <u>made separately</u> and can be accessed by navigating to each permit record from the Sub-Records tab of the main/parent permit. For example, an interior remodel that is ready for rough building, rough electrical, rough mechanical, and rough plumbing inspections will need to have each rough inspection scheduled independently from the respective permit page.
- Requests are not confirmed until the status in your Civic Access Portal has been changed to 'Scheduled' and the 'Scheduled Date' has been filled. Remember to check your account for status as you will not receive a notification.

Summary	Locations	Fees	Reviews	Inspections	Attachments	Contacts	Sub-Records	Holds	More Info		
Existing Inspec	ctions Request	Inspections	Optional Ins	pections Next T	ab Permit Deta	ils Main Menu					
Existing Inspec	ctions								Sort	Description	~
View Inspec	tion	Desc	cription		Status	Request Date	Sct	eduled Date	Inspector	Action	
View Inspec	tion 000398-2023	Deso Flatv	cription work - Base/P	Pre-pour	Status Scheduled	Request Date 08/24/2023	Sct 08,	eduled Date	Inspector	- Action	

