

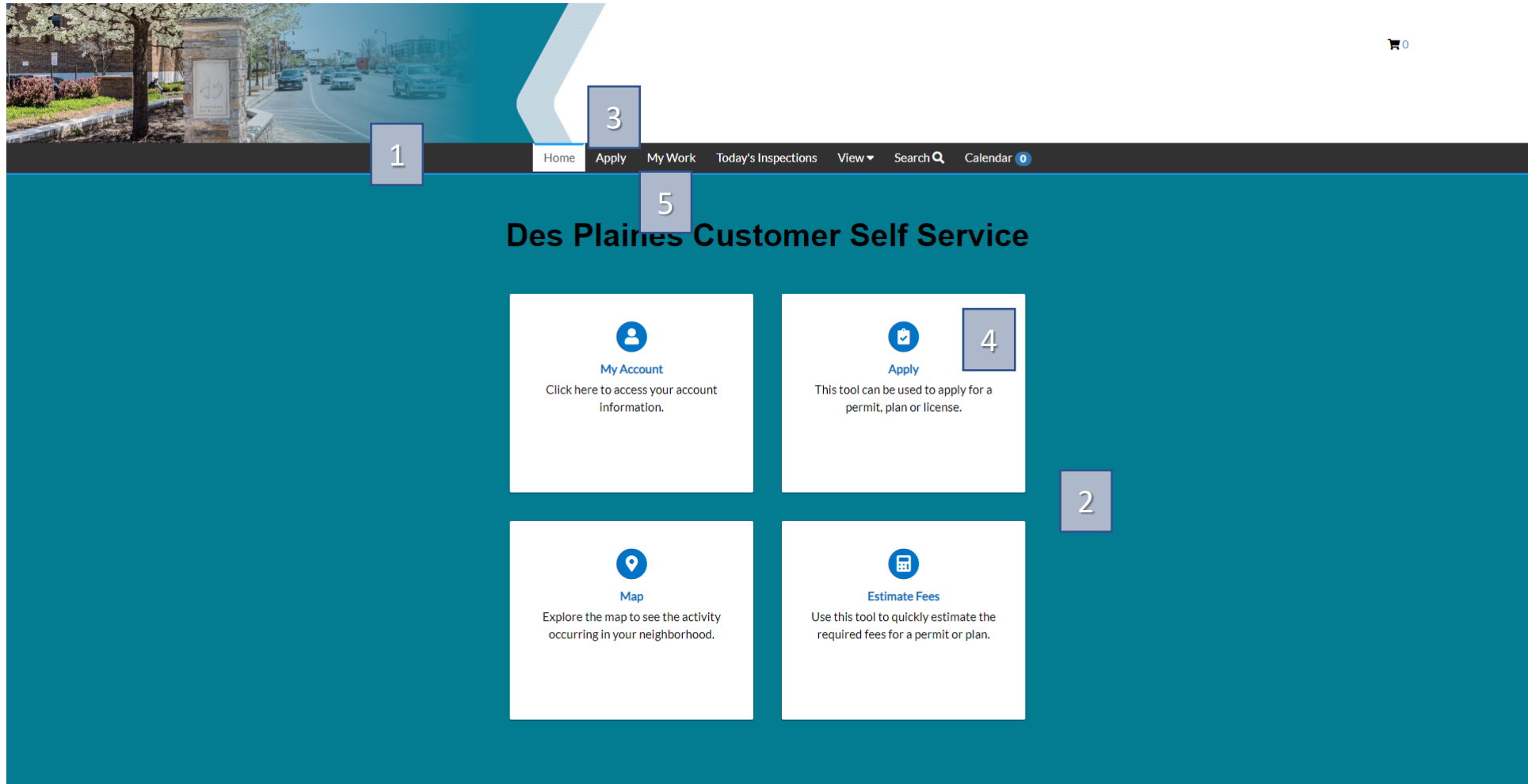
**DES PLAINES  
PERMITTING  
IS GOING  
DIGITAL**

**PERMITS**

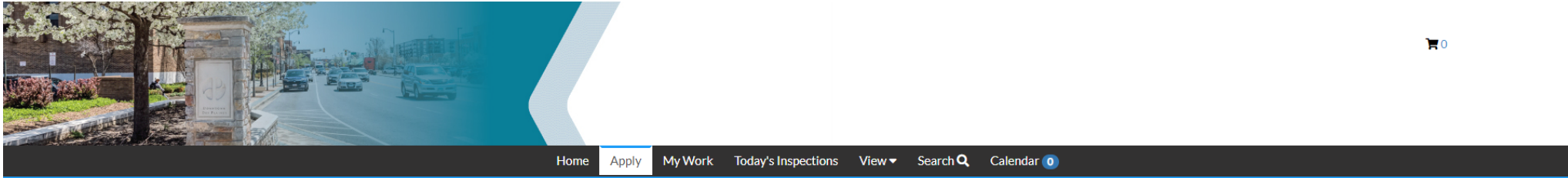
**PLAN REVIEWS**

[desplaines.org/permits](https://desplaines.org/permits)

User Guide to Help You Apply for a Permit, Plan or License in the Des Plaines Customer Self Service Portal (CSS)  
The following has been designed to help walk you through the steps to apply for a permit in the City's CSS system.



The Customer Self-Service Portal has many features. The top black menu bar (1) can be used to navigate through the system. The center screen cards (2) allow for a secondary search or apply option. Applying for a permit, plan or license can be accessed via “Apply” (3) in the top menu bar or by clicking on the “Apply” card (4). The dashboard link “My Work” (5) can be used as a short cut to your current permits, plans, or invoices.



**7** Application Assistant

Search for application names and keywords

**8**

**9** > Show Categories Show My Templates

<b>Roof (Residential)</b>	<b>Apply</b>
Category Name: On-Demand	Description: Permit for a residential re-roof.
<b>Concrete/Pavers/Asphalt (Residential)</b>	<b>Apply</b>
Category Name: Express	Description: Permit for residential driveways, patios, and sidewalks including concrete, paver, and asphalt work.
<b>Window/Door Replacement (Residential)</b>	<b>Apply</b>
Category Name: On-Demand	Description: Permit for replacement of residential doors and windows.
<b>Fence (Residential)</b>	<b>Apply</b>
Category Name:	Description:

Once inside the application assistant (7), you will be able to search for the permit, plan or license you wish to apply for. There are also additional buttons (8) including “All”, “Trending”, and “My History”, which will display case types for which you have previously applied. If you are having trouble finding the correct plan, permit or license, you can use the search bar above the buttons (7) or you can expand the “Show Categories” (9) to display all case types separated by plan, permit or license.

### Application Assistant

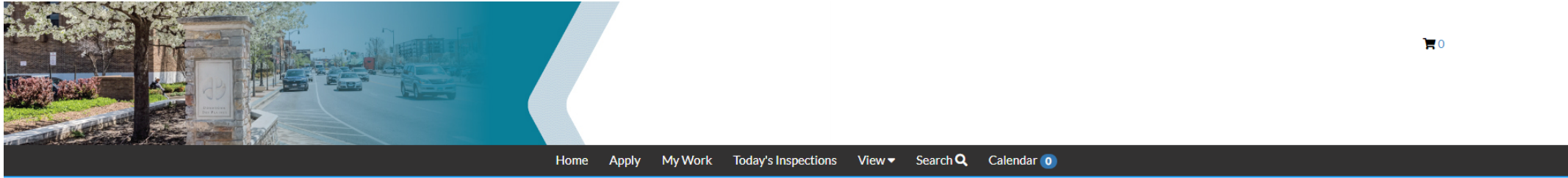
Search for application names and keywords

All Trending My History LICENSES PERMITS

Show Categories Show My Templates

<b>Roof (Residential)</b> Category Name: On-Demand Description: Permit for a residential re-roof.	Apply
<b>Furnace/AC Replacement (Residential)</b> Category Name: On-Demand Description: Permit for replacement of a residential Furnace or AC.	Apply
<b>Window/Door Replacement (Residential)</b> Category Name: On-Demand Description: Permit for replacement of residential doors and windows.	Apply
<b>Fence (Residential)</b> Category Name: On-Demand Description: Permit for replacement of residential doors and windows.	Apply

Once you have located the correct permit, plan or license, select the "Apply" button. If you have questions on the correct application, please contact our office at (847) 391-5380. Once the application has been submitted, we are unable to change the selection made.



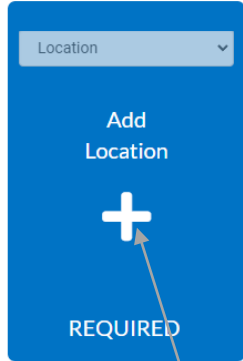
Apply for Permit - Furnace/AC Replacement (Residential)

REQUIRED



LOCATIONS

In the blue Location Box select the plus symbol (+) to search for an address. If searching the address using a parcel number, use only the first ten parcel numbers with no spaces.



Create Template

Save Draft

Next

Once you have selected the apply button the system will walk you through the required steps. First add the address of the project by clicking the “+” sign.



Add Address As Location

Back to Application

SEARCH ENTER MANUALLY

SEARCH ENTER MANUALLY

1420 MINER ST, DES PLAINES, I

Select All

1420 MINER ST, DES PLAINES, IL 60016

Parcel: 09174130130000

1420 MINER ST, DES PLAINES, IL 60016

Parcel: 09174130130000

Zoom to Add

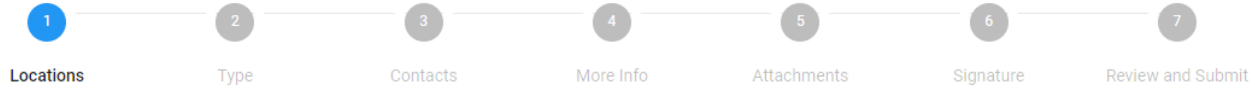


Enter the address in the search bar. Do not use punctuation or directional. Click the magnifying glass to view the address. Select "Add" for the correct address and if necessary, the correct parcel.



### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### LOCATIONS

In the blue Location Box select the plus symbol (+) to search for an address. If searching the address using a parcel number, use only the first ten parcel numbers with no spaces.

**Type: Location**  
1420 MINER ST DES  
PLAINES, 60016

**Main Address**

**Parcel Number**  
09174130130000

**Main Parcel**

[Remove](#)

Location

Add Location

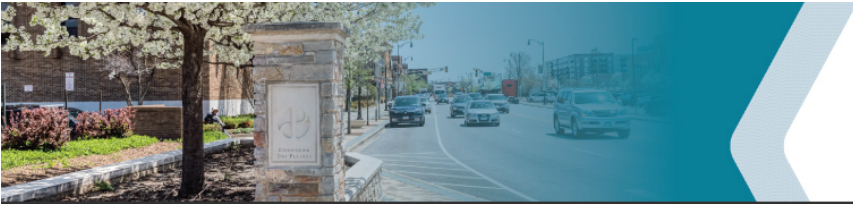
+

Create Template

Save Draft

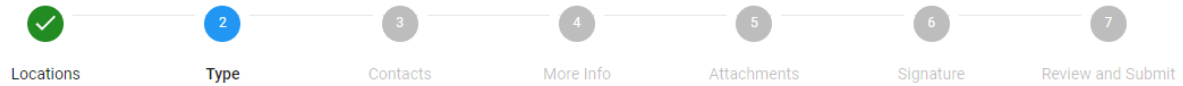
Next

Select the "Next" button.



### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### PERMIT DETAILS

Please enter the requested details about your project. For Valuation, provide the total cost including labor and materials for the scope of work.

Fields with an asterisk (\*) are required.

\* Permit Type

\* Description

\* Valuation

Back

Create Template

Save Draft

Next

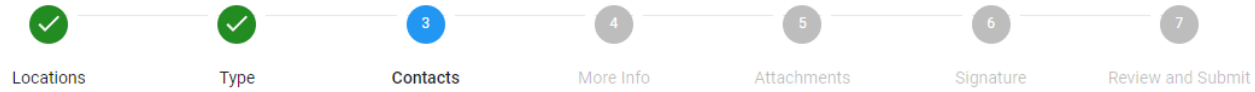
Add any required descriptions or fields based on your selected permit type. Select "Next" when finished.





### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### CONTACTS

Please provide the required contacts below. **An email address for all property owners is required.** To enter the contact information, select the plus (+) sign in each blue box to start. If using the "Enter Manually" option, in the "Business Name" field please include the address. When done, select "Next". Note: all contractors must be registered with the City before permit issuance.

**Applicant**

(You)

123 Main Street, Des Plaines, IL, 60018

**Property Owner**

Add Contact

+

REQUIRED

Applicant

Add Contact

+

Back Create Template Save Draft Next

Add the required contacts by selecting the "+" sign.



[Back to Application](#)

### Add Contact

Add Contact As : Property Owner

Search Enter Manually My Favorites

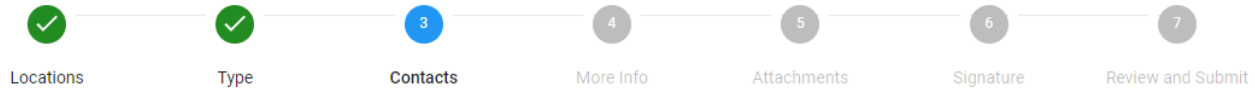
Search

You can search for an existing contact, add one manually or search “My Favorites” for contacts you have used in the past. As a best practice, we do recommend searching for an existing contact before adding a new one. Using the contacts email address is the best search option if you have it.



### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### CONTACTS

Please provide the required contacts below. **An email address for all property owners is required.** To enter the contact information, select the plus (+) sign in each blue box to start. If using the "Enter Manually" option, in the "Business Name" field please include the address. When done, select "Next". Note: all contractors must be registered with the City before permit issuance.

<p><b>Applicant</b></p> <p>(You)</p> <p>123 Main Street , Des Plaines, IL , 60018</p>	<p><b>Property Owner</b></p> <p>:(You)</p> <p>123 Main Street , Des Plaine...</p> <p>Remove</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
---------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	----------------------------------------------

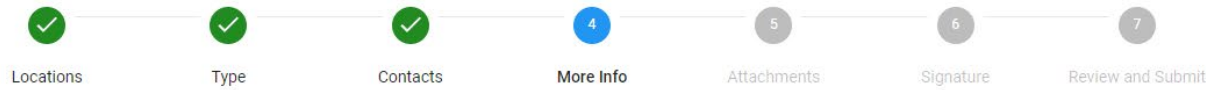
Back Create Template Save Draft Next

Select "Next" when finished.



### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### MORE INFO

#### General Info

[| Top](#) | [Main Menu](#)

\*Primary Structure

Back

Create Template

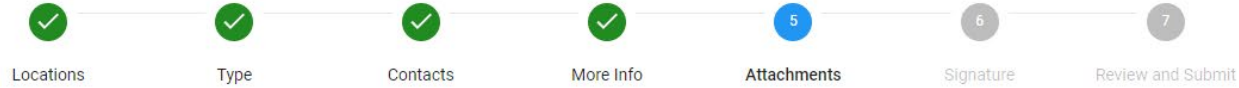
Save Draft

Next

Answer any questions required for your permit type. These will vary depending on permit type chosen. Select "Next" when finished.

### Apply for Permit - Furnace/AC Replacement (Residential)

\*REQUIRED



#### Attachments

Please upload all applicable files for review.

Two blue 'Add Attachment' cards. The left card is titled 'Executed Contract' and has a 'REQUIRED' label at the bottom. Both cards show a plus sign and 'Supported: .pdf'. The right card has a 'Select Type' dropdown menu.

Back

Create Template

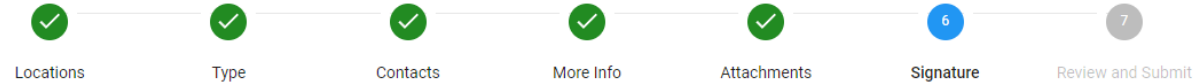
Save Draft

Next

Attach the required documents by clicking the plus sign (+). All documents must be in PDF format. Required documents will vary by permit type. Select "Next" when finished.

### Apply for Permit - Furnace/AC Replacement (Residential)

REQUIRED



#### SIGNATURE

By signing below, I certify and affirm that all information contained in the permit application and submittal documents is true and correct. I understand and agree that a misrepresentation of a material fact or false statement on the application is ground for denial of the application or revocation of the permit. I understand that I may not engage in construction activities until the application is approved, and the permit is issued. I also understand that my construction project must comply with all applicable state, federal, and local laws, ordinances and regulations.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

# X Draw Signature Here

Clear

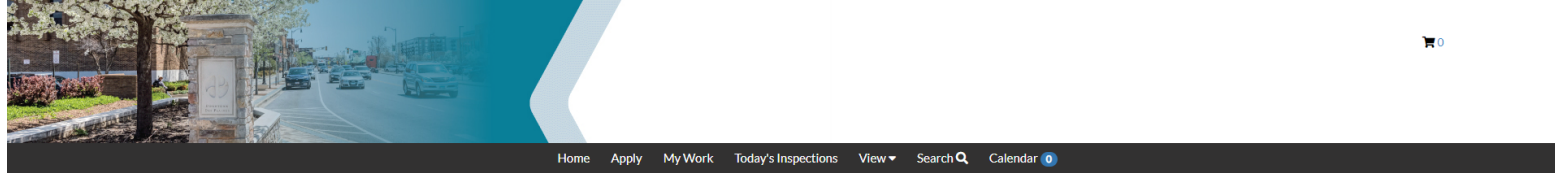
Back

Create Template

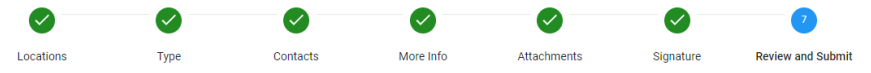
Save Draft

Next

Complete the signature page by either drawing your signature or enabling the "Type Signature" and typing your name.



Apply for Permit - Furnace/AC Replacement (Residential) \*REQUIRED



Submit

Locations

Location	1420 MINER ST DES PLAINES, 60016
Parcel Number	09174130130000

Basic Info

Type	Furnace/AC Replacement (Residential)
Description	New AC unit
Valuation	3000
Applied Date	04/28/2023

Contacts

Applicant	123 Main Street , Des Plaines, IL., 60018
Property Owner	123 Main Street , Des Plaines, IL., 60018

More Info

General Info		<a href="#">Top   Main Menu</a>
Primary Structure	Single Family	

Attachments

Executed Contract	CED EnerGov Launch_Full Page Sign_v1.pdf
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Back

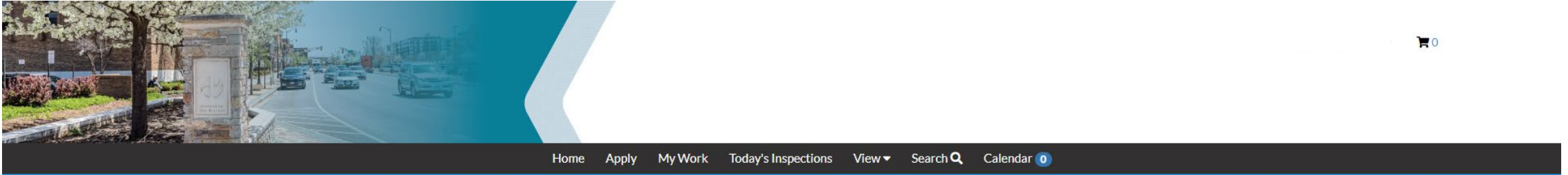
Create Template

Save Draft

Submit

Review the final information by scrolling down the review page. If all information is correct, select "Submit"





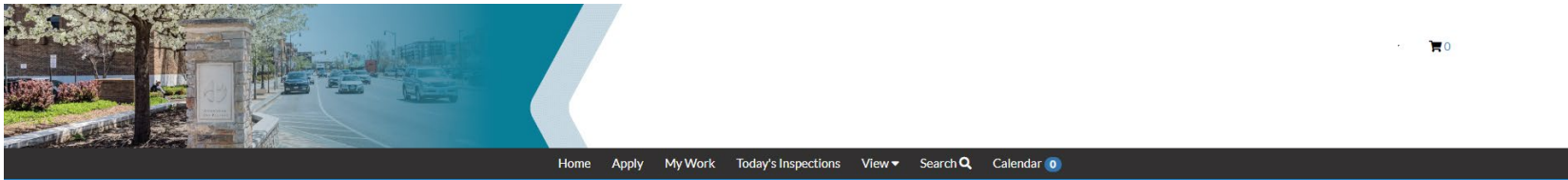
✔ Your application was successfully submitted!

Your application was successfully submitted.

[Continue to permit](#)

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A success message will be display when the permit has been submitted successfully. Select “Continue to permit” to view progress.



Permit Number: BLDD-2023-00027

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Furnace/AC Replacement (Residential)	Status:	Submitted - Online	Project Name:	
IVR Number:	71	Applied Date:	04/28/2023	Issue Date:	
District:	Ward 1	Assigned To:		Expire Date:	
		Valuation:	\$3,000.00	Finalized Date:	
Description:	New AC unit				

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

### Progress

0% Completed

Completed  
In Progress  
Not Started

### Workflow

- Permit Application Review
- Confirm Permit Fees Paid
- Permit Issued
- Final Inspection - Building -

### Available Actions

No Actions

### Fees

\$0.00

[View Details](#)

This permit summary screen will provide you with updates and details of the permit as it moves through the review cycle. The progress bar (1) will show how far along in the workflow your project is. To its right, is a view of the workflow (2) and the steps. You will be able to see if a step has begun (Blue), passed (Green), or failed (Red). Fees (3) are displayed prominently on the front page as well. Lastly, the available action card (4) will show any tasks that you need to complete. This could be submitting revised plans, paying a fee or scheduling an inspection. Submittal of revised plans cannot occur until all departments have completed their respective reviews.