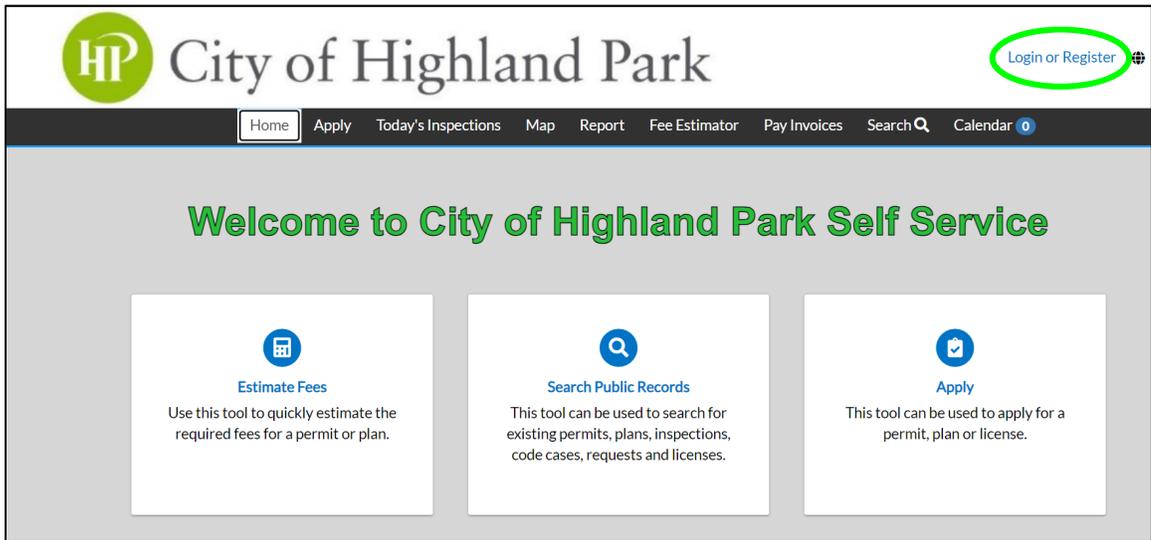


Applying for Permits Online Through Your Civic Access Portal

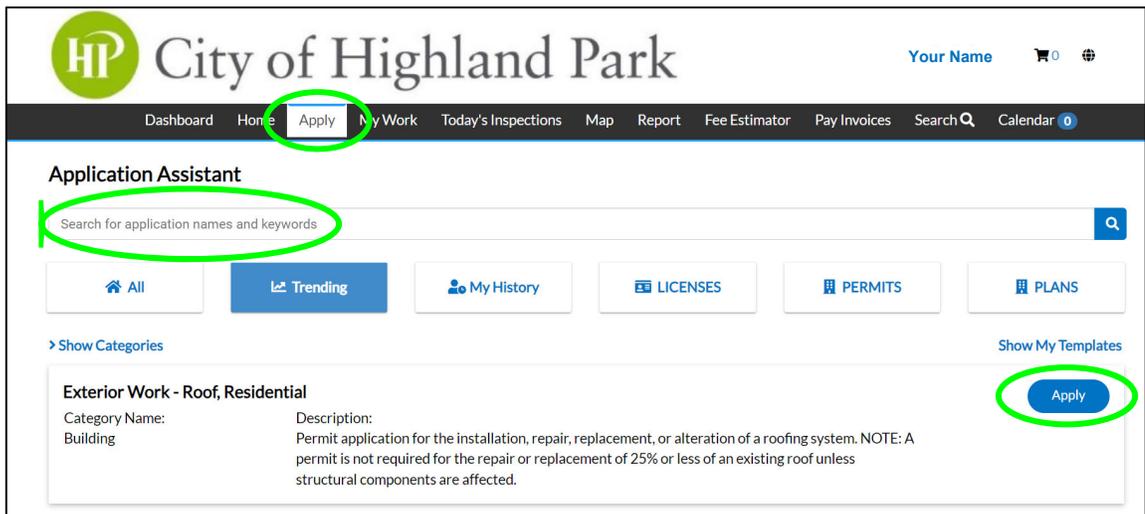
STEP 1

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



STEP 2

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



STEP 3

Search and add the construction address

STEP 4

Enter basic permit information

STEP 5

Add all contacts & contact types

STEP 6

Enter permit details

STEP 7

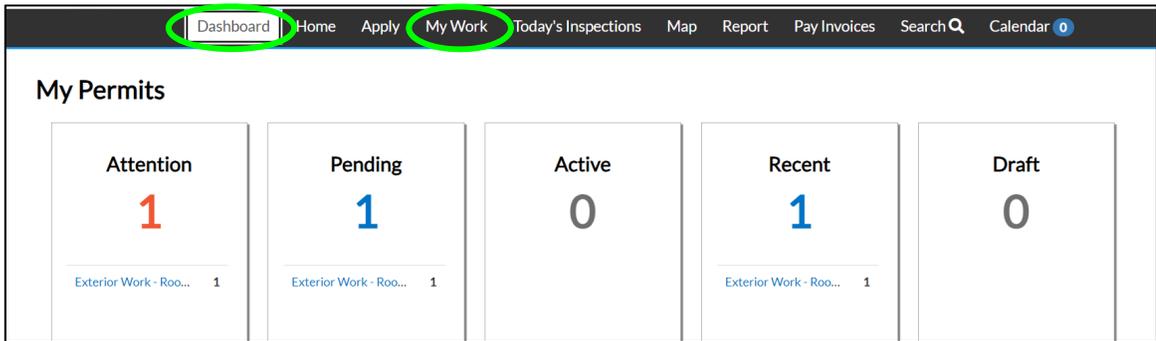
Read instructions & attach ALL documents

STEP 8

Review and click blue 'Submit' button

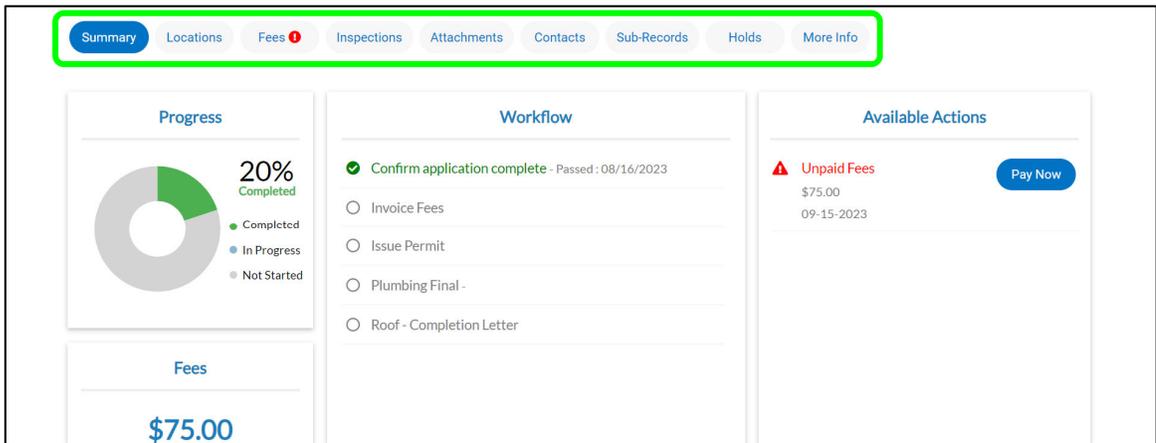
STEP 9

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



STEP 10

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



STEP 11

View permit summary and select the **BLUE PRINTER ICON** to print your permit placard.



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.

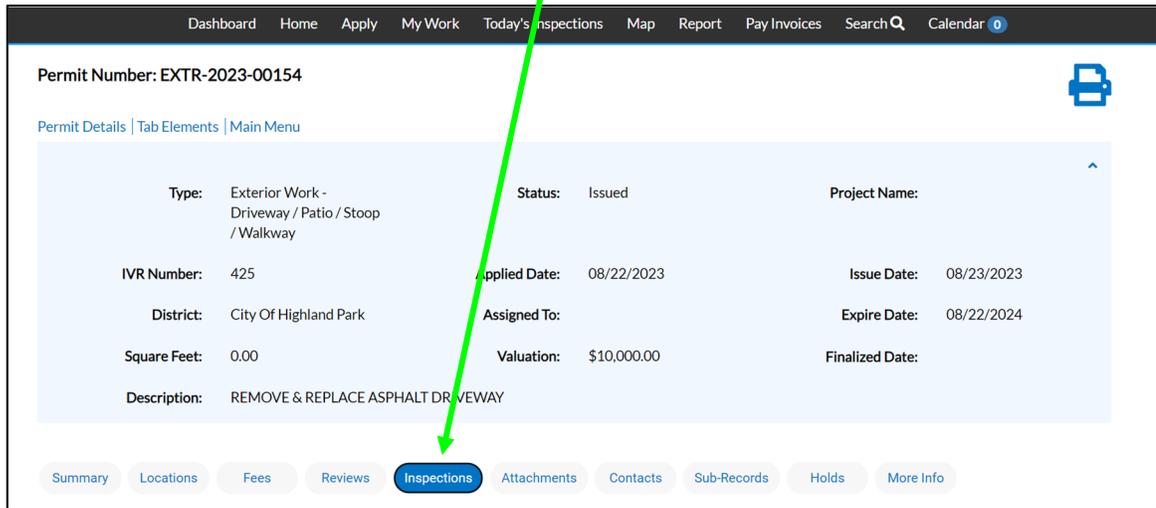
~ Incomplete requests will not be scheduled. ~

STEP 1

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

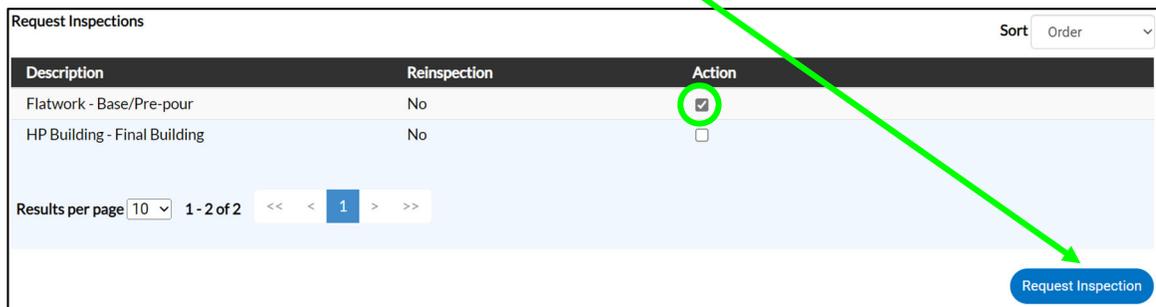
STEP 2

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



STEP 3

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



STEP 4

Read the instructions, complete required information, and click 

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

- 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.
- Incomplete requests will not be scheduled.
- Inspection requests for Sub-Records or Sub-Permits must be made separately 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.

* Requested Date 

Comments/Special Instructions



Request Confirmation Message

Case #EXTR-2023-00154

Inspection Type: Flatwork - Base/Pre-pour

Case Type: Exterior Work - Driveway / Patio / Stoop / Walkway

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 made separately 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 Inspections Request Inspections Optional Inspections Next Tab Permit Details Main Menu						
Existing Inspections Sort: Description ▾						
View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IPREPOUR-000398-2023	Flatwork - Base/Pre-pour	Scheduled	08/24/2023	08/24/2023		
IPREDRV-000397-2023	HP Building - Driveway/Predrive	Passed	08/22/2023	08/22/2023		

