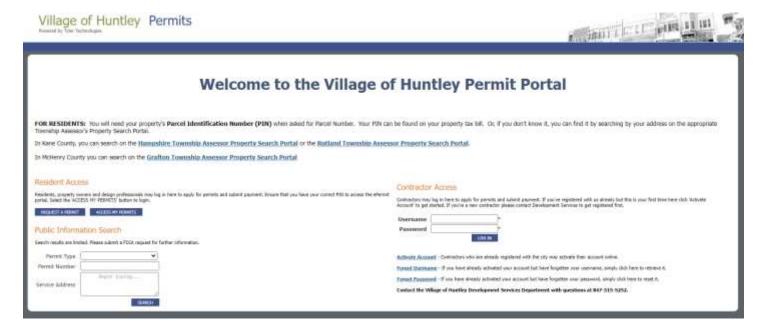


# **Online Permits**

#### **For Contractors**



The permit eSuite portal allows registered contractors to:

- Activate their account
- Apply for building permits
- Upload documents for review and re-review
- Submit payments for plan review deposits and permits
- Manage account email address and password
- Perform a public information search

# **Online Permits for Contractors**

**Before you start:** Please be sure to read the <u>Permit FAQ</u> and <u>permit type listing</u> to help you determine the appropriate permit type to select.

A permit type cannot be changed once an application is submitted. It can only be deleted. Property addresses can be updated so if you need a correction made or need any other assistance please contact Development Services at 847-515-5252.

This portal was designed for computers and may not be compatible with your phone or tablet.

#### Begin here:

https://esuite-huntley-il.tylertech.com/nwprod/eSuite.Permits/

#### Contractor Access

Contractors may log in here to apply for permits and submit payment. If you've registered with us already but this is your first time here, click 'Activate Account' to get started. If you're a new contractor, please contact Development Services to get registered first. Contractor registrations and renewals must be completed before applying for permits.

Username		*
Password		*
	LOG IN	

Activate Account - Contractors who are already registered with the city may activate their account online.

Forgot Username - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

Forgot Password - If you have already activated your account but have forgotten your password, simply click here to reset it.

Contact the Village of Huntley Development Services Department with questions at 847-515-5252.

Contractors can activate their account and log in on the right-hand side of the page.

- Activate Account First time users must activate the account first
- Login Enter in your existing username and password to see pending applications, issued permits, upload documents and submit payments
- Retrieve username and reset password You can have your existing username emailed to you, or use the password reset feature to create a new password. Select Contractor from the drop down box, and enter in your Huntley contractor registration number

# **Activating your account**

#### Click on **Activate Account** to begin

# Contractor Account Activation To constructive for your increasing you much have your business name and contracts ID number as listed with the tillage of Hustley, Do not use junctivities or your increasing the notification and provided in the state of the notification and the notif

- Begin typing in your business name. You MUST select your name from the list that displays
- If a drop down box does not appear as you type, make sure that you do not have a popup blocker enabled, or try another browser



- Change the License Type drop down box to Contractor
- Enter in your Village of Huntley assigned contractor registration number
  - o Contact Development Services if you do not have your registration number
  - If you recently paid your registration fee in the license portal it's the same number
- Check the box to assert you're an authorized agent of the business described above

# Contractor Account Activation To create your account you must have your business name and contractor ID number as listed with the Village of Huntley. Do not use punctuation or spaces between initials. For example, enter 'ABC' instead of 'A.B.C. or 'A B C. Begin typing your name and select your Business from the results in the drop down box. Select CONTRACTOR for your license type and enter in the Contractor ID number you've been assigned. Call Development Services at 847-515-522 if you do not have a contractor ID number or if you can't locate your business in the list. Company Identity Verification Please answer the following questions to help us verify you are an authorized agent. \* Business Name VILLAGE OF HUNTLEY \* License Type CONTRACTOR Verification License Number 21186 I hereby assert that I am an authorized agent of the business described above.

Contractor Account Profile —		
Hease fill in the following information to cro		
* Desired Username	villageofhuntley	7-100 letters and numbers only
* Desired Password		5 - 25 characters (must contain; number, uppercase)
* Confirm Password	•••••	
* Email Address	HUNTLEY@HUNTLEY.IL US	Required field used for username recovery.

- Enter in your desired username (do not use an email address, do not use spaces)
- Enter in your desired password (must have a number and upper case letter, 5-25 characters, special characters are allowed)
- Your email address will automatically display based on your licensee information with us but you can change it here if you wish
- Click CREATE ACCOUNT



Once your account has been made an Account created successfully message will appear at the top.

If you receive an error, check to make sure you have the correct company name selected and that you did not free-type it in, and you selected **Contractor** instead of Business from the license type drop down box.

Click on the Welcome Page link at the top left to return to the portal to Login

# **My Permits**

Once logged in you'll see permits that have been applied for and issued. Permits that have been completed and closed will not be accessible.

#### **Permit Status:**

- Pending Review Permits or applications that were applied for in the eSuite portal and are waiting for permit technician processing
- Pending Payment Permits submitted online, or by permit technicians that have been processed but are in various states of review. This does not mean it's ready for payment. Wait until instructed to pay
- Permit Created This may show for permits that were created by permit technicians that have not been issued

# **Applying for a New Permit**

Click on **REQUEST PERMIT** inside your account to begin

#### Request Permit





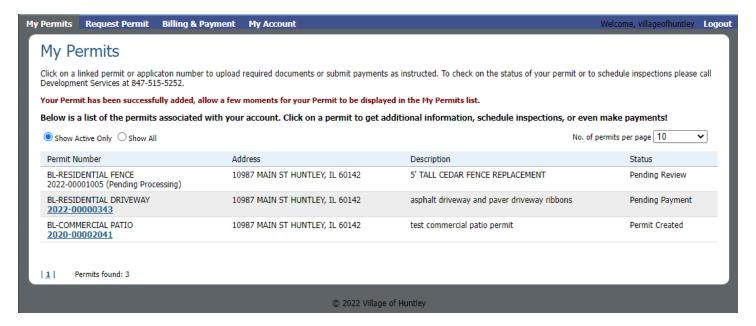
- Begin by selecting the desired permit type (See our <u>Permit Type List</u> for descriptions)
- **Note:** Be sure to select the residential or commercial option that is applicable to you. A permit that does not have a residential or commercial designation is used for both
- Start typing in the Worksite address and select the address that displays in the drop down box. It must be selected from the drop down box

- Note: If your contractor registration is expired or any required licenses are missing or
  expired for a particular permit type you will receive a warning that you're not eligible for
  to pull permits of this type. For example, a carpenter applying for an electric permit will
  receive an error unless there's an active electric license on file. If this happens, please
  contact Development Services
- Add in a short description of work for your project, the location and additional comments and information
- Each permit type may have different options or questions to be answered regarding HOA or permit features. All fields with an \* must be answered
- The default contractor licensee email and phone number will be displayed. You can change these here to apply for this permit. The email specified here will receive inspection results
- You must select the box for I have documents to include with this permit request
- Click **CONTINUE...**

#### Documents (0)



- Click on Select Files to Upload to add permit your permit application and documents.
   You can add multiple files at one time, or add them individually
- **Note:** Combining documents into one pdf file before uploading, and naming them with your property address and project type will help expedite your permit processing
- You will see your files listed after uploading. They will display the property address but the name of your file will be retained when we download your documents for review
- Once your files are added click Continue...
- A confirmation will be displayed on the screen and you'll be brought back to the main page



 Next Steps: Once you see the confirmation screen an email will be sent to us about your request. We will begin processing your application. We will reach out to you for any additional questions we have, or documents needed. Once your permit has been approved we will email you requesting payment and inform you of any conditions of approval

# **Uploading Documents for Review**

If you've been asked to provide additional documentation, or to resubmit for re-review you can do so in your account.

- Click on the linked permit number
- Scroll down to the bottom of the page and click on Select Files to Upload to add permit
  documents. You can add multiple files at one time, or add them individually
- Note: Combining documents into one pdf file before uploading, and naming them with your property address and project type will help expedite your permit processing
- You will see your files listed after uploading. They will display the property address but the name of your file will be retained when we download your documents for review.
- Once your files are added click Continue..
- Call Development Services at 847-515-5252 or email us at <a href="mailto:inspections@huntley.il.us">inspections@huntley.il.us</a> to let us know you're ready for your documents to be reviewed
- **Note:** If you're uploading documents for a re-review, do not notify us until **all** requested items are added. We do not perform partial reviews



# **Submitting Payments**

If you've been instructed by Development Services to submit a payment for a plan review deposit or an approved permit you can do so inside your account.

Click on Billing & Payment from the top menu

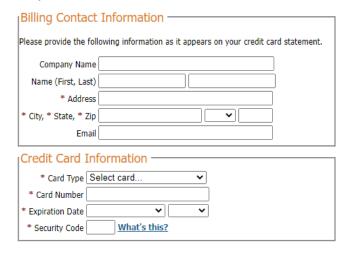


• Under Additional Unpaid Items select the permit you wish to pay for



- Your permit fees will display, along with the credit card processing fee
- Click on **COMPLETE PAYMENT...**

## **Payment Information**



Payment Summary ———————		
2022-00000343 - BL-RESIDENTIAL DRI	VEWAY	\$39.00
BL-DRIVEWAY, CURBS, APPROACHES	\$39.00	
	eDevl Svcs CCD	\$1.17
	Total	\$40.17
✓ I have read and agree to the  Terms and Conditions of this online paymen  PAY WITH CREDIT CARD  or go back and make changes  When you press "Pay with Credit Card" your credit card were press Only Once!		above.
Once your payment has been received and any othe	r permit and contractor registra	ation

requirements have been met we will issue your permit and email you the permit card to be displayed in the window while work is being performed. Payment does not authorize you to begin work. Your permit must be issued and the permit card must be posted. Work performed without a displayed permit card may result in violations or fines. Please wait to receive an email from Development Services. If you have any questions please give us a call at

- Enter in your billing contact information and credit card details as requested
- Put a check in the box to agree to the Terms and Conditions and click the blue PAY
   WITH CREDIT CARD button
- A transaction receipt will display on the page with an option to print your receipt. Be sure to print this as they are not being sent by email
- You'll then be able to click on a button to return to your main account

# **Managing your Account**

Click on My Account to begin

# My Account



SAVE

- You can change your username, password and email address here. You can have multiple accounts for an organization but each user and email must be unique
- Click SAVE when done

### **Public Information Search**

The permit portal provides basic information for recent permits that have been applied for and issued. This is located on the initial permit portal login page on left hand side below resident access.

- You can search by permit type, permit number or service address
- The portal will display information such as permit type, parcel number, permit and location description, if it's being issued to an owner or contractor, construction value, and permit fees due or paid
- Some information is not provided for privacy including property owner names, phone numbers or email addresses, and contractor company names or contact information

#### Public Information Search

Search results are limited. Please submit a FOIA request for further information.



After a search is made your results will be displayed.



- Click on a blue permit number to view details. Permit type and details for the selected permit will be displayed
- Owner names, phone numbers and email addresses are not displayed for privacy
- Results are limited and not all permits in our system will be displayed for older or completed permits

Status Pending Payor Issued To Contractor	DELYEWAY ent as of 03/30/2023	Total Charges \$10,00 Amount Collected \$0.00 Total Due \$70.00 Paid On Not said	
Location  Address 10987 MAIN ST H Percel 18-34-109-014 Description floor park Lot Number 12 Subdivision NOISE	UNITLEY IL. 6014I		
Permit Details  Description optic fineway and pover dries Current Property Value	nos ribbors		