



Online Permits

For Contractors

Village of Huntley Permits
Powered by Tyler Technologies



Welcome to the Village of Huntley Permit Portal

FOR RESIDENTS: You will need your property's **Parcel Identification Number (PIN)** when asked for Parcel Number. Your PIN can be found on your property tax bill. Or, if you don't know it, you can find it by searching by your address on the appropriate Township Assessor's Property Search Portal.

In Kane County, you can search on the [Hampshire Township Assessor Property Search Portal](#) or the [Batavia Township Assessor Property Search Portal](#).

In McHenry County you can search on the [Grafton Township Assessor Property Search Portal](#).

Resident Access

Residents, property owners and design professionals may log in here to apply for permits and submit payment. Ensure that you have your correct PIN to access the ePermit portal. Select the "ACCESS MY PERMITS" button to login.

[REQUEST A PERMIT](#) [ACCESS MY PERMITS](#)

Public Information Search

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

Permit Type:

Permit Number:

Service Address:

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.

Username:

Password:

[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.

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 [Permit FAQ](#) and [permit type listing](#) 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	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="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 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 847-515-5252 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

* License Type License Number

I hereby assert that I am an authorized agent of the business described above.

- 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 pop-up blocker enabled, or try another browser

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name
* License Type License Number

I hereby assert that I am an authorized agent of the business described above.

- Change the License Type drop down box to **Contractor**
- Enter in your Village of Huntley assigned contractor registration number
 - 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 847-515-5252 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

* License Type License Number

I hereby assert that I am an authorized agent of the business described above.

Contractor Account Profile

Please fill in the following information to create your account.

* Desired Username	<input type="text" value="villageofhuntley"/>	7-100 letters and numbers only
* Desired Password	<input type="password" value="*****"/>	5 - 25 characters (must contain; number, uppercase)
* Confirm Password	<input type="password" value="*****"/>	
* Email Address	<input type="text" value="HUNTLEY@HUNTLEYIL.US"/>	Required field used for username recovery.

CREATE ACCOUNT

- 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**

Welcome Page

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 847-515-5252 if you do not have a contractor ID number or if you can't locate your business in the list.

Account created successfully.

Company Identity Verification

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

* Permit Type	BL-RESIDENTIAL FENCE	Lot Number	
* Worksite Address	18887 MAIN ST HUNTLEY, IL 60142	Current Property Value	
* Description of Work Being Done	5' TALL CEDAR FENCE REPLACEMENT	* Estimated Improvement Value	\$8000.00
Description of Location		Improvement Sq. Ft.	300.00
Comments/Additional Info	SHADOWBOX STYLE	* Contact Email Address	HUNTLEY@HUNTLEY.IL.US
<input checked="" type="checkbox"/> I have documents to include with this permit request.		* Phone Number	(847) 515-5252
		EXT.	
		Homeowner Association Details	
		* Is H.O.A approval required?	YES
		Fence Details	
		* How tall is the fence?	5
		* What is the fence material type?	CEDAR

By submitting this permit request you are asserting that you are an authorized agent of VILLAGE OF HUNTLEY.

You must also read and agree to the [Terms and Conditions](#).

[CONTINUE...](#)

- Begin by selecting the desired permit type (See our [Permit Type List](#) 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)

Filename

+ Select Files To Upload

Download Selected Files

CONTINUE...

- 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

My Permits Request Permit Billing & Payment My Account Welcome, villageofhuntley Logout

My Permits

Click on a linked permit or application number to upload required documents or submit payments as instructed. To check on the status of your permit or to schedule inspections please call Development Services at 847-515-5252.

Your Permit has been successfully added, allow a few moments for your Permit to be displayed in the My Permits list.

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All No. of permits per page

Permit Number	Address	Description	Status
BL-RESIDENTIAL FENCE 2022-00001005 (Pending Processing)	10987 MAIN ST HUNTLEY, IL 60142	5' TALL CEDAR FENCE REPLACEMENT	Pending Review
BL-RESIDENTIAL DRIVEWAY 2022-00000343	10987 MAIN ST HUNTLEY, IL 60142	asphalt driveway and paver driveway ribbons	Pending Payment
BL-COMMERCIAL PATIO 2020-00002041	10987 MAIN ST HUNTLEY, IL 60142	test commercial patio permit	Permit Created

1 | Permits found: 3

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- **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 inspections@huntley.il.us 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

Documents (1)

Filename	Created Date
10997 HAIN ST.pdf	04/29/2022 2:44 PM

+ Select Files To Upload Download Selected Files

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

Selected Items

There are no permits selected for payment.

REQUEST PERMIT...

COMPLETE PAYMENT...

Additional Unpaid Items

Check items below to add them to this payment.

<input type="checkbox"/>	2022-00000343 - BL-RESIDENTIAL DRIVEWAY		\$39.00
	BL-DRIVEWAY, CURBS, APPROACHES	\$39.00	
		eDevl Svcs CCD	<u>\$1.17</u>
		Total	\$40.17

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

Selected Items

The following items are selected to be paid during this transaction. You may also select additional items (below) to be included in this transaction.

<input checked="" type="checkbox"/>	2022-00000343 - BL-RESIDENTIAL DRIVEWAY		\$39.00
	BL-DRIVEWAY, CURBS, APPROACHES	\$39.00	
		eDevl Svcs CCD	<u>\$1.17</u>
		Total	\$40.17

REQUEST PERMIT...

COMPLETE PAYMENT...

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

Payment Information

Billing Contact Information

Please provide the following information as it appears on your credit card statement.

Company Name	<input type="text"/>
Name (First, Last)	<input type="text"/>
* Address	<input type="text"/>
* City, * State, * Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Email	<input type="text"/>

Credit Card Information

* Card Type	<input type="text"/>
* Card Number	<input type="text"/>
* Expiration Date	<input type="text"/>
* Security Code	<input type="text"/> What's this?

Payment Summary

2022-00000343 - BL-RESIDENTIAL DRIVEWAY	\$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 payment

PAY WITH CREDIT CARD
or [go back and make changes](#)

When you press "Pay with Credit Card" your credit card will be charged the amount shown above. **Press Only Once!**

Once your payment has been received and any other permit and contractor registration 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 847-515-5252.

- 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

User Information

* Desired Username	<input type="text" value="villageofhuntley"/>	<i>7-100 letters and numbers only</i>
Password	<input type="text"/>	<i>5 - 25 characters (must contain: number, uppercase)</i>
Confirm Password	<input type="text"/>	
* Email Address	<input type="text" value="HUNTLEY@HUNTLEY.IL.US"/>	<i>Required field used for username recovery.</i>

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.

Permit Type

Permit Number

Service Address

After a search is made your results will be displayed.

Public Search

Results are limited, please submit a FOIA request for further information.

Permit Type

Permit Number

Service Address

No. of permits per page: 10

Permit Number	Application Number	Status	Address
BL-COMMERCIAL-24710 2022-90092043	BL-COMMERCIAL-ACQUISITION 2022-0000644 (Pending Processing)	Application Created	10987 MAIN ST HUNTLEY, IL 60142
BL-FOOD TRUCK EVENT 2021-98830436		Permit Created	10987 MAIN ST HUNTLEY, IL 60142
BL-RESIDENTIAL-DRIVEWAY 2022-90080343		Pending Payment	10987 MAIN ST HUNTLEY, IL 60142

1 & 1 Permits found: 4

- 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

Permit Summary

Permit Type BL-RESIDENTIAL DRIVEWAY
Permit # 2022-0000240
Application #
Status Pending Payment as of 03/30/2023
Issued To Contractor

Payment Summary

Total Charges	\$39.00
Amount Collected	\$0.00
Total Due	\$39.00
Paid On	Not paid

Location

Address 03967 MAIN ST HUNTLEY IL, 60142
Parcel 18-34-100-014
Description front yard
Lot Number 12
Subdivision NONE

Permit Details

Description
asphalt driveway and paver driveway ribbons.

Current Property Value
Est. Improvement Value \$8,500.00
Improvement Sq. Ft. 390
Printed
Master Permit
Comments includes the driveway apron, with 2 ft. wide ribbons in parkway