Online Permits

For Residents & Property Owners

The permit eSuite portal allows residents, property owners, design professionals and contractors to:

- Apply for building permits
  - Resident access shows permits associated to a parcel ID
  - Contractor access shows permits associated to the primary contractor
- Upload documents for review and re-review
- Submit payments for plan review deposits and permits
- Perform a public information search

This is an introductory guide for residents, property owners and design professionals, such as interior designers and architects managing permits for their clients.

Online Permits for Residents

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/

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 |

Residents, property owners and design professionals have two options on the left hand side of the page.

- **REQUEST A PERMIT** – You can begin applying for a permit immediately here
- **ACCESS MY PERMITS** – Log in here to see pending applications, issued permits, upload documents and submit payments

Applying for a New Permit

Click on **REQUEST A PERMIT** to begin

Request A Permit

| 1 | 2 | 3 | 4 |
| Verification | Permit Request | Payment | Finish & Print |

Please answer the following questions to verify you are the owner of a property.

| * What is your address? | 10987 MAIN ST HUNTLEY, IL 60142 | *Your resident address (where the permit will be issued to)* |
| * What is your parcel number? | 18-34-100-014 | *The parcel number including any dashes (usually found on your tax records)* |

CONTINUE...

- Begin typing in the property address and select the appropriate address from the drop down box that will appear
- You must select an address from the drop down box. Next enter in your parcel number and click **CONTINUE..**
- You can use the township links on the main page to perform a parcel lookup search

Request Permit

Verification	**Permit Request**	Payment	Finish & Print

* Permit Type BL-COM DET ACCESSORY STRUCTL ∨

* Worksite Address 10987 MAIN ST
HUNTLEY, IL 60142

Contractor VILLAGE OF HUNTLEY

* Description of Work Being Done: WOOD GAZEBO

Description of Location: BACK YARD

Comments/Additional Info: REMOVE AND REPLACE, 12 X 12.

☑ I have documents to include with this permit request

☑ I am the owner of the above listed property and I agree to the
Terms and Conditions of this website.

Lot Number: 1

Current Property Value:

* Estimated Improvement Value $25000.00

* Improvement Sq. Ft. 144.00

* Contact Email Address huntley@huntley.il.us

* Phone Number (847) 515-5252

EXT.

Detached Accessory Details

What is the foundation type? CONCRETE BASE

CONTINUE..

- Select the appropriate permit type from the drop down box
- **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 your contractor's name and select them from the list
- **Note:** If your contractor's registration is expired you will receive a warning but you may proceed with your application. If you're performing the work yourself, you must select the contractor **HOMEOWNER/PROPERTY OWNER** from the list
- Add in a short description of work for your project, the location and additional comments and information
- Check the box for **I have documents to include with the permit request**
- Check the box to agree to the **Terms and Conditions**
- Each permit type has various fields, drop down boxes or comment boxes related to your project. Lot number and current property value are not required but other questions may be and any item with a * must be answered before moving forward.
- Check the **CONTINUE..** button to proceed

- Click on **Select Files to Upload** to add your permit documents. You can add multiple files at one time, or add them individually
- **Note:** All submittals require a permit application and other documents such as signed project handout, plat of survey and construction plans
- **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. It may say your permit payment has been submitted but instant payments are currently disabled
- You can click on **View My Permits** to access the portal, or click the **Logout** button at the top right of the 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

Accessing your Permits

Click on **ACCESS MY PERMITS** to log into the portal for a specific address.

Resident Verification

Please answer the following questions to verify you are the owner of a property.

* What is your address?	10987 MAIN ST HUNTLEY, IL 60142	*Your resident address (where the permit will be issued to)*
* What is your parcel number?	18-34-100-014	*The parcel number including any dashes (usually found on your tax records)*

CONTINUE...

Begin typing in the property address and select the appropriate address from the drop down box that will appear. You must select an address from the drop down box. Next enter in your parcel number and click **CONTINUE..** You can use the township links on the main page to perform a parcel lookup search or obtain your PIN from a property tax bill.

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 older permits that were not issued or finalized for various reasons

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**
☐	10987 MAIN 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. Do not pay until asked.

- Click on the linked permit number
- Under Payment Summary on the right, click on the blue **PAY NOW** button

Permit Summary			Payment Summary		
Permit Type	BL-RESIDENTIAL DRIVEWAY		Total Charges	$39.00	
Permit #	2022-00000343		Amount Collected	$0.00	
Application #			Total Due	$39.00	PAY NOW
Status	Pending Payment as of 03/30/2022		Paid On	Not paid	
Issued To	Contractor				

- Your permit fees will display, along with the credit card processing fee
- Put a check in the box to agree to the **Terms of Service** and click the blue **Pay with Credit Card** button

Payment Receipt

| 1 | 2 | 3 | 4 |
| Verification | Permit Request | **Payment** | Finish |
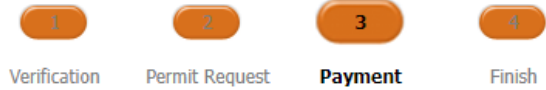
Payment Summary

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]

When you press "Pay With Credit Card" a popup will appear for you to enter your credit card information and pay.

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 card and billing information as requested and click the blue **Make Payment** button to submit your payment
- 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

Public Information Search

The permit portal provides basic information for recent permits that have been applied for and issued. This is located on the left hand side of the page 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 [Begin typing...]

[SEARCH]

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