



# Online Permits

## For Residents & Property Owners

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 [Batland 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:

[SEARCH](#)

**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:

[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.

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



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

\* What is your address?

*Your resident address (where the permit will be issued to)*

\* What is your parcel number?

*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

- 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

## Documents (0)

**Filename**

[+ Select Files To Upload](#) [Download Selected Files](#)

[CONTINUE...](#)

- 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..**

Payment Confirmation

### Permit Receipt

Your permit payment has been submitted. However, the Permit type you have requested may not be paid online. Please contact your city administrator for further assistance with this request.

Your permit # is **2023 0000123**

[View My Permits](#)

### Summary of Payment

Permit Type	BL-CON DET ACCESSORY STRUCTURE	Worksite Address	NewWorld at Oak Creekwood, Model 00000000000000000000
Issued To:	HUNTER WALLER	Lot #	1
Description of Work	WOOD GARAGE	Current Property Value	
Description of Location	BACK YARD	Est. Improvement Value	000000.00
Comments / Attachments	REMOVE AND REPLACE 22 X 12	Improvement Sq. Ft.	144.00

- 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.



The screenshot shows the 'My Permits' page with a table of permits. The table has four columns: Permit Number, Application Number, Status, and Address. There are three rows of permits listed.

Permit Number	Application Number	Status	Address
BL-COM DET ACCESSORY STRUCTURE 2022-0006295 (Pending Processing)		Pending Review	30967 MAIN ST HUNTLEY, IL 60142
BL-COMMERCIAL PART3 2020-00092043		Permit Created	30967 MAIN ST HUNTLEY, IL 60142
BL-FOOD TRUCK EVENT 2021-00086439		Pending Payment	30967 MAIN ST HUNTLEY, IL 60142

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](mailto: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
<input type="checkbox"/> 19987 MAIN ST.off	04/29/2022 2:44 PM
<a href="#">+ Select Files To Upload</a>	<a href="#">Download Selected Files</a>

## Submitting Payments

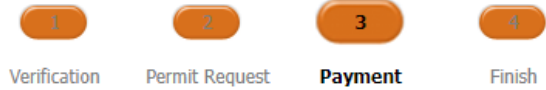
If you've been instructed by Development Services to submit a payment for a plan review deposit or an approved permit you can do so inside your account. Do not pay until asked.

- 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 #	2022-0000343	Amount Collected	\$0.00
Application #		Total Due	\$39.00 <a href="#">PAY NOW</a>
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



### Payment Summary

<b>2022-00000343 - BL-RESIDENTIAL DRIVEWAY</b>		<b>\$39.00</b>
BL-DRIVEWAY, CURBS, APPROACHES	\$39.00	
	eDevl Svcs CCD	<u>\$1.17</u>
	<b>Total</b>	<b>\$40.17</b>

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

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

Permit Number	Application Number	Status	Address	No. of permits per page: 10
	BL-COMMERCIAL ADDITION 2022-0000644 (Pending Processing)	Application Created	10987 MAIN ST HUNTLEY, IL 60142	
<a href="#">BL-COMMERCIAL PATIO 2022-00002043</a>		Permit Created	10987 MAIN ST HUNTLEY, IL 60142	
<a href="#">BL-FOOD TRUCK EVENT 2022-00000416</a>		Pending Payment	10987 MAIN ST HUNTLEY, IL 60142	
<a href="#">BL-RESIDENTIAL DRIVEWAY 2022-00000343</a>		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

### Permit Summary

Permit Type: BL-RESIDENTIAL DRIVEWAY  
Permit #: 2022-00000343  
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: 10987 MAIN ST HUNTLEY, IL 60142  
Parcel: 18-34-109-014  
Description: foot yard  
Lot Number: 22  
Subdivision: NONE

### Permit Details

Description: asphalt driveway and paver driveway ribbons

Current Property Value:   
Est. Improvement Value: \$8,500.00  
Improvement Sq. Ft.: 399

Printed:   
Hasler Permit:   
Comments: includes the driveway apron, with 2 ft wide ribbons in pathway