



New Residential in ACA

Home **Building** Zoning Public Works Division of Transportation (DOT) Stormwater Complaint / Registration / Certificates

Create an Application Search Applications

Records

For list of Registered Contractors go to Reports tab at the top of the page then select Contractor Registration list

Show on Map

Showing 1-10 of 84 | Download results | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Description	Address	Status	Action	Expiration Date
<input type="checkbox"/>	01/20/2022	22TMP-000083	Completion Permit					Resume Application	
<input type="checkbox"/>	01/20/2022	AMD-SCOPE-000003	Change of Scope				Pending		
<input type="checkbox"/>	01/20/2022	AMD-CONTACT-000002	Change of Contact Information - Permit				Pending		
<input type="checkbox"/>	01/20/2022	AMD-LP-000003	Add/Change Registered Contractor				Pending		
<input type="checkbox"/>	01/20/2022	22TMP-000078	Add/Change Registered Contractor					Resume Application	
<input type="checkbox"/>	01/19/2022	22TMP-000068	Residential Accessory Structure Permit	testing clone	6'0 fence	18W108 LOWELL Ln VILLA PARK IL 60181		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000016	Commercial New Construction Permit	105620 ROUTE 83 WILLOWBROOK IL 60527 : Andrea Mason	commercial new	105620 ROUTE 83 WILLOWBROOK IL 60527		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000015	Residential Solar/PV Permit	18W108 LOWELL Ln VILLA PARK IL 60181 : Andrea Mason	installation of grd mtd solar panels	18W108 LOWELL Ln VILLA PARK IL 60181		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000013	Residential Addition Permit	25W680 THISTLEDOWN Ct CAROL STREAM IL 60188 : Andrea Mason	testing addition documents	25W680 THISTLEDOWN Ct CAROL STREAM IL 60188		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000014	Residential Demolition Permit		testing for documents	18W108 LOWELL Ln VILLA PARK IL 60181		Resume Application	

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From your ACA account, select the **BUILDING** tab. Select **CREATE AN APPLICATION**.

Home **Building** Zoning Public Works Division of Transportation (DOT) Stormwater Complaint / Registrat

Create an Application Search Applications

Online Application

Welcome to DuPage County's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the County attempts to keep its Web information accurate and timely, the County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from DuPage County as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

After reading the General Disclaimer, check the box and select **CONTINUE APPLICATION**.



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Home **Building** Zoning Public Works Division of Transportation (DOT) Stormwater Complaint / Re

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 Search

- ▶ Other Building Permits
- ▶ Commercial Permits
- ▼ Residential Permits
 - Residential Accessory Structure Permit
 - Residential Addition Permit
 - Residential Alteration Permit
 - Residential Demolition Permit
 - Residential Electrical Permit
 - Residential New Construction Permit
 - Residential ReRoof or Reside or Replacement Permit
 - Residential Solar/PV Permit

Continue Application »



Under **RESIDENTIAL PERMITS**, pull down and select Residential New Construction Permit. Select **CONTINUE APPLICATION**.

* indicates a required field.

Contact List

Enter contact information, the Applicant * information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration.
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Required Contact Type	Minimum
Applicant	1
Bond Provider	1

Select from Account Add New Look Up

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

Using the **SAVE FROM ACCOUNT**, **ADD NEW** or **LOOK UP**, add both an applicant and a bond provider.



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The screenshot shows a dialog box titled "Select Contact from Account" for user "Andrea Mason". It features a dropdown menu for "Type" and a table of contact addresses. The table has columns for "Address Type", "Recipient", "Address", and "Status". Three entries are listed, all with "Business" as the address type and "421 N. County Farm Rd" as the address, with a status of "Active". At the bottom, there are "Continue" and "Discard Changes" buttons.

Address Type	Recipient	Address	Status
<input type="checkbox"/> Business		421 N. County Farm Rd	Active
<input type="checkbox"/> Business		421 N. County Farm Rd	Active
<input type="checkbox"/> Business		421 N. County Farm Rd	Active

Selecting a Contact from Account will allow you to quickly find any previously entered data from your registration or previous applications.

The screenshot shows a dialog box titled "Look Up Contact" with various input fields for searching. Fields include "First:", "Middle:", "Last:", "Full Name:", "Name of Business:", "Address Line 1:", "City:", "State:", "Zip:", "Home Phone:", "Work Phone:", "Mobile Phone:", "Fax:", and "E-mail:". At the bottom, there is a dropdown menu for "Individual/Organization" with "Individual" selected, and "Look Up", "Clear", and "Cancel" buttons.

Selecting Look Up Contact will allow you to search by name, location or contact information from your registration or previous applications.



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Registered Contractor

To add a new contractor, click the Select from Account or Look Up a registered contractor. After one is added you can edit using the link or delete.

If you are a homeowner acting as the contractor please lookup the type of "HOMEOWNER"

Look Up

Showing 0-0 of 0

Registration Number	Registration Type	Contact Name	Business Name	Action
No records found.				

Save and resume later

Continue Application >

Select **LOOK UP** to search for registered contractors. If you are the owner performing the work yourself, enter Homeowner for all trades you will be performing. You may have multiple contractors each doing a single trade or a single contractor performing many trades. Each trade will have its own line item.

Information, the Applicant * information is required. If you are submitting this application, use "Select from Account" to select a contractor. If you are submitting this application, use "Select from Account" to select a contractor. You can update your contact information (phone number, address) using the Account Management link at the top of the page.

Look Up Registered Contractor

Registration or Trade Type: Registration Number:

Type:

First: Middle: Last:

Name of Business:

Address Line 1:

City: State: Zip:

Home Phone: Mobile Phone:

E-mail:

Trades:

TYPE will allow you to select a General Contractor, General Contractor with Trades or Subcontractor. Third Party Review is for DuPage County use only. You can also search by name, address, phone or trade. Trade will pull up all registered contractors for that particular trade. If you cannot find your contractor, he may need to register or renew his registration. Contact your contractor.



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* indicates a required field.

Contractor Trades

TRADES
Identify the applicable trade for each Contractor for this permit application using Edit under Actions or check all boxes and use Edit Selected button. If a Contractor is performing more than 1 trade you can add them more than once here using the Add a Row button.

Required forms have not been completed in the section below. For each of the indicated items, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-1 of 1

<input type="checkbox"/>	Registration Number	Contractor Name	Registered Trades	Trade
<input type="checkbox"/>	CR5369	TUFF SHED INC	Carpentry,Roofing,Siding/Ext Wall Finish	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

Pull down **ACTIONS** to edit your contractor's trade. You can only choose a trade your contractor is registered for under Registered Trades

TRADES

Identify the applicable trade for each Contractor for this permit application using Edit under Actions or check all boxes and use Edit Selected button. If a Contractor is performing more than 1 trade you can add them more than once here using the Add a Row button.

*Registration Number: Contractor Name: Registered Trades:

*Trade:

ADD A ROW will allow you to add multiple contractors at a time. You can also use this if you have a single contractor doing multiple trades.



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Logged in as: Andrea Mason Collections (0) Cart (0) Reports (1) Account Management Logout

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Create an Application Search Applications

Residential New Construction Permit

1 Contact Information	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
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Step 1: Contact Information > Contractor Trades

Indicate what trades will be performed for this permit along with the Name and Registration # for each.

If a Contractor is performing more than 1 trade then make note of the Contractor's Name, Registration Number and Trades and use Add a Trade below.

Full list of Trades:

General	HVAC
Carpentry	Insulation
Cell Tower Erector	Irrigation
Concrete	Landscaping
Demolition	Masonry

If you are unsure of your contractor's registration number or information, you can select the REPORTS drop down at the top of the page to see a complete list of registered contractors. Contractors can also be added to the application using AMENDMENTS at a later time. A permit will not be issued until all applicable trades are assigned a registered contractor (or homeowner)

* indicates a required field.

Address

To search for an Address enter the street number and street name and search
If you are unable to locate your address please contact the County to obtain address prior to submitting the application. email to: BuildingandZoning@dupageco.org

*Street Number: Direction: --Select-- *Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select--

Parcel

If address is not found, please check your address search or contact the DuPage Building and Zoning.
If the Municipality field has a value other than Uninc then you will need to contact your municipality for the permit. DuPage County only issues Building Permits for Unincorporated areas within the County.

*Parcel Number:

Municipality:

Floodzone:

Zoning:

After completing contractors, select the location of construction by using **either** the Address or the Parcel field. **SEARCH** will autofill all other fields including the recorded owner. If searching by address is problematic, the 10-digit Property Identification Number (PIN) from your tax documents or deed should be used.



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Ownership Information

OWNERSHIP INFORMATION

* Type of Ownership:

Save and resume later

Continue Application »

Select the type of ownership, Bank/Trust Company, Family Trust or Individual, from the drop down. If the property is owned by a bank or trust company, a Trust Disclosure from your bank will be required to submit your application. If you are in a Family Trust (ie: Smith Family Rev Tr), you will need to provide a trust document with the Trustee's name. Select Individual if the property is owned by one or more individuals or a trust with a single name (ie: Bob Smith Trust). Select **CONTINUE APPLICATION**.

* indicates a required field.

Description of Work

Please briefly describe your proposed work.

The Description of Work must convey a detailed account of the work identified on the plans. Do NOT state "Please see attached plans."

Application Name:

* Detailed Description of work:

Please provide information about the details of the requested permit.

[spell check](#)

Describe the scope of work for which you are applying. Provide adequate detail. Descriptions which are vague or inconsistent will be rejected.



New Residential in ACA

Project Details - Part 1

General Project Information

* Water Source:

--Select--

* Estimated Cost (Job Value):

* Total Fixtures:

Demolition of::

* Is there an Elevator?:

Yes No

* I acknowledge that I must attach a Road Entrance Permit or Waiver.:

Date of Violation Issuance:

MM/DD/YYYY



* Sewage Disposal Source:

--Select--

* Total Number of Bedrooms in Home:

* Does this project include a demolition?:

Yes No

* New Electrical Service Size - amperage:

* I acknowledge that I must have my Fire District complete and sign a Residential Fire Sprinkler Form.:

* Violation Notice Issued?:

Yes No



Project Details - Part 2

SQUARE FEET OF NEW

Living area:

Square Ft

Basement:

Square Ft

Crawl space:

Square Ft

Garage:

Square Ft

Porch or Balcony:

Square Ft

Deck or Patio:

Square Ft

Other:

Square Ft

* Total Square Feet:

Square Ft

Existing total impervious (-):

Proposed total impervious:

Net New impervious:

Complete the required fields as indicated by the red asterisk. Select the blue question mark icons for additional information. If required fields are not complete, a notice will appear directing you to the unfinished items. All items must be complete to continue.

You may **SAVE AND RESUME LATER** at any time. A temporary record will be created at your home page allowing you to continue from where you left off or at the beginning of your application.



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Project Details - Part 3

UTILITY RELEASE INFORMATION

By indicating you have a release date you are acknowledging that you have contacted the appropriate jurisdiction and completed the work.

Gas Utility Release Date:	<input type="text" value="MM/DD/YYYY"/>
Electric Utility Release Date:	<input type="text" value="MM/DD/YYYY"/>
Water Utility Release Date:	<input type="text" value="MM/DD/YYYY"/>
Sewer Utility Release Date:	<input type="text" value="MM/DD/YYYY"/>
Asbestos Abatement Release Date:	<input type="text" value="MM/DD/YYYY"/>

* I acknowledge I must contact the appropriate jurisdiction and complete the work as applicable if demolition is included in my scope of work:

Complete the Utility Release Information as applicable. Check the box acknowledging that the responsible utilities will be contacted concerning your scope of work.

Project Details - Part 4 - Fixtures

Fixture Details

In this section, add information for the fixtures involved in this project. To add an additional type of fixture, click the "Add a Row" button.

Showing 0-0 of 0

Type	Quantity	Remarks
No records found		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Save and resume later

Continue Application

Fixture Details

In this section, add information for the fixtures involved in this project. To add an additional type of fixture, click the "Add a Row" button.

*Type of Fixture:	*Quantity:	Remarks:
Bathtub	1	whirlpool
*Type of Fixture:	*Quantity:	Remarks:
Shower	2	2nd floor
*Type of Fixture:	*Quantity:	Remarks:
Toilet	4	
*Type of Fixture:	*Quantity:	Remarks:
Sink	6	1 laundry, 4 bath+ 1 kitn

[Submit](#) [Cancel](#)

Complete your plumbing fixtures using **ADD A ROW**. You can select numerous rows and add all your fixtures with the drop downs in one field. Select **SUBMIT**, then **CONTINUE APPLICATION**.



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* indicates a required field.

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

Manufacturer Specifications/w approved listings maybe required for Windows, Whirlpool, Fireplace, A/C Units, Furnace, and Water Heater*
Construction plans are required.

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;msst;php;pif;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Manufacturer's Specifications w/ U-Factor, Construction Plan, Res Check, Manual J, Manufacturer's Specifications /w Approved Listings, Site Plan

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Add](#)

[Save and resume later](#)

[Continue Application >](#)

Required documents listed must be uploaded using the **ADD** or **SELECT FROM ACCOUNT** buttons. Note the file types that are acceptable. Large PDF files may need to be flattened in order to meet the 100 MB maximum allowed

File: test specifications.pdf [Remove](#)

100%

* Type: Manufacturer's Specifications /w Approved Listings

Description:

spell check

Also Attach: --Select--

[Save](#) [Select from Account](#) [Add](#) [Remove All](#)

[Save and resume later](#)

[Continue Application >](#)

Using the **TYPE** drop down, choose the correct title for each document downloaded. If all required documents are not added, the application will not advance. Select the blue **SAVE** button once your documents are loaded. Next, select **SAVE AND RESUME LATER** or **CONTINUE APPLICATION**.

