



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

Amended Permits/Spot Surveys

(Record type when making changes to an issued permit or submitting a spot survey prior to a backfill inspection)

Submitting for a spot survey or an amendment of an existing issued permit in your Accela Citizen Access account

<https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when you are making changes to an issued permit or submitting a spot survey.

- Submit a complete revised plan set with all changes clouded. If previous approved set was stamped by an Illinois registered architect or structural engineer, the revised plans must be as well. All commercial submissions must include a point-by-point letter from the architect detailing the amended changes.
- Any notations from original approved plan sets must be incorporated into the new amended set.
- Any amendments altering the approved footprint of the structure will require the submission of a revised site plan or plat of survey.
- Any additional questions, please contact (630) 407-6700.

***For spot surveys please allow a minimum of 48 hours before scheduling a backfill inspection.**

Building

Showing 1-10 of 79 | 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"/>	01/19/2022	22TMP-000068	Residential Accessory Structure Permit	testing clone	6'0 fence	LOWELL Ln VILLA PARK IL 60181		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000016	Commercial New Construction Permit	ROUTE 83 WILLOWBROOK IL 60527	commercial new	ROUTE 83 WILLOWBROOK IL 60527		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000013	Residential Addition Permit	THISTLEDOWN Ct CAROL STREAM IL 60188	testing addition documents	THISTLEDOWN Ct CAROL STREAM IL 60188		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000014	Residential Demolition Permit	LOWELL Ln VILLA PARK IL 60181	testing for documents	LOWELL Ln VILLA PARK IL 60181		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000012	Residential New Construction Permit	CHILDS St WEST CHICAGO IL 60185	New 2sty house with 2 car attached garage, concrete drive, conc patio	CHILDS St WEST CHICAGO IL 60185		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000018	Commercial Accessory Structure Permit	KINGERY HWY WILLOWBROOK IL 60527	testing for documents	KINGERY HWY WILLOWBROOK IL 60527		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000017	Commercial Addition Permit	ROUTE 83 HINSDALE IL 60527	testing for documents	ROUTE 83 HINSDALE IL 60527		Resume Application	
<input type="checkbox"/>	01/08/2022	22TMP-000015	Residential Solar/PV Permit	LOWELL Ln VILLA PARK IL 60181	installation of grd mtd solar panels	LOWELL Ln VILLA PARK IL 60181		Resume Application	
<input type="checkbox"/>	12/23/2021	COM-ADD-21-000115	Commercial Addition Permit	ROUTE 83 HINSDALE IL 60527	addition checking for fee	ROUTE 83 HINSDALE IL 60527	Plan Review	Amendment	12/23/2021
<input type="checkbox"/>	12/23/2021	COM-ROOF-21-000116	Commercial Roofing Permit	ROUTE 83 HINSDALE IL 60527	retest for route to bluebeam	ROUTE 83 HINSDALE IL 60527	Plan Review	Amendment	12/23/2021

From HOME > MY RECORDS, select AMENDMENT from the record you wish to submit an amendment or spot survey.



Create an Application Search Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below

- Add/Change Registered Contractor
- Change of Contact Information - Permit
- Change of Scope
- Completion Permit

Select CHANGE OF SCOPE. In description of project, indicate changes to original permit or label as a Spot Survey.



Continue Application »

* indicates a required field.

Project Details - Part 1

General Information

Total Building Area (Sq. Ft):

* Estimated Cost (Job Value):



* Description of Scope Change:



spell check



In ESTIMATED COST, include cost of Amendment only (not the cost of the original permit scope). In DESCRIPTION, add detailed information describing the scope of changes from original permit.

* 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.

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;msc;php;pic;scr;scd;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.

Site Plan and/or Construction Document

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

Select from Account

Add



Using ADD, attach the complete plan set in a single PDF format. PDF should include all previously approved sheets with changes clouded. A complete set should be submitted, not just changed sheets. Documents containing more than one sheet in the set must be submitted in a single PDF. Please separate construction documents and engineering documents into (2) PDF submittals.