



# Online Permitting & Licensing Portal

## How to Apply for a Permit



City of Oakbrook Terrace

17W275 Butterfield Road  
Oakbrook Terrace IL 60181  
630-941-8300 ext. 209

[Permits@OakbrookTerrace.net](mailto:Permits@OakbrookTerrace.net)

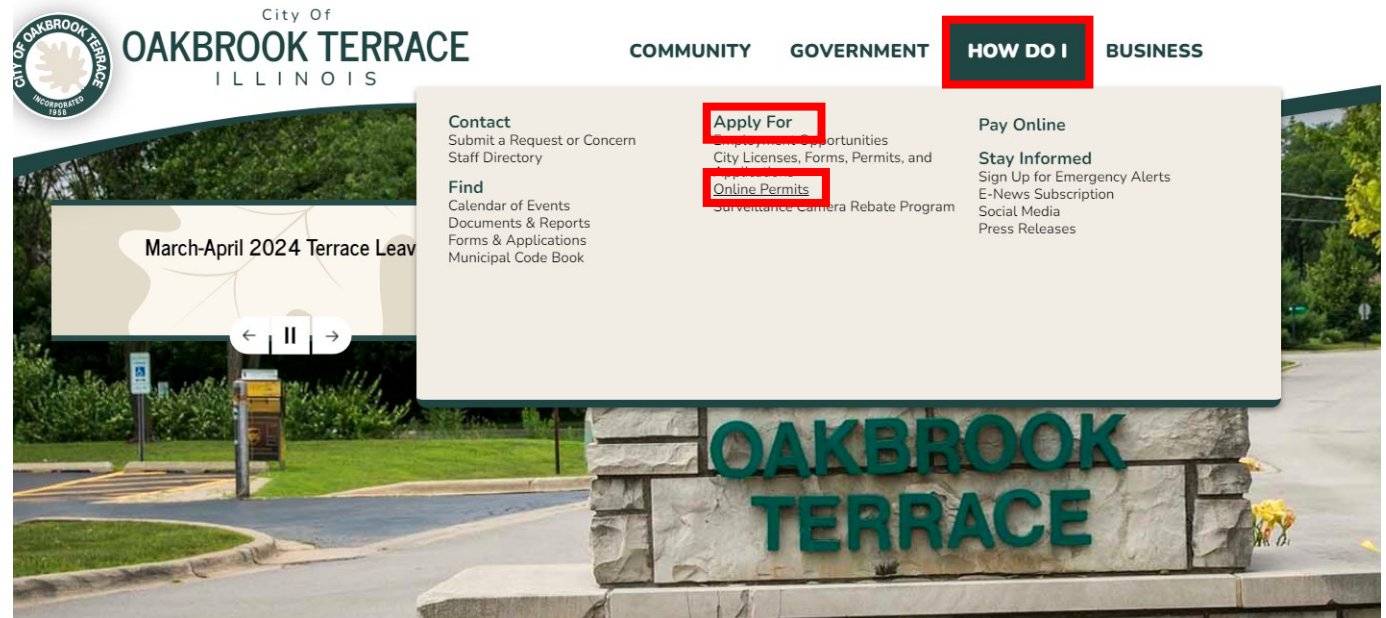
# Online Permitting & Licensing Portal

## Step 1: Accessing the Portal

1. Go to [OakbrookTerrace.net](http://OakbrookTerrace.net)

2. Go to “How do I” in the top navigation bar.

3. From there go to “Apply For” and click on “Online Permits”



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# Online Permitting & Licensing Portal

## Step 2: Accessing the Portal

Review the information provided on the Online Permitting Portal and click the graphic to be taken to the portal login page.

**\*Note: You will need to create an account the first time you access the system.**

The screenshot shows the City of Oakbrook Terrace website. At the top, there is a navigation bar with links for COMMUNITY, GOVERNMENT, HOW DO I, and BUSINESS. The main content area is titled 'COMMUNITY DEVELOPMENT' and features a sidebar menu with options: Building, Code Enforcement, Planning & Zoning, and Economic Development. The main content area is titled 'Building Permit Application' and contains the following text:

All residents, businesses, or contractors seeking a permit are encouraged to utilize the City's Online Permitting Portal. Designed with user convenience in mind, the portal offers a seamless experience, boasting a robust interface and a suite of helpful tools. From creating a user profile to monitoring the permit process in real-time, uploading essential documents, scheduling inspections, and engaging in direct communication with our dedicated staff, the portal puts control firmly in your hands. By registering for the City's Online Permitting Portal, users can enjoy a plethora of benefits, including:

- Applying for various building permits (such as fencing, decks, driveways, pools, etc.)
- Uploading necessary documents effortlessly
- Scheduling inspections at your convenience
- Communicating directly with our knowledgeable staff
- Tracking the progress of your permitting process with ease

Furthermore, the portal promises a seamless user experience across desktop and mobile devices, ensuring accessibility for all. Sign up or access the Online Permitting Portal [here](#).

Instructions on how to create a Self-Service account can be found [here](#). View [step-by-step](#) directions on how to Apply for a Permit online.

**APPLICATION REQUIREMENTS**

Click the link below to access the required documents for permit submittal. Be sure to have all the listed items per project before you begin your application. You will be uploading your digital files and cannot submit the permit application without all the requirements.

Applications may still be submitted by:

**Mail:** Submit a copy of the application and all required documents to:  
City of Oakbrook Terrace  
Attn: Community Development  
17W275 Butterfield Rd  
Oakbrook Terrace IL 60181

**In Person:** Submit a copy of the application and all required documents during public access hours to:  
City of Oakbrook Terrace  
17W275 Butterfield Rd  
Oakbrook Terrace IL 60181

If you have any questions, please contact the Community Development Department at 630-941-8300 ext. 209.

**SUPPORTING DOCUMENTS**

- 📄 Building Permit Application (72 KB)
- 📄 Commercial Permit Application Checklist (75 KB)
- 📄 Residential Permit Application Checklist (69 KB)

A red box highlights a button that says 'ONLINE PERMITTING PORTAL CLICK HERE'.



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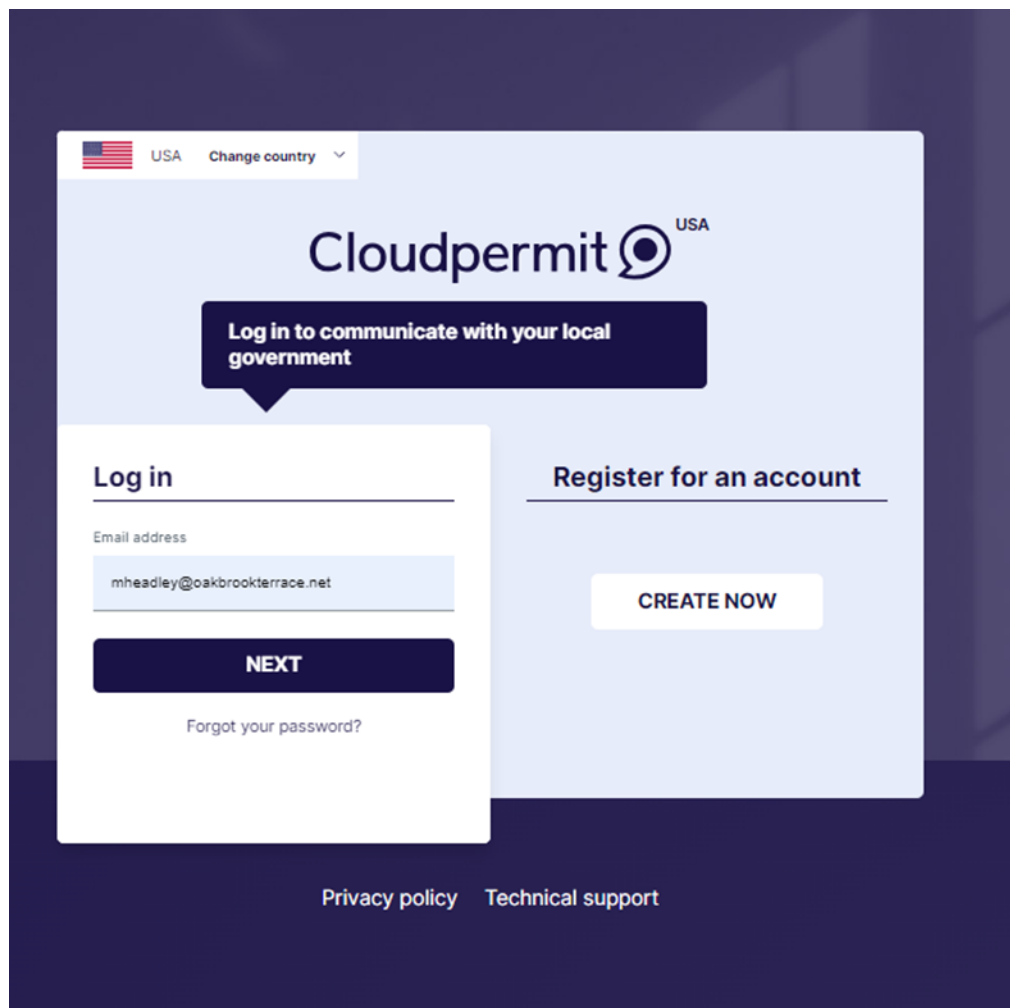
# Online Permitting & Licensing Portal

## Step 3: Create an Account or Login

To "Login" type in your email address and click the "NEXT" button

If you have not created an account, you may register for an account by clicking the "CREATE NOW" button

**\*Reminder: You will need to create an account the first time you access the system.**



The screenshot shows the Cloudpermit USA login and registration interface. At the top, there is a navigation bar with the USA flag, the text "USA", and a "Change country" dropdown menu. The main heading is "Cloudpermit USA". A dark blue callout box contains the text "Log in to communicate with your local government". Below this, there are two main sections: "Log in" and "Register for an account". The "Log in" section includes an "Email address" input field with the text "mheadley@oakbrookterrace.net" and a dark blue "NEXT" button. Below the "NEXT" button is a link for "Forgot your password?". The "Register for an account" section features a white "CREATE NOW" button. At the bottom of the page, there are links for "Privacy policy" and "Technical support".



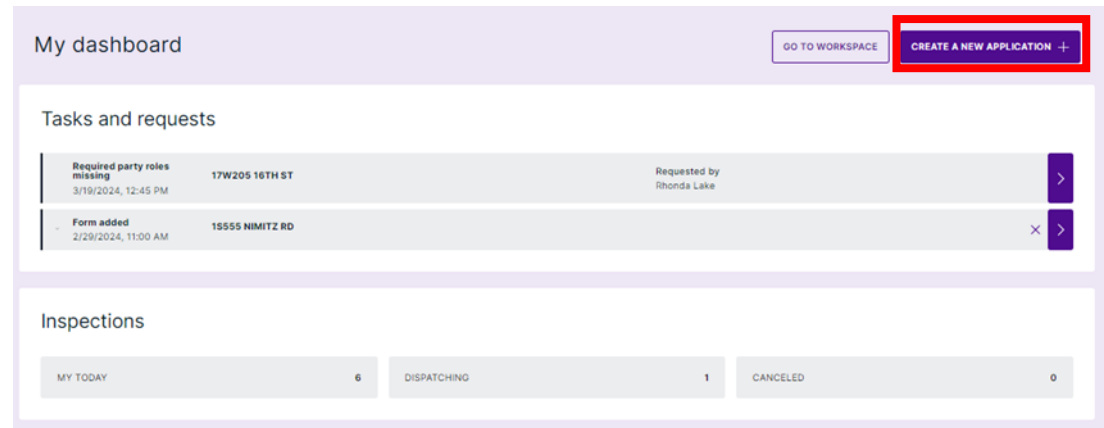
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# Online Permitting & Licensing Portal

## Step 4: Create Permit Application

Once you are logged in, Click “Create New Application” in the top right corner of the screen.



My dashboard

GO TO WORKSPACE CREATE A NEW APPLICATION +

Tasks and requests

Required party roles missing 3/19/2024, 12:45 PM	17W205 16TH ST	Requested by Rhonda Lake	>
Form added 2/29/2024, 11:00 AM	15555 NIMITZ RD		× >

Inspections

MY TODAY	6	DISPATCHING	1	CANCELED	0
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## Step 5: Create Permit Application


1. Select “Illinois” and “Oakbrook Terrace” in line 1.
2. Click on the Building Permit tile to expand the description. Click “Create Application”

My dashboard GO TO WORKSPACE CLOSE X

1 Select City (Town, Village, County or Community)

Illinois Oakbrook Terrace

2 Select type of application

  
**Building Permit**  
Building Permits: Most projects require a building permit. A building permit is required when you wish to construct, renovate, repair, demolish or change the use of a building or structure. Permits are also required for:


- Accessory structures such as docks, porches, sheds, garages, gazebos, pergolas, fences, pools/hot tubs
- Concrete/Asphalt
- Door and Windows when changing opening size
- Electrical & Plumbing Repairs
- Fill & Grading
- Fire Alarms & Sprinklers
- Furnace & AC
- Lawn Irrigation Systems
- Signs
- Waterproofing - interior & exterior

Certificate of Occupancy: Businesses may use this portal to apply for Certificates of Occupancy.

Rental Dwelling License: Owners of single family residential properties that will be let for rent, may apply for a Rental Dwelling License through this portal.

Temporary Events/Uses: Businesses planning on having a special event, may apply for a temporary event through this portal.

[CREATE APPLICATION](#)

  
**Contractor Registration**  
CONTRACTOR REGISTRATION APPLICATION  
All contractors engaged to perform permitted work are required to complete an application for



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## Step 6: Choose Permit Category, Type & Target

1. Select “Commercial” or “Residential” in the Category box.
2. Select the Work Type for your project.
3. Select Work Target, if applicable.
4. Click “NEXT”

Create a new application

Category Project Location Summary

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

**Category**

- Certificate of Occupancy
- Commercial
- Rental Dwelling License
- Residential
- Temporary Events/Uses

**Work type**

- Addition
- Concrete/Asphalt
- Demolition
- Electrical
- Elevators, Escalators, Lifts and Dumbwaiters
- Fence
- Fill & Grading
- Fire Alarm
- Fire Suppression
- Foundation

**Work target**

- Electrical Alterations
- New Electrical Service
- Other
- Parking Lot Pole Lighting
- Revisions
- Temporary Service

Good to know

A Commercial building includes the construction, alteration, addition to, or repair of a building that is used for commercial purposes. Examples: Bakery, Business Office, Drive-through restaurant, Funeral Home, Gas station or Hotel.

CANCEL BACK **NEXT →**



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# Online Permitting & Licensing Portal

## Step 7: Create New Project

1. Click “Create New Project”.
2. Add a brief description of the project to the text box.
3. Click “NEXT”

Create a new application

Category  Project  Location  Summary

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT  CREATE A NEW PROJECT

Name of the project

TEST PROJECT DESCRIPTION

CANCEL BACK NEXT →



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# Online Permitting & Licensing Portal

## Step 8: Add Address

1. Type in ADDRESS or PIN number into the text box.
2. Select the address from the dropdown list
3. Click "NEXT"

Create a new application

Category Project Location Summary

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Oakbrook Terrace, Illinois

17W275

Existing locations

Addresses

- 17W275 16TH ST (PIN: 0622400010)
- 17W275 BUTTERFIELD RD (PIN: 0622201016)
- 17W275 STILLWELL RD (PIN: 0622401011)

CANCEL BACK NEXT →



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# Online Permitting & Licensing Portal

## Step 9: Summary Page

1. Verify the summary of selections is correct.

2. Click “FINISH & CREATE”

Create a new application

Category Project Location **Summary**

**Summary**

Review the summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

Address	PIN	Municipal ID	Property code
17W275 BUTTERFIELD RD	0622201016	70353	CITY OF OAKBROOK TERR

APPLICATION TYPE & CATEGORY

BUILDING PERMIT COMMERCIAL

WORK TYPE AND TARGET

ELECTRICAL

APPROVAL AUTHORITY

OAKBROOK TERRACE IL, BUILDING DEPARTMENT

CANCEL BACK **FINISH & CREATE →**



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## Step 10: Add Parties

For each application, there is a list of mandatory parties. To add parties and assign their roles, Click “ADD OR INVITE PARTY”

1. Enter in all the contact information for the party.
2. Select their role (i.e. owner, contractor, applicant, etc) and click the checkmark.
3. Click the “ADD” button at the bottom of the window. The role box will change to dark gray when a role has been assigned.

**\*\*Please Note: There is a list of required roles at the top of the Parties to the Application Section. If you do not assign someone to all the required party roles, you will not be able to submit your application.**

**1 PARTIES TO THE APPLICATION** Close

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT (Test Account OB T CloudPermit) | BUILDER | ELECTRICAL CONTRACTOR (REGISTERED) | PROPERTY OWNER | TENANT

Additional parties

To invite additional parties to be involved in or have access to the application, click the “+” button to add a someone with their email address and specifying their role.

**ADD OR INVITE PARTY +**

ABC Contractor (Test Account OB T CloudPermit)  
Workspace creator  
Applicant  
obt\_cloudpermit\_test@yahoo.com  
+1 6309418300

Add party

Add Person  Add Registered contractor

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address  
mail@example.com

Input details manually and add the party immediately

First name \* Melissa  
Last name \* Headley  
Street address \* 17W275 Butterfield Rd  
Unit number Apartment, suite, etc.

ZIP code \* 60181  
Municipality \* Oakbrook Terrace  
State \* Illinois  
Corporation or partnership City of Oakbrook Terrace

Mobile phone \* +1 - 630-941-8300  
Other phone +1 - (123) 456-7890

Invitee will act in role(s) of  
Applicant



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## Step 11: Application Forms

Click on “MISSING MANDATORY FIELDS”

Under Purpose of Application:

1. Choose “Commercial” or “Residential” from the dropdown box
2. Type in brief description of work

Under Project Information:

1. Add in construction cost
2. Square feet and height if applicable; and
3. Answer whether there is a tenant for the property. If there is a tenant, provide tenant name.

**\*\*Please Note:** Cloudpermit saves the information you type as you type it, there is no save button. To go back to the permit application, click on the Site Address at the top of the page.

**Any fields with an \* are required.**

**1 APPLICATION FORMS** Close

Waiting for customer

Building Permit Application Draft **MISSING MANDATORY FIELDS**

### Building Permit Application

All required fields are marked with \*

#### PURPOSE OF APPLICATION Close

Property Address  
17W275 BUTTERFIELD RD

Application Type  
- Select -

Description of work  
Describe the work or construction in more detail

#### PROJECT INFORMATION Close

Total Estimated Construction Cost \$:  USD

Square Feet of Structure / Floor  
 sq.ft.

Height  
 ft

Is there a Tenant?  YES  NO

Tenant Name:

#### SIGNATURE Close

I hereby certify the above information is true and correct to the best of my knowledge. Pursuant to §154.02(B) and §154.03(B), if the plan review fees or building and site development permit fees required by §154.02(A) and §154.03(A) are not sufficient to cover the cost of the plan review or inspections by the office of the city engineer or other consultant(s) hired by the City, I agree to pay such additional expenses within thirty (30) Days after the City issues an invoice therefore.



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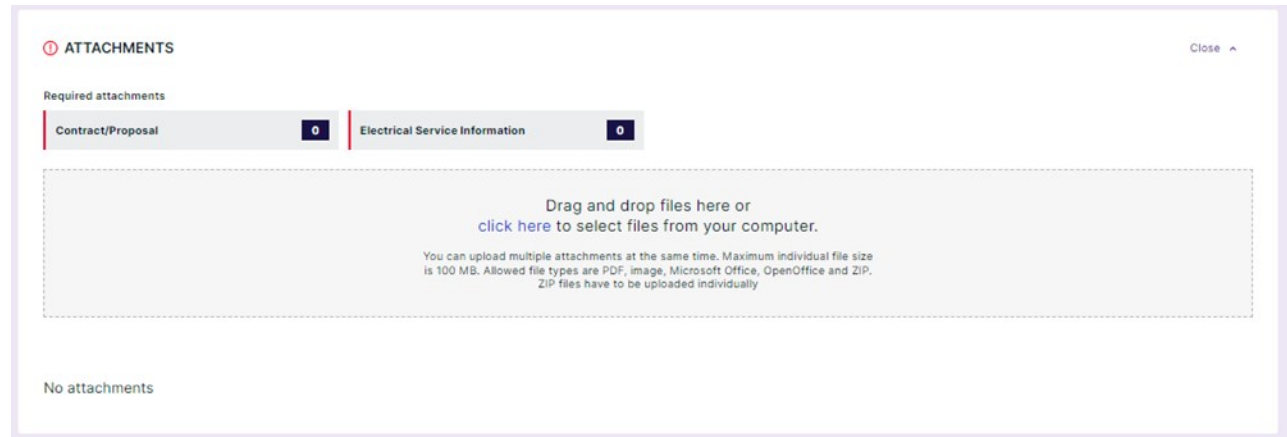
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## Step 12: Attachments

You can either drag & drop files or upload them by clicking on the “click here” link.

Once a file has been uploaded, you can choose all Required Attachments that apply.

**\*\*Please Note: There is a list of required attachments at the top of the Attachments Section. If you do not submit all required documents, you will not be able to submit your application. Once you have attached the document, there will be a green line on the left and a number 1 in the blue box on the right.**



The screenshot shows a web interface titled "ATTACHMENTS" with a "Close" button in the top right corner. Below the title, there is a section for "Required attachments" with two tabs: "Contract/Proposal" and "Electrical Service Information". Both tabs have a blue box with the number "1" next to them, indicating that a file has been uploaded. Below the tabs is a large dashed box containing the text: "Drag and drop files here or click here to select files from your computer." Below this box, there is a note: "You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually." At the bottom of the interface, it says "No attachments".



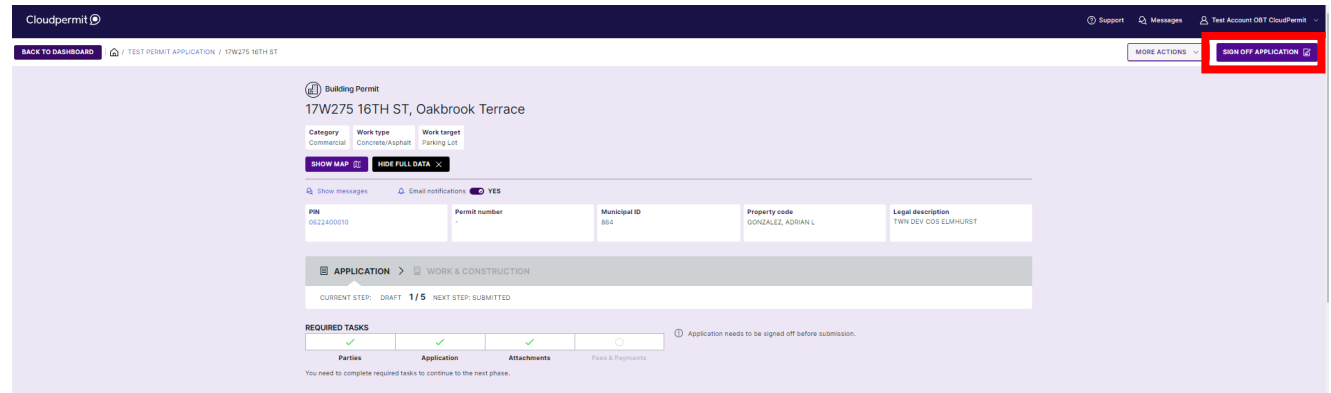
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## Step 13: Sign-Off Application

Once all files have been uploaded, click “SIGN OFF APPLICATION” at the top right corner of the screen.



The screenshot displays the Cloudpermit web interface for a Building Permit application. The header includes navigation links for Support, Messages, and Test Account. The main content area shows the permit details for 17W275 16TH ST, Oakbrook Terrace. A table lists key information: PIN (0822400010), Permit number, Municipal ID (884), Property code (GONZALEZ, ADRIAN L), and Legal description (TWN DEV COS ELMHURST). Below this, a progress bar indicates the current step is 'DRAFT 1/5' and the next step is 'SUBMITTED'. A 'REQUIRED TASKS' section shows progress for Parties, Application, Attachments, and Fees & Payments. A red box highlights the 'SIGN OFF APPLICATION' button in the top right corner.

Category	Work type	Work target
Commercial	Concrete/Asphalt	Paving Lot

PN	Permit number	Municipal ID	Property code	Legal description
0822400010		884	GONZALEZ, ADRIAN L	TWN DEV COS ELMHURST

APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
✓	✓	✓	○

Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.



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## Step 14: Declaration Statement

Scroll down the page and click “SIGN OFF” .

DECLARATION Close ^

APPLICANT

In consideration of the issuance of this permit, the Applicant shall receive approval of the highway authority for the type size of roadway entrance. In consideration of the issuance of said permit, I agree that, in the erection and use of the structure covered by said permit, I will conform to the regulations set forth in the local Zoning Ordinance and in the local Health Ordinance and in the local Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the plans and plot diagram which accompanies this application, except for such changes as may be authorized by the Building Officer, and that I will use the structure covered by said permit only for the purpose it was applied for.

**SIGN OFF** 



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## Step 15: Submit Application

Click “SUBMIT APPLICATION” at the top right corner of your screen .

Now the application has been created and submitted and the City will begin reviewing your application.

You should receive an email confirming that your application has been submitted. If you do not receive this email call Community Development at 630-941-8300 ext 209 for assistance.

**\*\*\*Please note: If you think you have completed all steps, but the “SUBMIT APPLICATION” button is still gray, look at the required tasks section. There will be a list of items that are still required before the application can be submitted.**

The screenshot shows the Cloudpermit web interface. At the top right, there is a navigation bar with a 'SUBMIT APPLICATION' button highlighted in red. Below this, the application details for a 'Building Permit' at '17W275 16TH ST, Oakbrook Terrace' are displayed. The application is currently in the 'DRAFT' stage, and the progress bar shows 'CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED'. The 'SUBMIT APPLICATION' button is highlighted in red, indicating it is the next step to be taken.



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# Online Permitting & Licensing Portal

## Tips & Reminders

There is a list of required roles at the top of the Parties to the Application Section. If you do not assign someone to all the required party roles, you will not be able to submit your application.

**2** PARTIES TO THE APPLICATION Close ^

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES ▾

APPLICANT (2 parties) | BUILDER (Test Account OBT CloudPermit) | **CONCRETE/ASPHALT CONTRACTOR (REGISTERED)** (Test Account OBT CloudPermit) | PROPERTY OWNER (Test Account OBT CloudPermit) | TENANT (Test Account OBT CloudPermit)

There is a list of required attachments at the top of the Attachments Section. If you do not submit all required documents, you will not be able to submit your application. Once you have attached the document, there will be a green line on the left and a number 1 in the blue box on the right.

ATTACHMENTS Close ^

Required attachments

Contract/Proposal **1** | Plat of Survey **1** | Proposed Site Plan **1**

If you think you have completed all steps, but the “SUBMIT APPLICATION” button is still gray, look at the required tasks section. There will be a list of items that are still required before the application can be submitted.

REQUIRED TASKS

✓	✓	✓	○
Parties	Application	Attachments	Fees & Payments

1 Add an applicant to your application parties.  
1 Make sure you have uploaded all of the required attachments.

You need to complete required tasks to continue to the next phase.



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