Online Permitting & Licensing Portal

How to Apply for a Permit

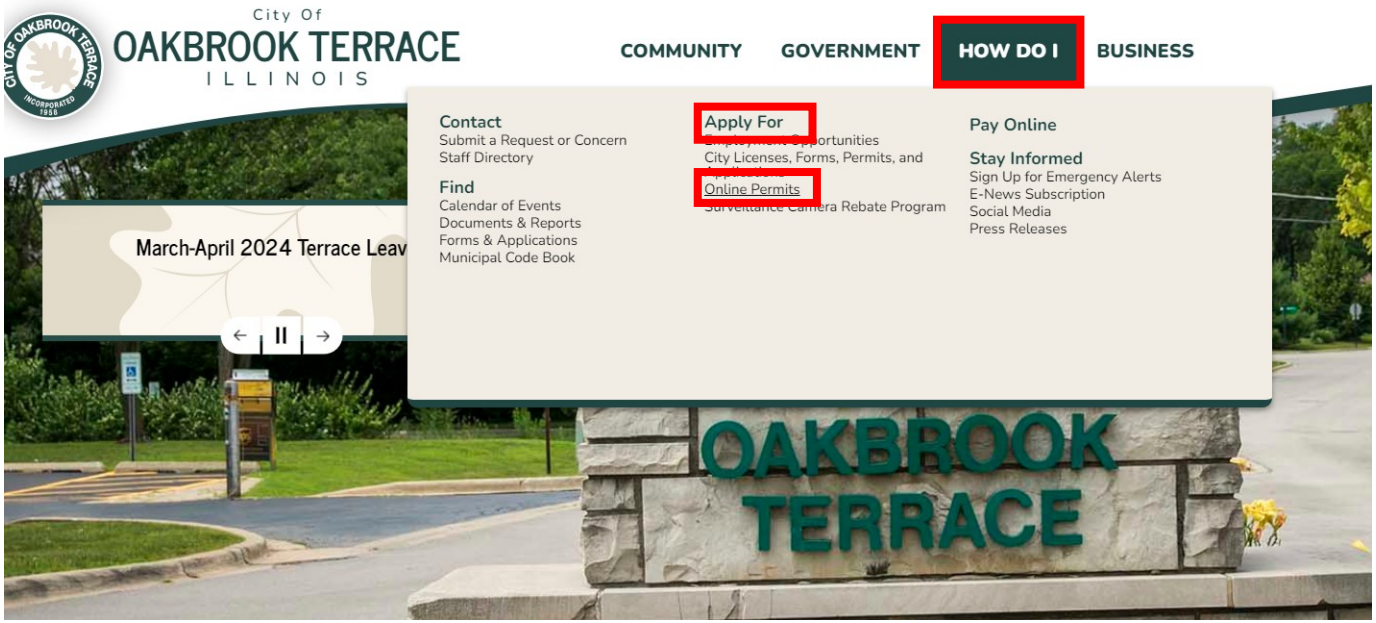
City of Oakbrook Terrace

17W275 Butterfield Road
Oakbrook Terrace IL 60181
630-941-8300 ext. 209
Permits@OakbrookTerrace.net

Online Permitting & Licensing Portal

Step 1: Accessing the Portal

1. Go to 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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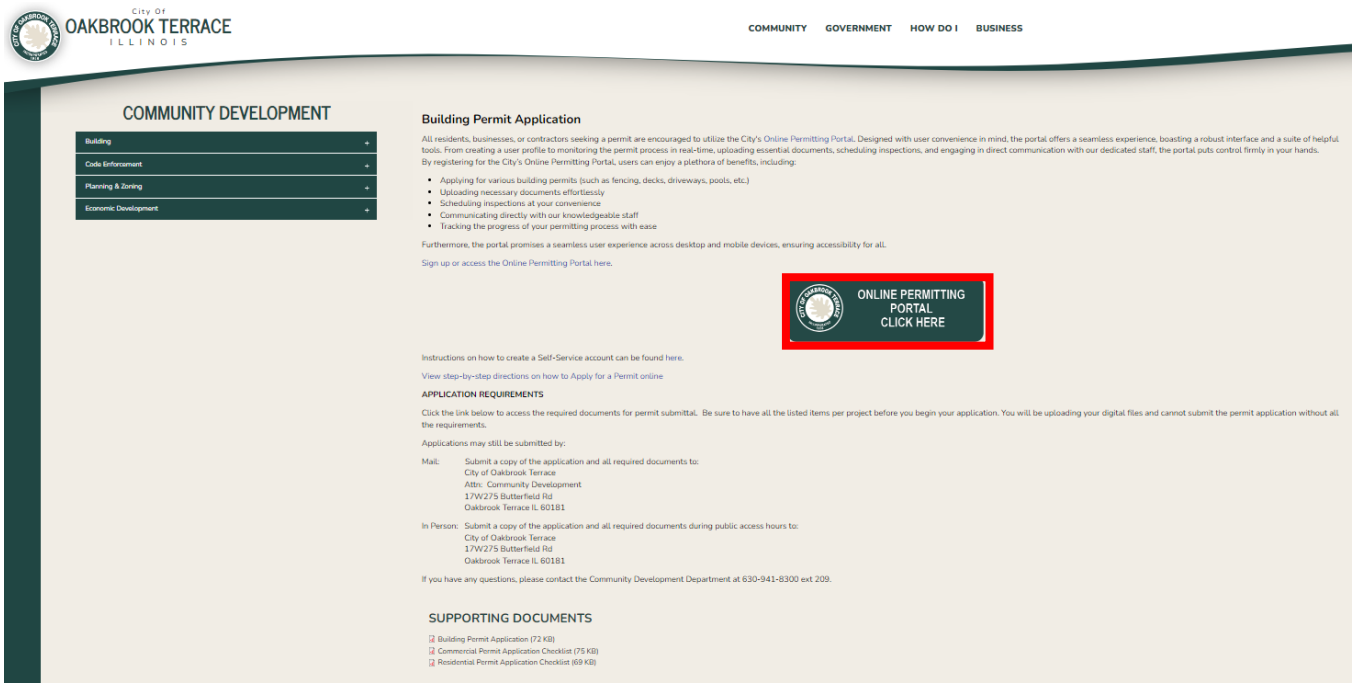
Step 2: Accessing the Portal

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.**



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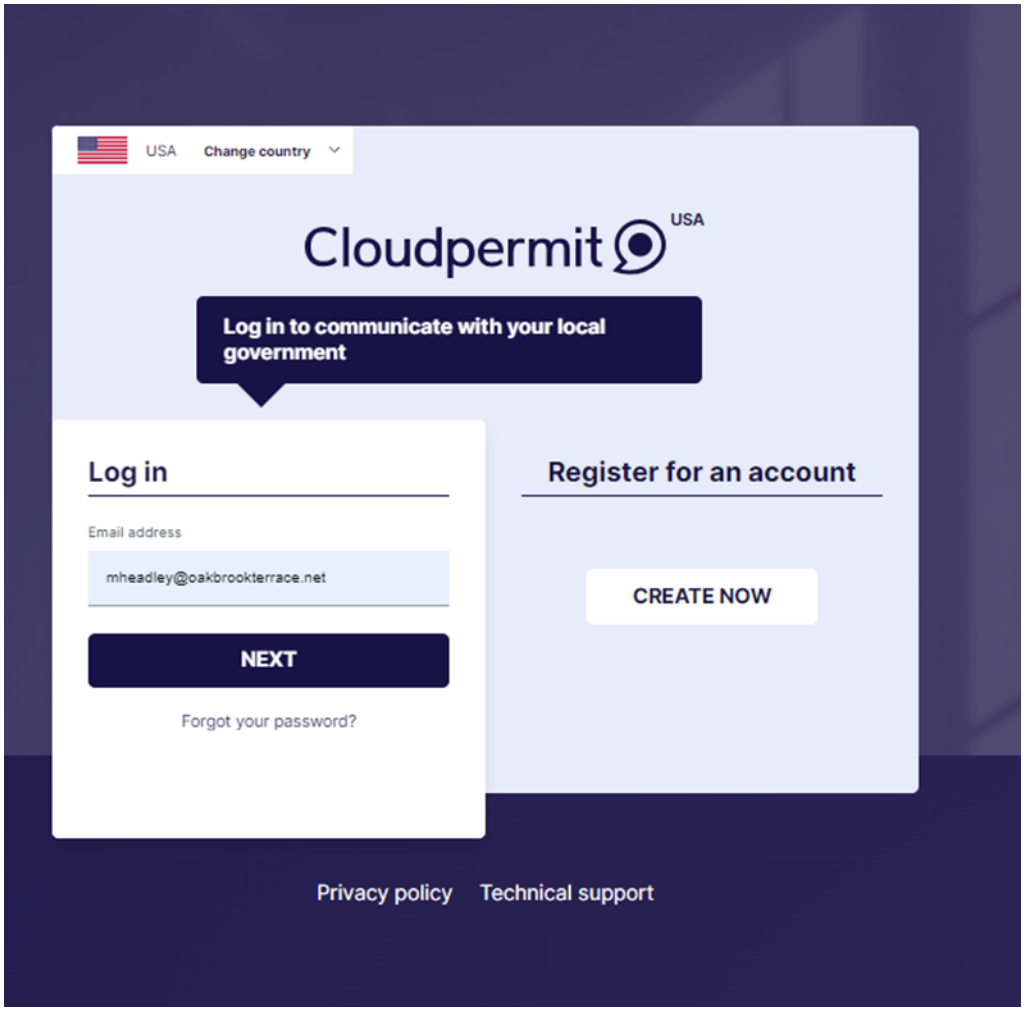
Step 3: Create an Account or Login

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.**



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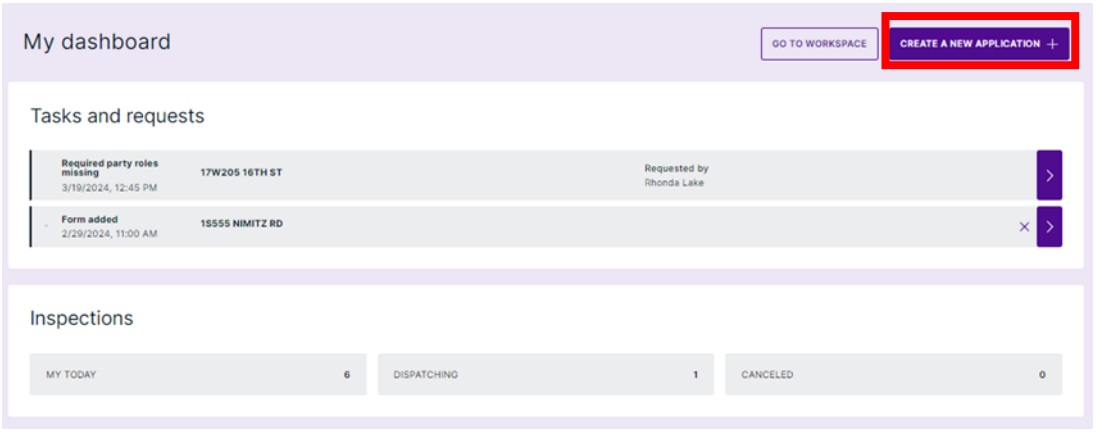
Step 4: Create Permit Application

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



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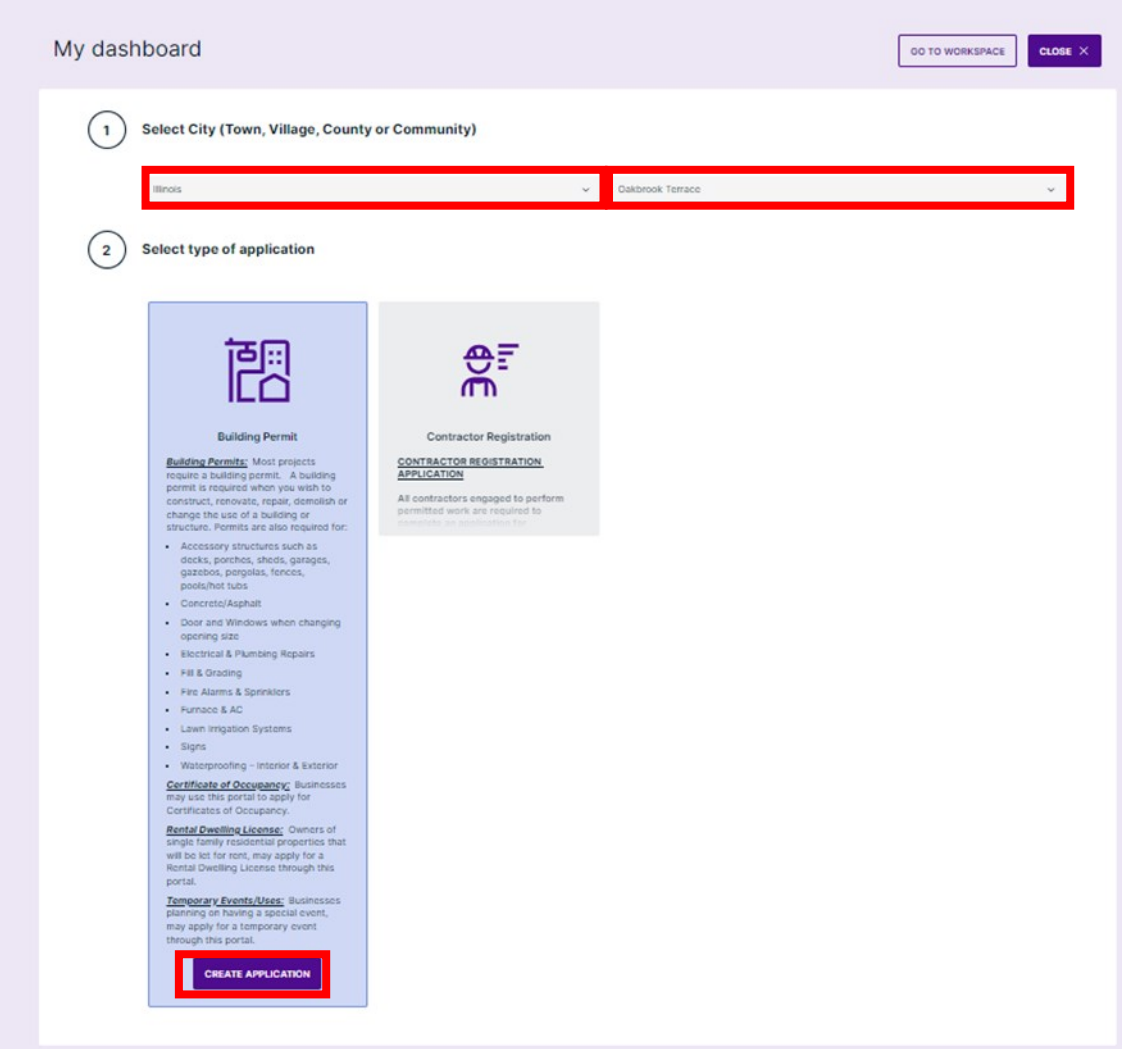
Step 5: Create Permit Application

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



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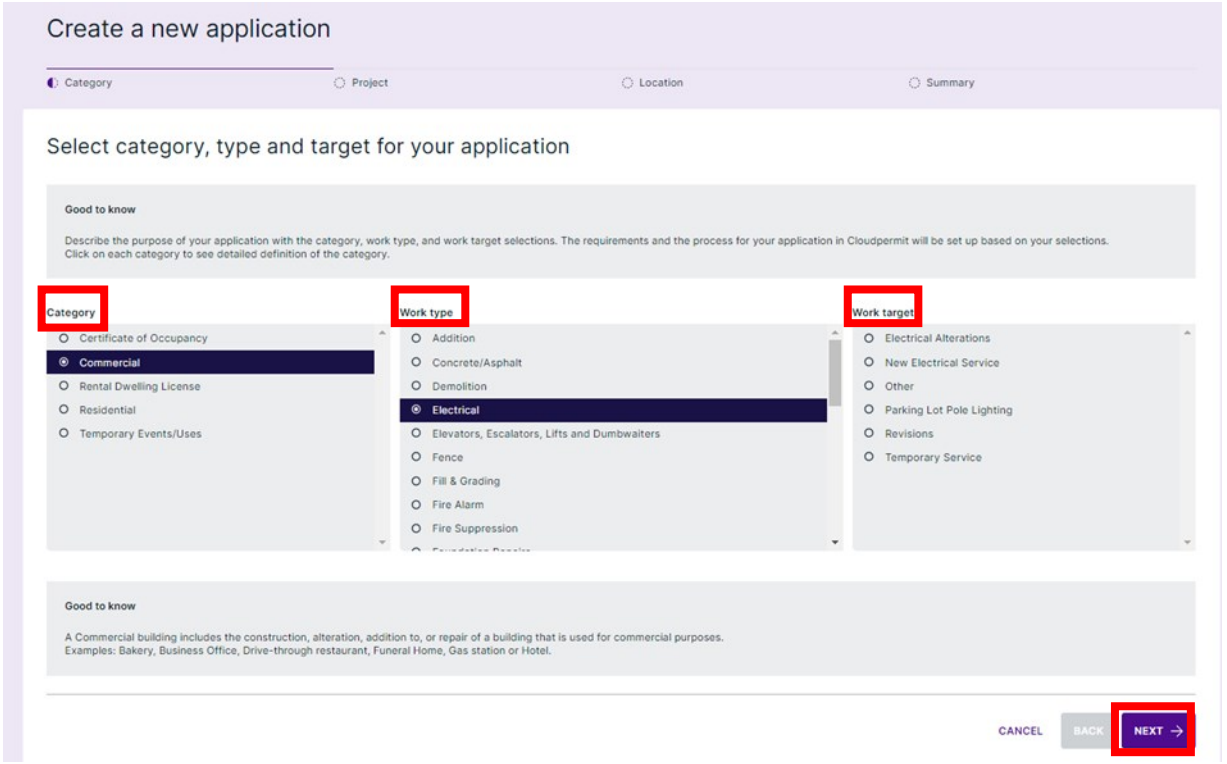
Step 6: Choose Permit Category, Type & Target

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”



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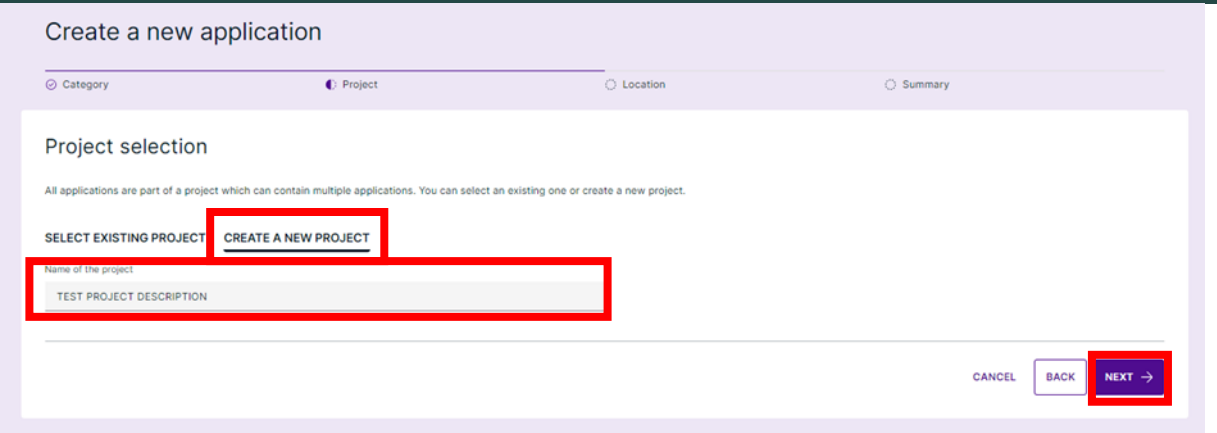
Step 7: Create New Project

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



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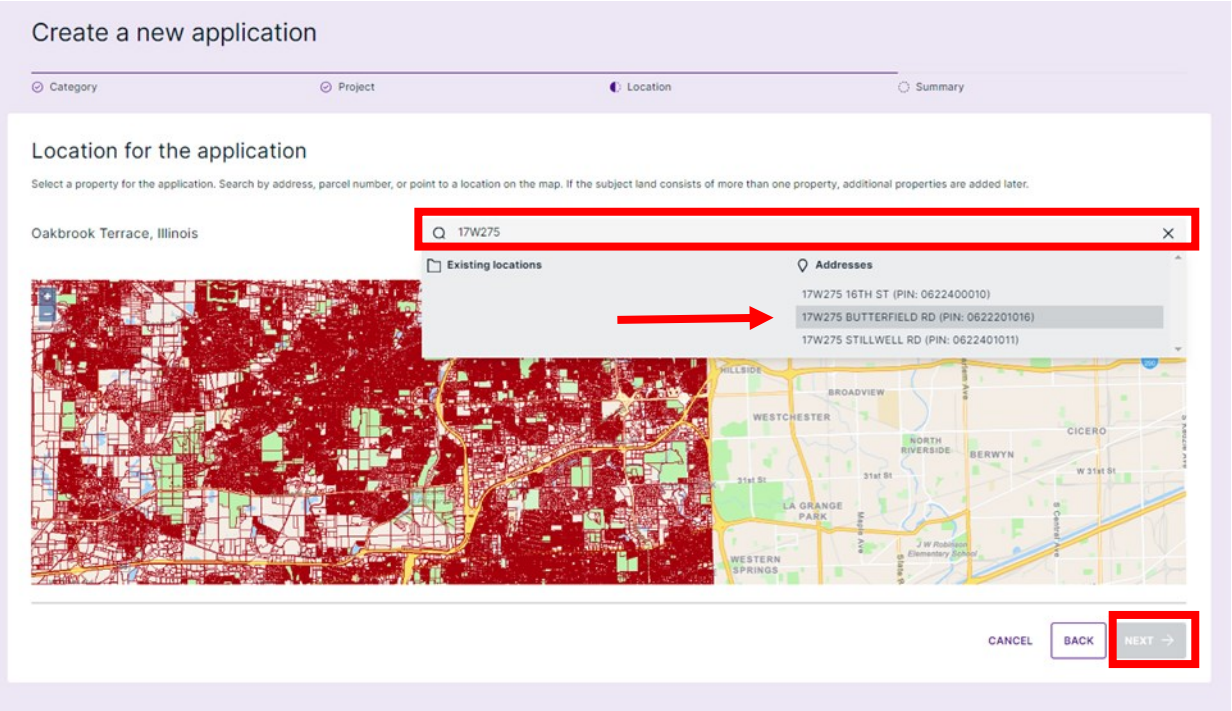
Step 8: Add Address

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



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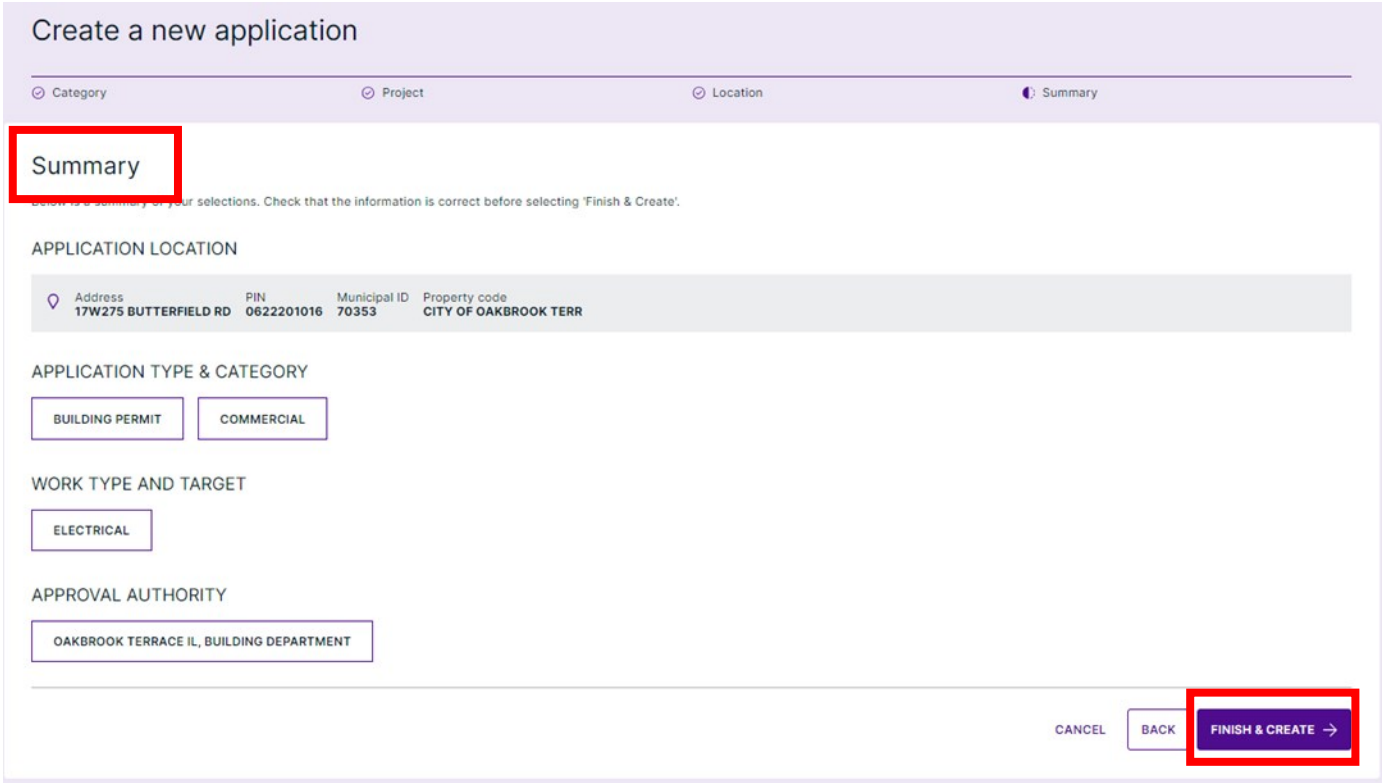
Step 9: Summary Page

1. **Verify the summary of selections is correct.**
2. **Click "FINISH & CREATE"**



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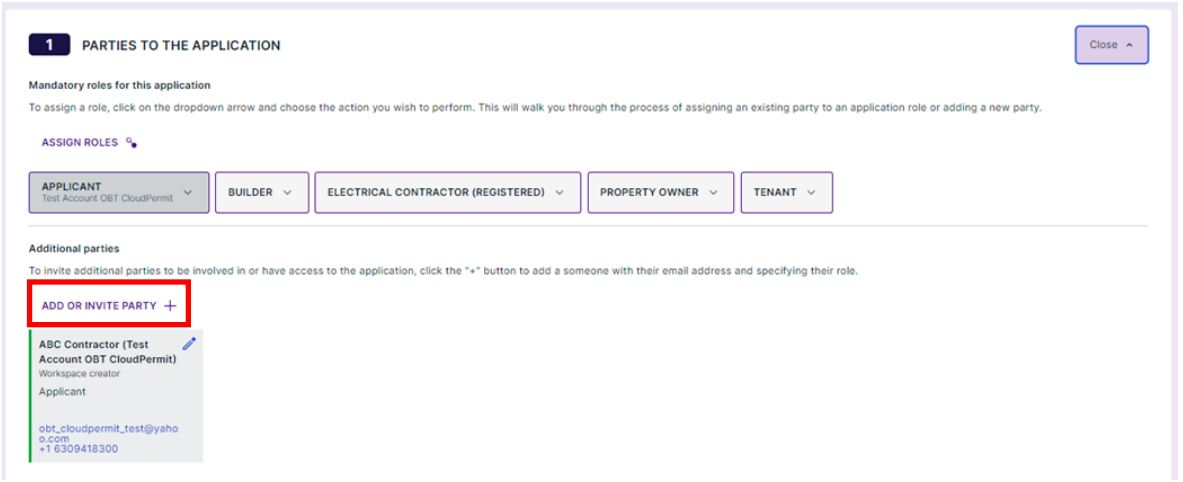
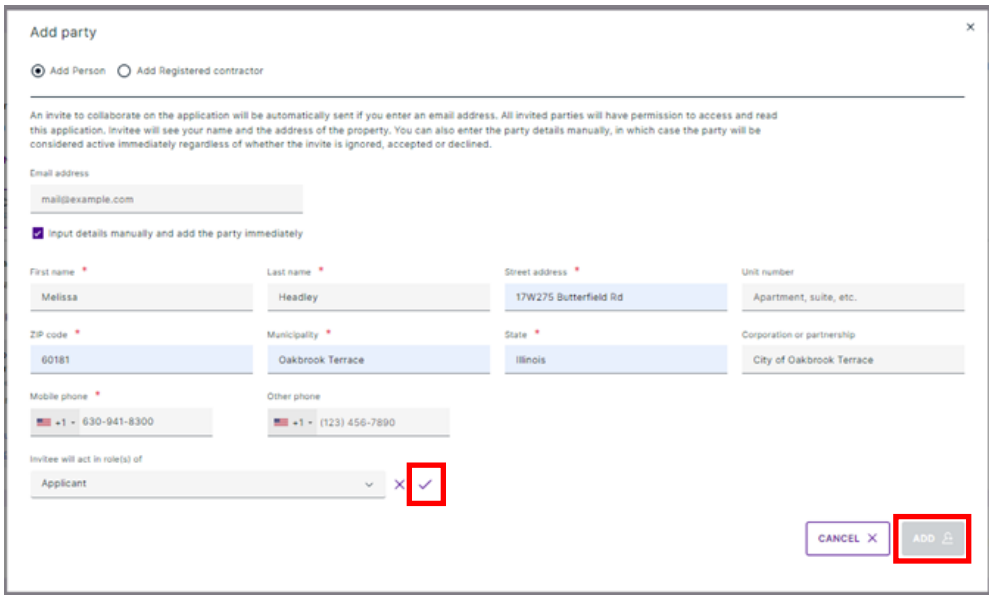
Step 10: Add Parties

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.**





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Step 11: Application Forms

Click on "MISSING MANDATORY FIELDS"

Under Purpose of Application:

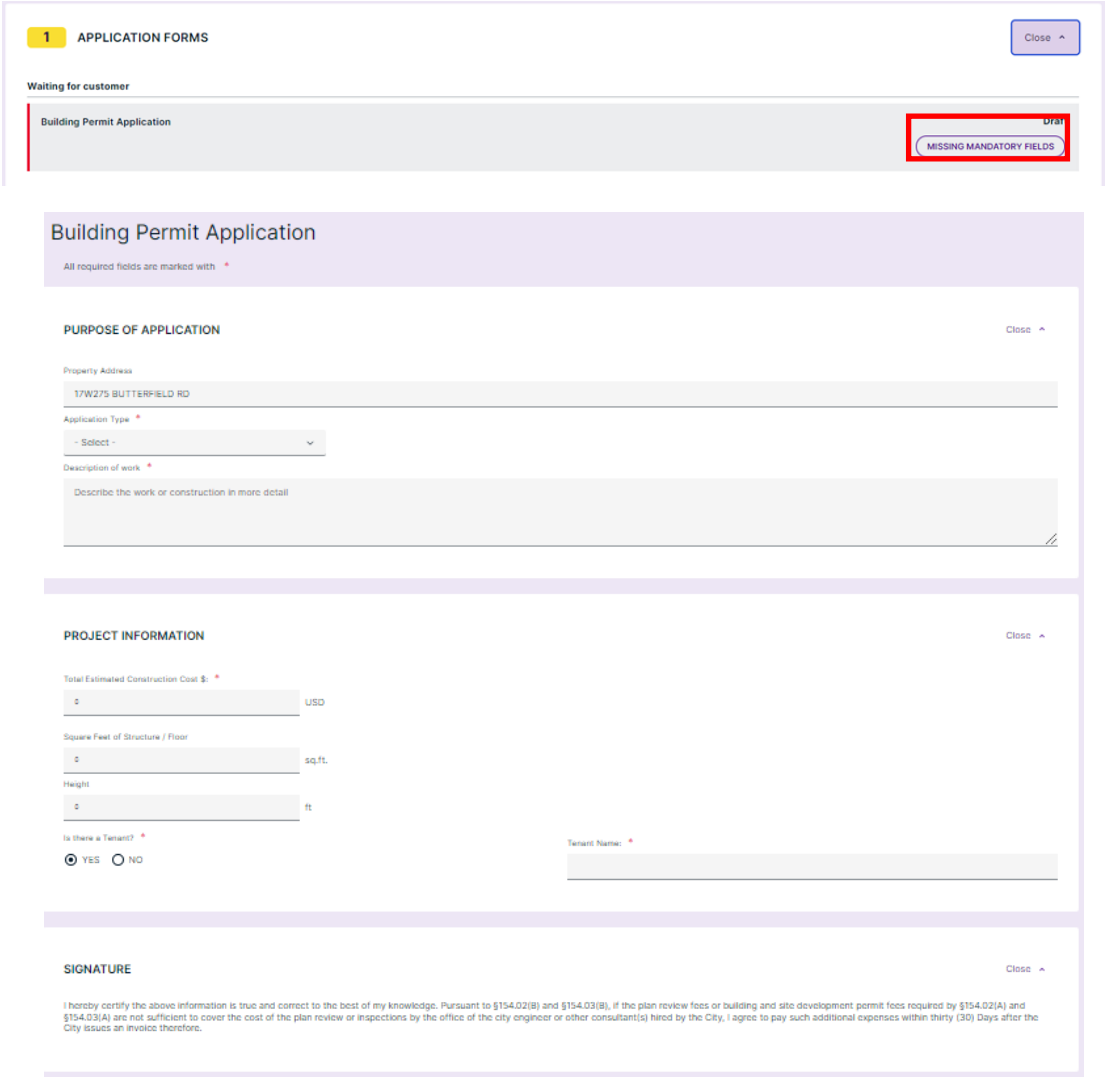
1. **Choose "Commercial" or "Residential" from the dropdown box**
2. **Type in brief description of work**

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.



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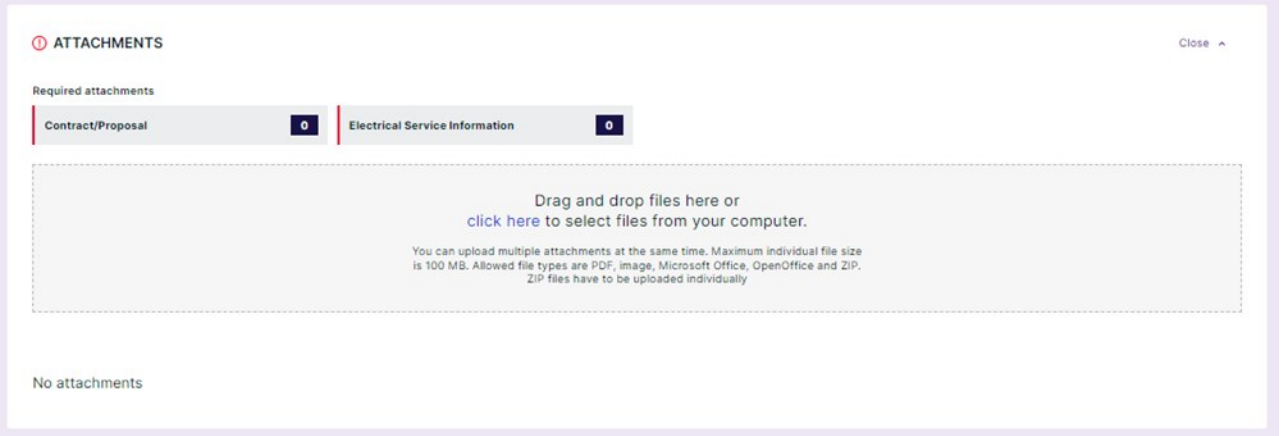
Step 12: Attachments

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.**



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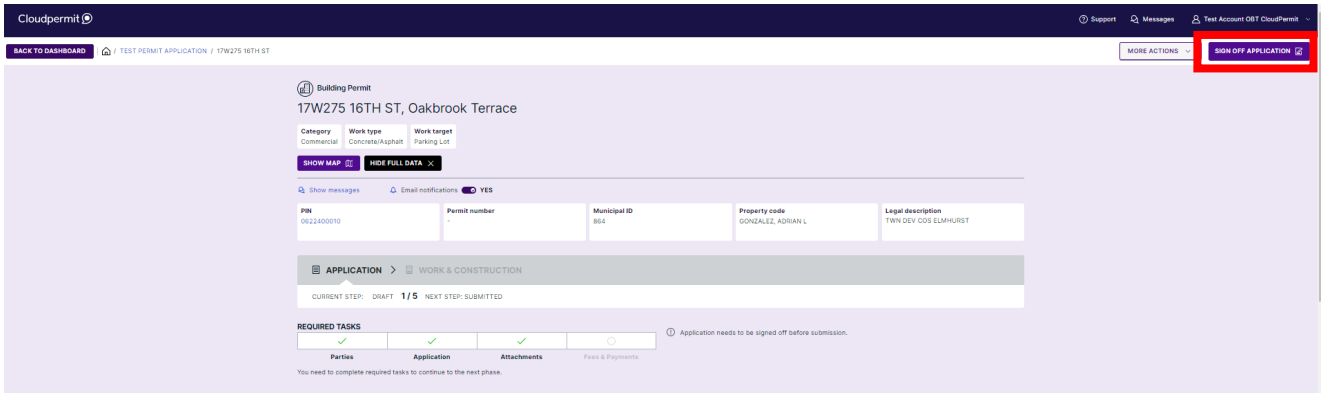
Step 13: Sign-Off Application

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



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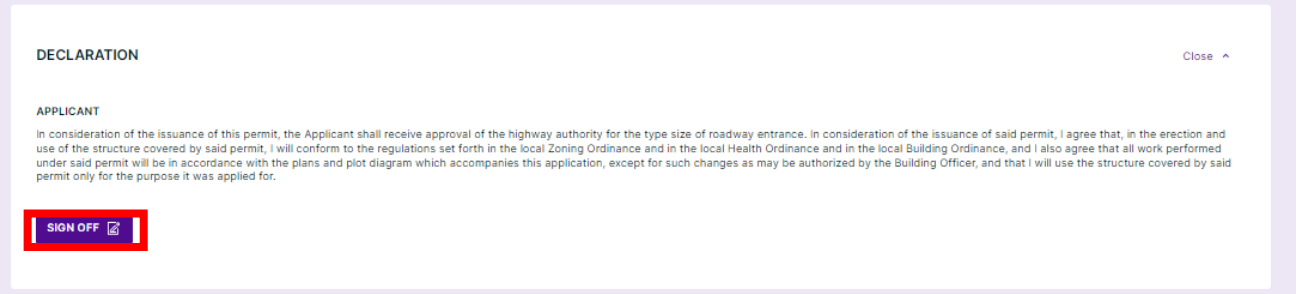
Step 14: Declaration Statement

Scroll down the page and click “SIGN OFF” .



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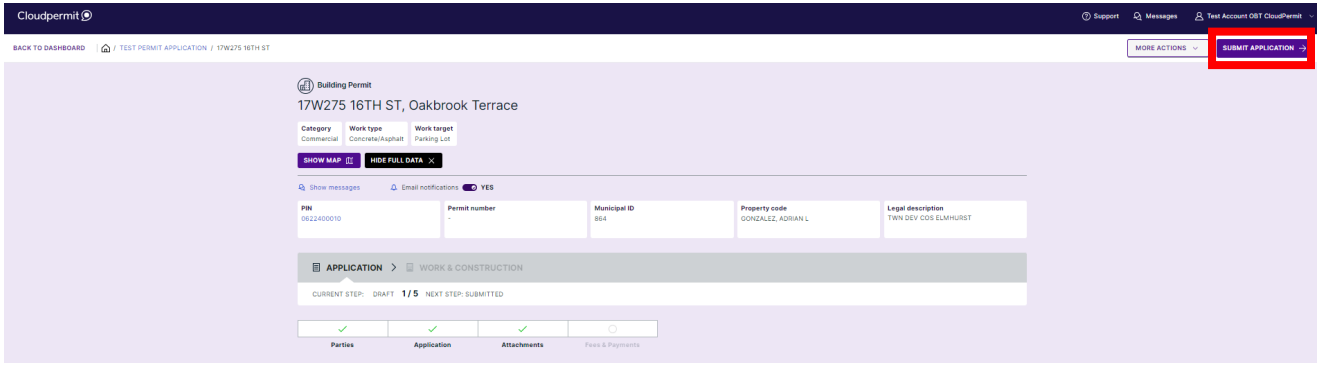
Step 15: Submit Application

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.**

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Tips & Reminders

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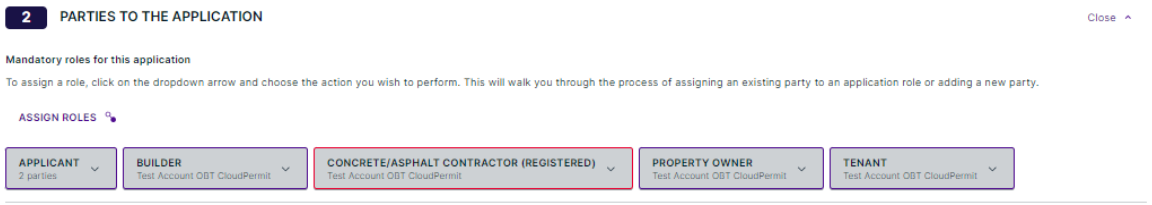

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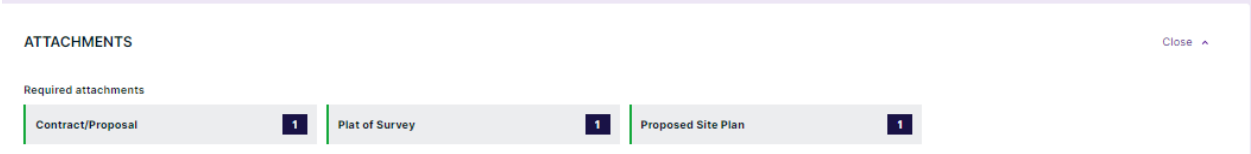

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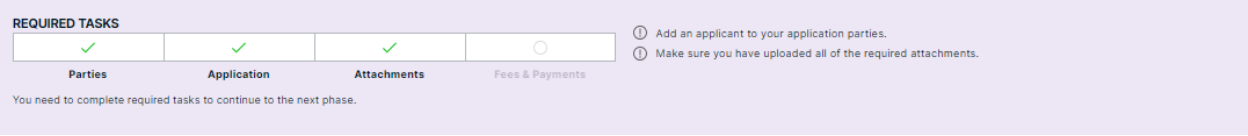

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