



Amendments in ACA

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

Dashboard My Records My Account Advanced Search

Building

Showing 1-10 of 79 | Download results | Add to collection | Add to cart | Copy Record

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		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		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

< Prev 1 2 3 4 5 6 7 8 Next >

Under **MY RECORDS** in ACA, select the record you wish to amend by clicking on the blue **AMENDMENT** link.

Home **Building** Zoning Public Works Division of Transportation (DOT) Stormwater Compl

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

[Search](#)

Add/Change Registered Contractor

Change of Contact Information - Permit

Change of Scope

Completion Permit

[Continue Application >](#)

CHANGE OF SCOPE allows you to submit changes to a record which has not been closed yet. These changes can be required by your inspector due to unapproved changes during construction or can be voluntary design changes driven by a customer.



Amendments in ACA

* Indicates a required field.

Project Details - Part 1

General Information

Total Building Area (Sq. Ft):

* Estimated Cost (Job Value):

* Description of Scope Changes:

[spell check](#)

Project Details - Part 2

Details of Scope Change

In this section, add information for each change made to the approved plan(s).

Showing 0-0 of 0

Item	Original	New	Reason for Change
No records found.			

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

[Save and resume later](#)

[Continue Application](#)

Change your cost, description and area in Part 1. Fields with an asterisk are required. By adding rows, you can list the changes you are submitting for review.

Details of Scope Change

In this section, add information for each change made to the approved plan(s).

*Item: *Original: *New:

*Reason for Change:

[spell check](#)

*Item: *Original: *New:

*Reason for Change:

[spell check](#)

*Item: *Original: *New:

Complete the changes you are making along with the reason. Select **SUBMIT** when you are finished adding the details for the scope change.



Amendments in ACA

Project Details - Part 2

Details of Scope Change
In this section, add information for each change made to the approved plan(s).

Showing 1-3 of 3

<input type="checkbox"/>	Item	Original	New	Reason for Change	
<input type="checkbox"/>	entry	stoop only	covered porch	customer driven design change	Actions ▾
<input type="checkbox"/>	sink	no sink in laundry	adding laundry tub	customer driven design change	Actions ▾
<input type="checkbox"/>	water heater	40 gallon	60 gallon	could not find 40 gallon water heater due to supply chain	Actions ▾

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

Save and resume later



Continue Application »



The application can always be saved and resumed later. The blue **ACTIONS** pulldown will allow you to edit or delete. When ready, select **CONTINUE APPLICATION**.

In this page, upload documents to support your application.

* 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;cp;exe;hta;htm;html;ins;isp;jar;js;json;lnk;mde;mht;mhtml;msc;msp;ost;php;pdf;scr;sect;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	Action
test plans.pdf	Site Plan and/or Construction Document	392.43 KB	01/20/2022	Actions ▾
test plat.pdf	Site Plan and/or Construction Document	197.91 KB	01/20/2022	Actions ▾

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

Save and resume later

Continue Application »

Add any necessary documents for re-review including new construction documents, a revised plat of survey, manufacturer specifications, etc. **Make sure documents are fully loaded and not "pending" before progressing. SAVE.** Select **CONTINUE APPLICATION** to review.



Amendments in ACA

Record Type

Change of Scope

Project Details - Part 1 Edit

General Information
 Total Building Area (Sq. Ft): 2500
 Estimated Cost (Job Value):
 Description of Scope Change: New covered porch, laundry sink and 50 gallon water heater

Project Details - Part 2 Edit

Details of Scope Change

Item	Original	New	Reason for Change
entry	sloped entry	covered porch	customer driven design change
sink	no sink in laundry	adding laundry tub	customer driven design change
water heater	40 gallon	60 gallon	could not find 40 gallon water heater due to supply chain

Attachment Edit

If you are attaching a new set of plans or a document that does not need to go through Plan Review then you should use the Add or Select From Account buttons.
 If your plans have been through Plan Review and have revisions then use the Resubmit above the Actions for each set of plans that you have completed the revisions for. This will then allow the additional review of those plans.

The maximum file size allowed is 100 MB.
 pdf,docx,batch,csv,excel,com,opis,wac,html,htm,htmles,log,gar,gs,js,lib,link,mdc,mht,html,css,css,asp,msst,gzip,gif,scract,sh,sys,vb,doc,vbs,csv,wec,wst,web 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	Action
test plans.pdf	Site Plan and/or Construction Document	392.43 KB	01/20/2022	Actions
test plan.pdf	Site Plan and/or Construction Document		01/20/2022	Actions

Save and resume later Continue Application

At the summary page, you can edit any of the previous fields or save and resume later. When ready to submit, select **CONTINUE APPLICATION**.

Create an Application Search Applications

- 1 Select item to pay
- 2 Payment Information
- 3 Application Receipt

Step 3: Application Receipt

Receipt



Your application(s) has been successfully submitted.
 To view the details of the application click the number below.

No Address

AMD-SCOPE-000003

Your **CHANGE OF SCOPE** amendment has now been submitted.



Amendments in ACA

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

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 please contact us.

[Search](#)

Add/Change Registered Contractor

Change of Contact Information - Permit

Change of Scope

Completion Permit

[Continue Application »](#)

COMPLETION OF PERMIT allows you to resubmit your original expired permit for re-review. If you have exceeded the 180 days between required inspections, this submission will be necessary.

* 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

[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.					

Licensed Professional List

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.

[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 »](#)

Much like the original application, complete all the required fields for applicant, bond provider and contractor. Select **CONTINUE APPLICATION**.



Amendments in ACA

Permits, etc Other Swimming Pools Window/Door Installation

* 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.

Required forms have not been completed in the section below. For each of the indicated rows, 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"/>	CR0000001	HOMEOWNER	All		Actions ▾

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

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

Edit contractors with **ACTIONS** pulldown to add trades for all contractors. Any remaining scope of work requires a registered contractor for that trade. Select **CONTINUE APPLICATION**.

Step 2: Step 2 > Project Information

* indicates a required field.

Custom Fields

AMENDMENT INFORMATION

* Residential or Commercial:

Support Documentation

Attach modified documents if the scope of your project has changed.

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;mssc;msp;mst;php;plf;scr;shb;sys;vb;vbs;vxd;wsc;waf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

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

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

Complete whether project is residential or commercial and attach any required documents to re-review your submittal. **Make sure documents are fully loaded and not "pending" before progressing. SAVE.** Select **CONTINUE APPLICATION**. Select **COMPLETE APPLICATION** to review.



Amendments in ACA

Showing 1-1 of 1

Registration Number	Registration Type	Contact Name	Business Name	Action
CR000001	General Contractor w/Trades	Home Owner	HOMEOWNER	EDIT

Contractor Trades [EDIT]

Trades

Registration Number	Contractor Name	Registered Trades	Trade
CR000001	Home Owner	All	Carpentry

Custom Fields [EDIT]

AMBROSE INFORMATION
Residential or Commercial: Residential [EDIT]

Support Documentation [EDIT]

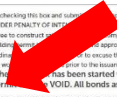
If you are attaching a new set of plans or a document that does not need to go through Plan Review, then you should use the Add to Saved from Account button. If your plans have been through Plan Review and have revisions, then use the Reupload button for each set of plans that you have completed the revisions for. This will then allow the additional review of those plans. The maximum file size allowed is 500 MB. <http://help.fuelchem.com/customer-help/submitting-files-to-jira> for details. All uploads are stored in a secure cloud storage environment with an encrypted type to upload.

Name	Type	Size	Latest Upload	Action
No records found.				

By checking this box and submitting this certification document, I certify that I am either the owner or acting on behalf of the owner of the property for which the application is being submitted. UNDER PENALTY OF INFRAVIOLATION AND/OR PERSECUTION, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct and maintain the project in accordance with all provisions of the Ordinance of DuPage County. I realize that the information that I have affirmed herein forms a basis for the issuance of the building permit. I understand that approval of plans in connection therewith shall not be construed to permit any construction upon such premises or use thereof in violation of any provision of any Ordinance of DuPage County prior to the issuance of a permit. No other person shall be permitted to occupy the premises until the issuance of a permit. When the permit has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be VOID. All bonds associated with voided permits will be forfeited.

By checking this box, I agree to the above certification. Date: 01/01/2022

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



At the summary page, you can edit any of the previous fields or save and resume later. After reading and understanding the general certification, check the box and select **CONTINUE APPLICATION**.

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

Create an Application Search Applications

Completion Permit

1 Contact Information 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Application Fee	50	\$50.00

TOTAL FEES: \$50.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out](#)

You will be directed to pay your application fee with a third-party vendor. Once fees have been paid, you will be notified of a new record number, similar in process to your original submission with DuPage County.