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

After reading the General Disclaimer, check the box and select **CONTINUE APPLICATION**.
Under RESIDENTIAL PERMITS, pull down and select Residential New Construction Permit. Select **CONTINUE APPLICATION**.

Using the **SAVE FROM ACCOUNT, ADD NEW** or **LOOK UP**, add both an applicant and a bond provider.
Selecting a Contact from Account will allow you to quickly find any previously entered data from your registration or previous applications.

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

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

**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.
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.
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**.

Describe the scope of work for which you are applying. Provide adequate detail. Descriptions which are vague or inconsistent will be rejected.
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.
Complete the **Utility Release Information** as applicable. Check the box acknowledging that the responsible utilities will be contacted concerning your scope of work.

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**.
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.

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**.
At the summary page, you can **EDIT** any field as necessary. Once complete, read the required certification information and check the box. Select **CONTINUE APPLICATION**.

Pay your fees in order to submit your application. You will be given the opportunity to pay or defer for another time. You will be directed to a third-party site for payment when you decide to pay. Once payment is complete, your application is given a record number used for the duration of your project at DuPage County. Congratulations!