

How to Complete the Step “Waiting for Permit Conditions Agreement” & Make Payments through the Portal

1. Log into your portal account:
 - a. Link: <https://aglc.addison-il.org/CityViewPortal/>
 - b. Click on “Sign In”

[Sign In](#) [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

The Village's new web portal is now online. Apply for permits, check the status of applications and inspections, check on planning applications, and apply for business licenses - all from the comfort of home. No more lineups. All inspections can be scheduled by calling the Community Development Department at (630) 693-7530. The CityView Portal is the first step in the Village's plan to improve its service offerings for citizens.



Building Department

[Apply for a Building Permit](#)
[Application Search](#)
[Upload Submittals](#)



Engineering Department

[Apply for an Engineering Permit](#)
[Application Search](#)
[Upload Submittals](#)

2. Enter your Portal Account information and Click on “Log In”

[Sign In](#) / [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

Welcome to the Village of Addison Web Portal

With an account you will be able to do more with the Village of Addison Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In ☺

Email Address:*

amarckess@addison-il.org

Password:*

.....

[Forgot your password?](#)

[LOGIN](#)

Register a New Account ☺

If you do not have an account, please click on [Register](#) to create one.

3. Click on “My Items”

Welcome Alexis Marckess

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Building Department

[Apply for a Building Permit](#)

[Application Search](#)

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Engineering Department

[Apply for an Engineering Permit](#)

[Application Search](#)

[Upload Submittals](#)

4. Click on “My Permit Applications”

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My Items

[Expand All](#) | [Collapse All](#)

[My Business License Applications](#) ☯

[My Permit Applications](#) ☯

[My Engineering Permit Applications](#) ☯

[My Planning Applications](#) ☯

[My Upcoming Inspections](#) ☯

5. Locate the permit, click on the reference number
 - a. The “status” field will say “Waiting for Permit Conditions Agreement”

My Permit Applications ☺

Show Active ▾

Reference Number	Address	Type	Status	Date Created
TMPPR2023000002	██████████, ADDISON, IL 60101 <small>Description: New SFR</small>	New Single Family Dwelling	Not Submitted	01/09/2023
<div style="display: flex; justify-content: space-between;"> RESUME THIS APPLICATION DISCARD THIS APPLICATION </div>				
PRRN20230002	██████████, ADDISON, IL 60101 <small>Description: Re-Roof</small>	Alteration	Waiting for Permit Conditions Agreement	01/05/2023
<div style="display: flex; justify-content: space-between;"> UPLOAD SUBMITTALS </div>				

6. The Portal will take the user to the “Permit Application Status” Page. Once the user has read and agrees to the permit conditions, they need to click on the link located at the top of the page on the right hand side of the screen that says “Edit Permit Application Details”

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Permit Application Status

PRRN20230002

You will only be able to view fees or view conditions if you are a contact on the permit application.

[Expand All](#) | [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary ☺

Application Number: PRRN20230002
 Application Type: Alteration
 Application Status: Waiting for Permit Conditions Agreement
 Category of Work: Alteration
 Description of Work: Re-Roof
 Application Date: 01/05/2023

[Edit Permit Application Details](#)

Cancellation Request ☺

Request Cancellation: No

All inspections can be scheduled by calling the Community Development Department at (630) 693-7530. ☺

By selecting “yes”, I acknowledge and agree with the following statements: ☺

1. I have read and understand the attached/above permit conditions

- a. The permit conditions are available to read in 2 locations
 - i. CityView emails the Permit Conditions to the applicant's email address from the email address: donotreply@addison-il.org
 1. The Permit Conditions also have instructions on how to complete the "Waiting for Permit Conditions Agreement" step on the Permit Conditions Document

Correspondence from Village of Addison - Permit Conditions (PRRN20220050) External Trash x



donotreply@addison-il.org
to americanfamilyhvac, me

Please see attached document.

This email was sent from Village of Addison, IL.

One attachment • Scanned by Gmail



Village of Addison

Community Development Department
1 Friendship Plaza, Addison, IL 60101
Telephone (630) 693-7530
Fax 630 543-3967
communitydevelopment@addison-il.org


After you have read the following permit conditions: sign into the Portal (<https://gis4.addison-il.org/portal>), click on "My Items", click on "My Permit Applications" and click on the permit "Reference Number." If you agree to the permit conditions, click on the link "Edit Permit Application Details" located at the top of the page. Read the statements and select your answer from the drop down menu, then click "Update Permit Details." Selecting yes to the statements will allow your permit to be paid for and issued. If you have any questions, please contact the Community Development Department (630) 693-7530.

PERMIT CONDITIONS PRRN20220050-BD1

- ii. In the Portal, on the “Permit Application Status” Page, if the user scrolls down to the bottom of the page, there is a section labeled “Documents & Images” where the Permit Conditions are available to download by click on the link

There are no conditions for this permit application.

Documents & Images ☺

Date Uploaded	File Type	Name
01/12/2023	Letter	CV - Application Acknowledgement
01/12/2023	Letter	Permit Conditions 

Upload Documents ☺

This application requires all documents to be attached to a submittal. [Click Here to Upload Documents.](#)

- 7. Once the user clicks on “Edit Permit Application Details”, they need to scroll down the page and find the section that begin with “By selecting ‘yes’, I acknowledge and agree with the following statements...”
 - a. Tell them to skip the “Cancellation Request”

Permit Application Information ☺

Application Number: PRN20230002

Application Type: Alteration

Application Status: Waiting for Permit Conditions Agreement

▼ Cancellation Request

Request Cancellation:

▼

All inspections can be scheduled by calling the Community Development Department at (630) 693-7530.

▼ By selecting “yes”, I acknowledge and agree with the following statements:

1. I have read and understand the attached/above permit conditions.

2. That the attached/above permit conditions are mandatory and that failure to comply with the conditions will invalidate all approvals.

3. I understand that the approved plans must be on site at the time of all inspections.

4. I certify that I have the authority to agree to the attached/above permit conditions.

5. I hereby agree to comply with the attached/above permit conditions.

Do you agree?:

UPDATE PERMIT DETAILS

8. The user needs to read the statements, under the field “Do you agree?”, they need to click on the down arrow and select “Yes”

Permit Application Information ☺

Application Number: PRRN20230002
Application Type: Alteration
Application Status: Waiting for Permit Conditions Agreement

▾ Cancellation Request


Request Cancellation:

▾

All inspections can be scheduled by calling the Community Development Department at (630) 693-7530.

▾ By selecting “yes”, I acknowledge and agree with the following statements:
1. I have read and understand the attached/above permit conditions.
2. That the attached/above permit conditions are mandatory and that failure to comply with the conditions will invalidate all approvals.
3. I understand that the approved plans must be on site at the time of all inspections.
4. I certify that I have the authority to agree to the attached/above permit conditions.
5. I hereby agree to comply with the attached/above permit conditions.


Do you agree?:


No 

UPDATE PERMIT DETAILS

▾ By selecting “yes”, I acknowledge and agree with the following statements:
1. I have read and understand the attached/above permit conditions.
2. That the attached/above permit conditions are mandatory and that failure to comply with the conditions will invalidate all approvals.
3. I understand that the approved plans must be on site at the time of all inspections.
4. I certify that I have the authority to agree to the attached/above permit conditions.
5. I hereby agree to comply with the attached/above permit conditions.

Do you agree?:

No  Yes No




9. Then they need to click on the button “UPDATE PERMIT DETAILS”
 - a. If the user does not select yes and click the button, the workflow will NOT move on and they will not be able to pay for their permit

▼ By selecting “yes”, I acknowledge and agree with the following statements:

- 1. I have read and understand the attached/above permit conditions.
- 2. That the attached/above permit conditions are mandatory and that failure to comply with the conditions will invalidate all approvals.
- 3. I understand that the approved plans must be on site at the time of all inspections.
- 4. I certify that I have the authority to agree to the attached/above permit conditions.
- 5. I hereby agree to comply with the attached/above permit conditions.

Do you agree?:

Yes ▼


UPDATE PERMIT DETAILS 

10. Next, at the top of the page, on the left hand side, click on “Return to Status Page”

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Edit Permit Application Details

PRRN20230002

[Return to Status Page](#) 

Permit Application Information ☺

Application Number: PRRN20230002
Application Type: Alteration
Application Status: Ready for Issuance

11. Scroll down the “Permit Application Status” Page and find the section named “Fees”

Submittals ☺

Name	Type	Status
1 Permit Application Submittal 01/05/2023	Permit Application Submittal	Submittal Accepted

Reviews ☺

Review Type	Outcome	Est. Completion Date	Completed
☺ Building Code Review	Approved	01/20/2023	01/12/2023
Reviewer: Alexis Marckess			
Reviewer Comments:			

Fees ☺

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
SFR Detached- Flat Fees: Re-roofing	\$50.00	\$0.00	\$50.00	Not Paid
Totals:	\$50.00	\$0.00	\$50.00	

Total Amount Payable Online:\$50.00 [Add Fees to My Cart](#)

12. Users may pay online or in person (still). To pay online, click “Add Fees to My Cart”

- If users are paying online, they can pay up to \$25,000.00, any payments greater than \$25,000.00 will need to be handled in person
- Bonds and Letter of Credits need to be turned in, in person as well

Fees ☺

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
SFR Detached- Flat Fees: Re-roofing	\$50.00	\$0.00	\$50.00	Not Paid
Totals:	\$50.00	\$0.00	\$50.00	

Total Amount Payable Online:\$50.00 [Add Fees to My Cart](#)



13. Next, the user will have to scroll to the top of the page and click on “My Shopping Cart”

Welcome Alexis Marckess

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Permit Application Status

PRRN20230002

14. Next, the user should click “MAKE PAYMENT”

a. The system will automatically have all the fees in the cart selected to pay

Welcome Alexis Marckess

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My Shopping Cart

PRRN20230002 ☺

[Remove Fees from My Cart](#)

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

SELECT ALL FEES

DESELECT ALL FEES

Fee Type	Amount	Amount Paid	Pay?
SFR Detached- Flat Fees: Re-roofing	\$50.00	\$0.00	<input checked="" type="checkbox"/>

Totals:

\$50.00

\$0.00

Amount Payable Online:

\$50.00

Total Selected:

\$50.00

Total Amount Owing:


\$50.00

Total Selected Amount:

\$50.00

MAKE PAYMENT

15. Next, the user should enter their payment information and fill in the appropriate fields
 - a. The page the user is on now, is the Paymentus site NOT Portal
 - i. Paymentus is the third party payment company




Enter Payment Information


All fields are required unless labeled as optional.


First Name	Middle Name
<input type="text" value="Alexis"/>	<input type="text"/>
	Optional
Last Name	Daytime Phone Number
<input type="text" value="Marckess"/>	<input type="text" value="6306937530"/>
ZIP Code	
<input type="text" value="60101"/>	

Pay this Amount \$

Payment Method

 eCheck / Bank Account


 Debit Card


 **Credit Card**

Card Number **CVV**

Expiration Date

Card Holder Name


 PayPal


 PayPal Credit


16. Once all the information is entered properly, click "Continue"

09 - September ▼ 2024 ▼

Card Holder Name
Alexis Marckess

 PayPal


 PayPal Credit



 Venmo

←

17. The user will be prompted to review their payment information

- They need to agree to the Payment terms by clicking in the empty box
- Then they should click "Pay \$__." "

 Confirm Payment

Payment Method  

Payment Date Now (01/12/2023)

Use this payment method for future payments.

Payment Amount \$50.00

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

↑ Click the **PAY** button to complete your payment.

←