

Kane County Portal Registration Guide

PURPOSE

This guide provides a step by step registration process, showing how to create an account in the Kane County CityView Portal. You must register in order to submit a permit application.

GENERAL INFORMATION

- The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.
- ➤ It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.
- Red (*) asterisks identify required fields. If you skip one of these fields, the system prompts you to enter the required information.
- Run Time If your computer has been idle for more than twenty minutes (10), the system will log you out. Before logging you out you will get a reminder that your system is about to be logged out of CityView.

PROCEDURE

Click on the link to the Kane County CityView Portal: https://cvportal.kanecountyil.gov/portalserver

1. Register link:

a. To register, Click on **Register** as shown in the following illustration.



Kane County Web Portal

Government A-Z Services Business Communities Calendar Maps Employment

ign In Register Portal Home Search for a Property Portal Help

Kane County's new web portal is now online. Apply for permits, check the status of applications and inspections- all from the comfort of home. No more waiting in line.

For more information on permit forms visit here!

This portal is offered for your convenience and service. If you have questions or need assistance with the portal, please contact the Development Department Permit Technicians at 630-232-3480 or at 630-232-3485 or Development Building Department Permits Email: KaneBuildingDeptPermits@co.kane.il.us, Monday through Friday from 8:30 a.m. to 4:30 p.m.



Apply for A Permit Apply for a Building Permit Status and Fees Upload Submittals



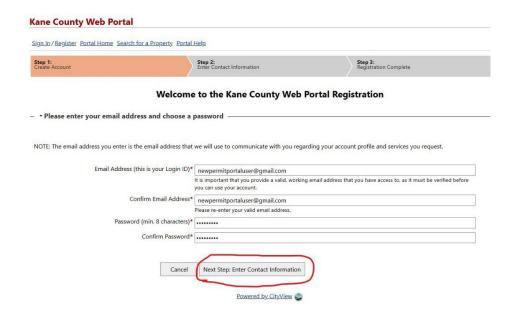


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2. Create an Account:

- a. In the Email Address box, enter your personal or business email address.
- b. In the Password box, enter your password, it must be at least 8 characters long
- c. In the Confirm Password box, enter your password again to confirm.
- d. Click on Next Step: Enter Contact Information to move to the next step of the process.

<u>Note</u>: Red (*) indicates required fields. The system will not advance to the next step unless all requested information is entered.



3. Enter Contact Information:

- a. In the **Name** box, type the following: Individual's name (First name and Last name).
- b. In the **Preferred Contact Method** drop-down list box, select Email.
- c. In the **Street Address** box, type your mailing address.
- d. In the **Additional Address Information** box, type any additional information that helps to complete your mailing address.
- e. In the City/State/Zip box, type the requested information.
- f. In the Contact Number(s) type at least one contact number.
- g. Click on **Next Step: Complete Registration** button to move to the next step of the process.



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	New Contact Infor	mation		
	Required information is indicated w	rith an asterisk (*).		
Full Name:*	John Smith			
Preferred Contact Method:*	Email			~
→ Address —				
Search for address	719 S BATAVIA AVE, GENEVA, IL 60134			
	Begin typing a street address above and appears, please select it from the list. If yo			
Mailing Address				
15 m				
Same as Location Address:				
	719 S BATAVIA AVE			
Street Address:*				
Street Address:* Address Extra Line 1:	719 S BATAVIA AVE	ILLINOIS	∨ 60134	
Street Address:* Address Extra Line 1: Address Extra Line 2:	719 S BATAVIA AVE	ILLINOIS	∨ 60134	
Street Address:* Address Extra Line 1: Address Extra Line 2: City/State/Zip*	719 S BATAVIA AVE	ILLINOIS	∨ 60134	
Street Address:* Address Extra Line 1: Address Extra Line 2: City/State/Zip*	719 S BATAVIA AVE	ILLINOIS Contact Number*	∨ 60134 Ext.	

4. Registration Complete

The registration process is complete. Within the next 30 minutes, a confirmation email will arrive from BuildingPermits@kanecountylL.gov

a. Click on the hyperlink contained in the body of the email to activate your account.