



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:

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



Government A-Z Services Business Communities Calendar Maps Employment

Kane County Web Portal

[Sign 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:

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

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

Kane County Web Portal

[Sign In / Register](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Step 1: Create Account Step 2: Enter Contact Information Step 3: Registration Complete

Welcome to the Kane County Web Portal Registration

— * Please enter your email address and choose a password —

NOTE: 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.

Email Address (this is your Login ID)*
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.

Confirm Email Address*
Please re-enter your valid email address.

Password (min. 8 characters)*

Confirm Password*

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3. Enter Contact Information:

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



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Step 1:
Create Account

Step 2:
Enter Contact Information

Step 3:
Registration Complete

New Contact Information

Required information is indicated with 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 we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

Mailing Address

Same as Location Address: ☒

Street Address:* 719 S BATAVIA AVE

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip* GENEVA ILLINOIS 60134

Contact Numbers

Contact Number(s):	Type*	Contact Number*	Ext.
	Primary	630-123-4567	

(*Please note: at least one contact number is required)

4. Registration Complete

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

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