

VILLAGE OF LEMONT ONLINE PERMIT APPLICATION SYSTEM

Open a web browser and type

lemontil.viewpointcloud.com

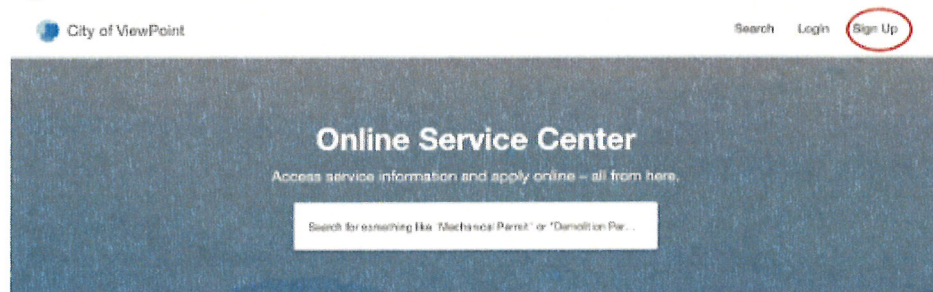
Do not type "www" and do not add extra periods.

Applicant/Citizen Accounts

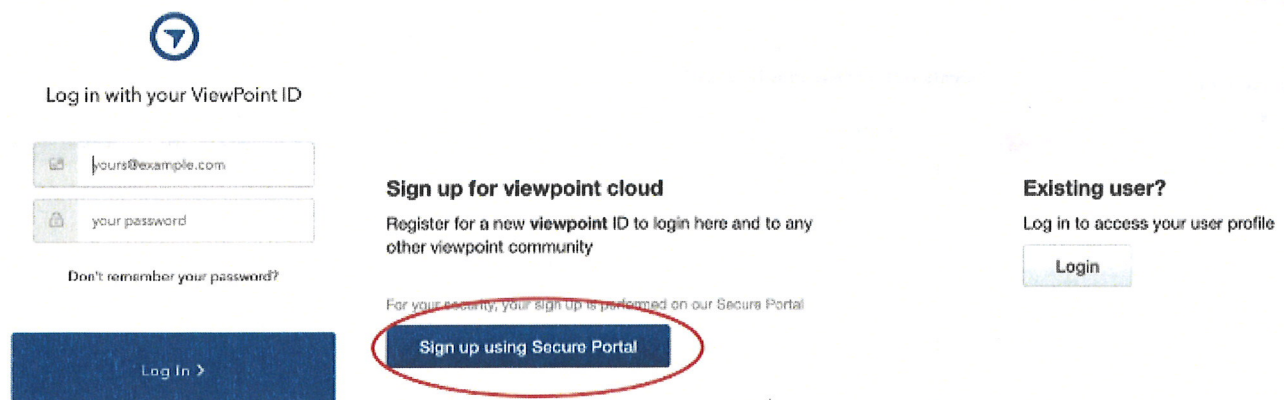
This section is regarding access to the Public Portal, which Employee Users as well as Public Citizens can access.

Created by the Applicant via Public Portal

Creating a user account can be done by clicking the "Sign Up" option in the top right corner of OpenGov Citizen Services!



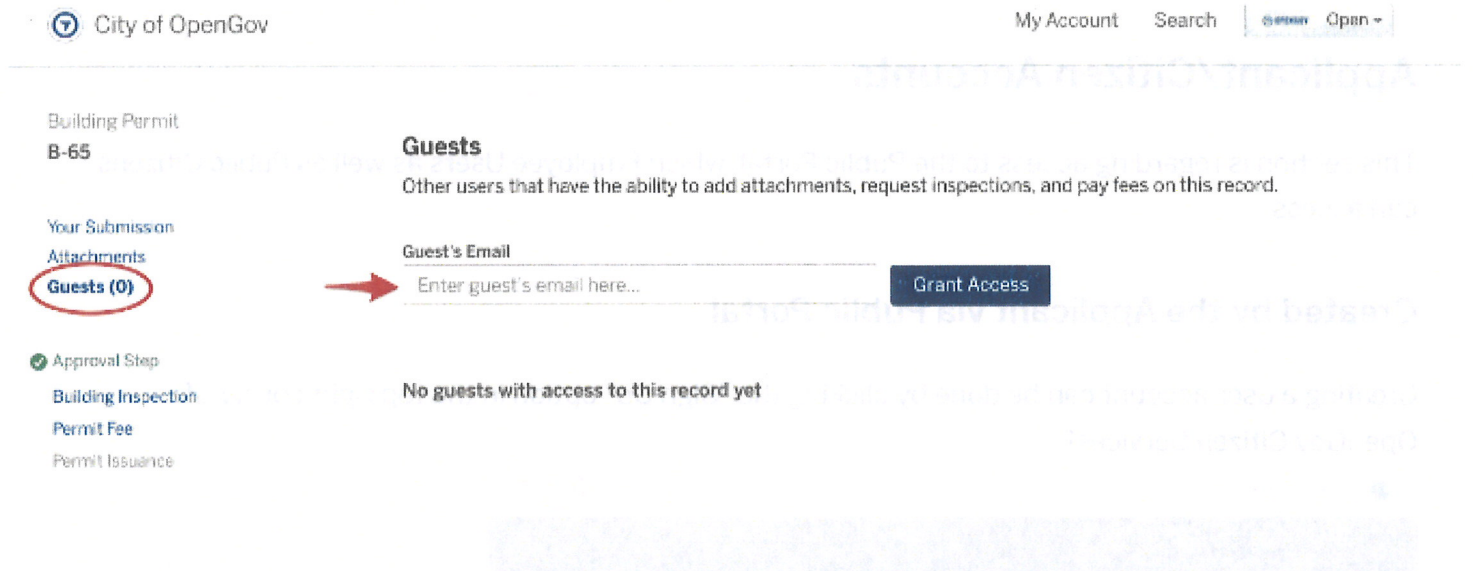
Next, click the "Sign up using Secure Portal" button. Then, when prompted, simply enter your email address and a secure password and then click "Sign Up" to create an account. Please note: all passwords must be at least eight characters and contain an upper case letter, lower case letter, and number.



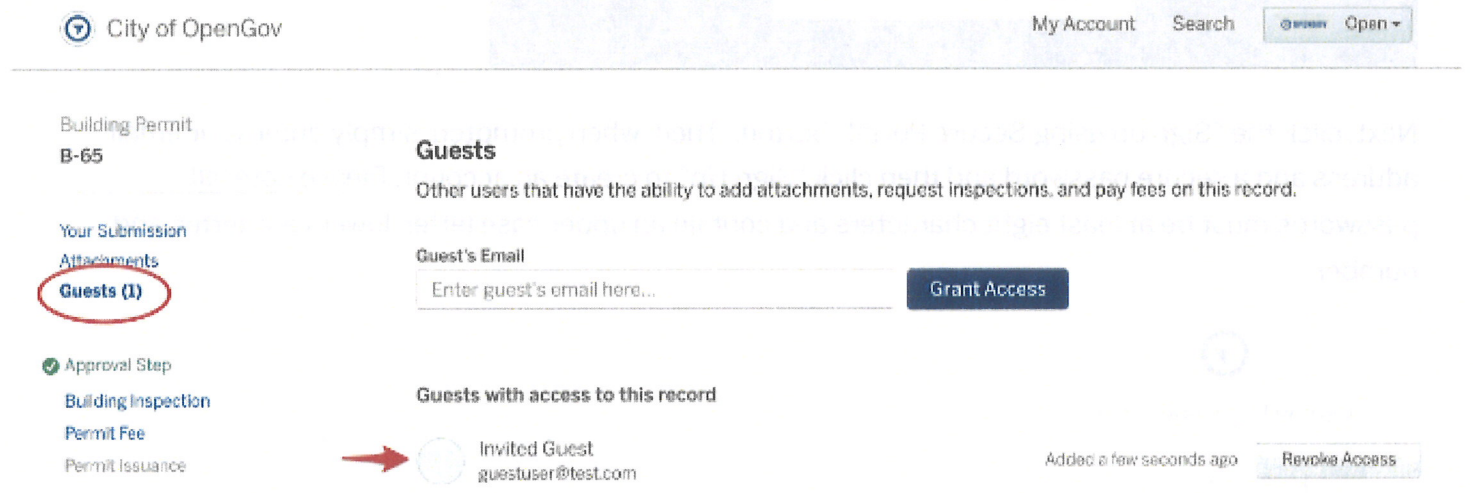
Inviting and Managing Guest Users in Citizen Services

How to invite a guest from the Public Portal

Once the application has been submitted, the main applicant can navigate to the record page, click on the Guests menu, and then invite a guest.



Once a guest has been added, their email will be displayed in the Guests menu.



After adding a Guest

Once a guest has been added to a record, they will receive an email notification informing them that they have been added to the record as a guest.

If the guest does not already have an OpenGov account, one will automatically be created for the guest, and they will receive an email asking them to create a password. If the guest already has an account, they will be able to log into the Public Portal and review the record.

A guest user does not need to "accept" an invitation; they are added to the record automatically.

There is a maximum of 10 guests per record.

Guest Permissions

A guest will have the same permissions as the main applicant.

- Requesting an Inspection
- Paying a Fee
- Guest may view all attachments that applicants may view
- Reviewing Issued Documents
- Making comments
- Guests will not be able to submit records on behalf of the main applicant.
- Guests cannot invite additional guests; only main applicants can invite guests.
- Guests will be removed from a record if the record is renewed.
- Guests cannot view secure form fields such as SSN or EINs.

Guest Notifications

Once added to a record, the guest will receive all of the same notifications that the main applicant receives **except for renewal reminders**. If a record is included in a renewal campaign, guests associated with a renewal record will not receive renewal notifications and cannot renew a record on behalf of the main applicant.

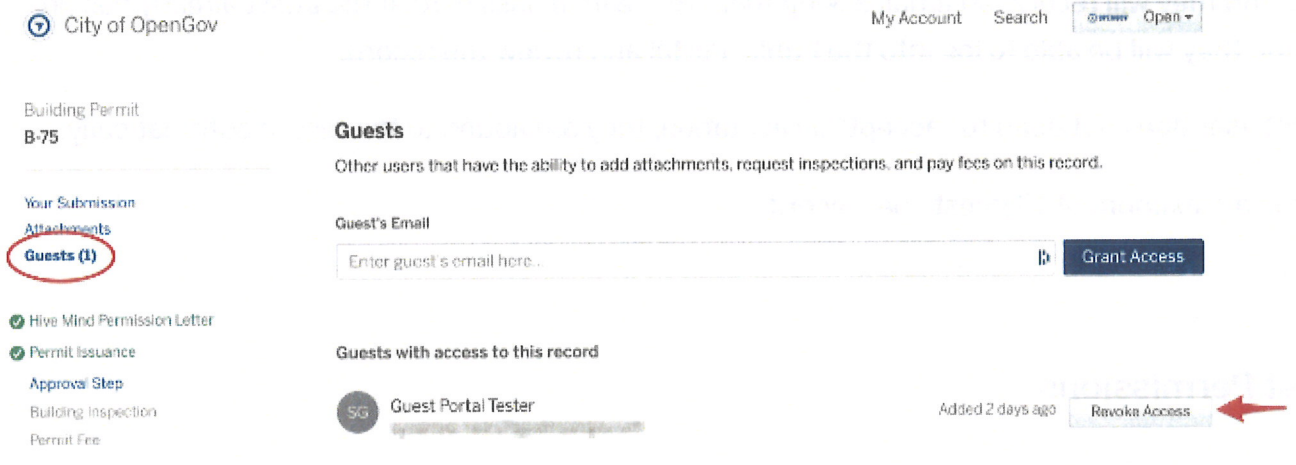
After a record has been renewed, guests will need to be added to the recently renewed record.

How to Revoke Guest Access

Once a guests has been added to a record, their access can be revoked either by the main applicant in the Public Portal or by an employee user in the Employee App.

Revoking Guest Access in the Public Portal

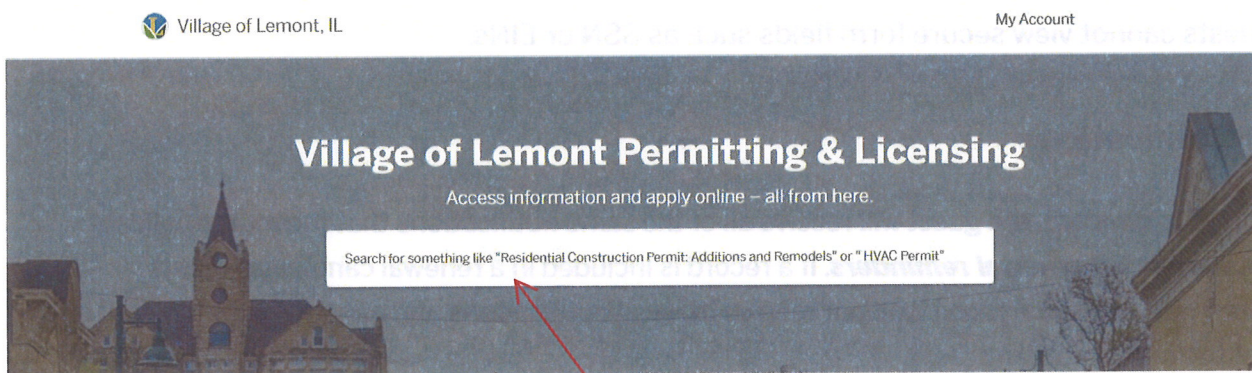
To revoke a guest's access in the Public Portal, navigate to the record page, click on the Guests menu, and then click "Revoke Access." Once revoked, the guest will receive an email notification letting them know that their access to the record has been revoked. A guest will maintain their OpenGov account if their access to a record has been revoked.



APPLYING FOR A PERMIT

Applying for a permit can be started two different ways:

Option 1. Log into your new account at "lemontil.viewpointcloud.com."



Type in the permit you are looking for in the search bar, or type "Permit"

Discover Online Services

Choose below to browse services by department



Building Permit Applications

Access Gate Permit, Commercial Construction Permit: Additions and Remodels (clone of new commercial construction) + 34 more



Licensing

Contractor License



Help Links, Guides, & Other Information

1. Signing Up, Creating a Profile & Accessing Your Information: 2022 Contractor Licenses, Adding Guests to Your Application

Village of Lemont Permitting & Licensing

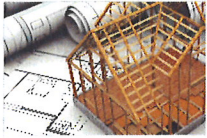
Access information and apply online – all from here.

permit|

- Access Gate Permit
- Commercial Construction Permit: Additions and Remodels (clone of new commercial construction)
- Commercial Construction Permit: New Construction
- Construction Trailer Permit
- Deck Permit
- Demolition Permit
- Detached Garage Permit
- Driveway Permit
- Electrical Permit
- Fence Permit
- Fire Alarm Permit
- Fire Sprinkler Permit
- Hot Tub/Spa Permit
- HVAC Permit

Discover Online Service

Choose below to browse:



Building Permit Application

Access Gate Permit, Commercial Construction Permit: Additions and Remodels (clone of new commercial construction) + 341

Helpful Links, & Other Information

Creating a Profile & Accessing Your Profile, Contractor Licenses, Adding Licenses, Application

This portal is not live

Village of Lemont Permitting & Licensing

Access information and apply online – all from here.

patio

Patio Permit

Village of Lemont Permitting & Licensing

Access information and apply online – all from here.

solar

Miscellaneous Permit: Solar Panels, Generators, Radon Mitigation, Hot Water Tank Installation, etc.

Village of Lemont Permitting & Licensing

Access information and apply online – all from here.

addition|

- Commercial Construction Permit: Additions and Remodels (clone of new commercial construction)
- Residential Construction Permit: Additions and Remodels

Applying for a permit can be started two different ways:

Option 2. Access the Building Permit Applications at the Village of Lemont Website. Under "Departments", and under "Buildings", Click the "Building Permits Application" option.

Or the website is

<https://www.lemont.il.us/departments/building/building-permit-application>

Departments » Building »

Building Permit Applications

Font Size:  Share & Bookmark  Feedback  Print 

Do you need a permit? We're here to help. Call (630) 257-1580 for assistance.

Building permit applications can be downloaded from the table below as a PDF document. Remember all contractors and subcontractors must be licensed and inspections are required.

Any required permit deposit fees must be paid in full at time of submission to the Building Department before it can be processed and reviewed.

- [Access Gate Application](#)
- [Commercial Construction Application](#)
- [Commercial Occupancy \(No Work\)](#)
- [Construction Trailer Application](#)
- [Contractor License Application](#)
- [Deck Application](#)
- [Demolition Application](#)
- [Detached Garage Application](#)
- [Driveway Application](#)
- [Electrical Work Application](#)
- [Fence Application](#)
- [Fire Alarm Application](#)
- [Fire Sprinkler Application](#)
- [Homeowners Agreement](#)
- [Hot Tub - Spa Application](#)
- [HVAC Application](#)
- [Landscaping Application](#)
- [Lawn Sprinkler Application](#)
- [Miscellaneous-Other Application](#)
- [Patio Application](#)
- [Pergola Application](#)
- [Permit Extension Application](#)
- [Pool Application](#)
- [Re-Roof Application](#)
- [Residential Construction Application](#)
- [Residential Remodel Application](#)
- [Retaining Wall Application](#)
- [Screen Room Application](#)
- [Sewer-Water Repair Application](#)
- [Shed Application](#)
- [Sidewalk Replacement Application](#)
- [Siding-Brick Veneer Application](#)
- [Sign-Permanent Application](#)
- [Temporary Structure-Tent Application](#)
- [Water Connection Application](#)
- [Window Replacement Application](#)

Click any link and you will automatically be directed to the new online permit application system

