



How to find Permit in Algonquin Self Service

Revision 10/01/2021

1. Check submittal requirements using the following URL: <https://www.algonquin.org/permits>
2. **Log In** to your account.

	Village of Algonquin Self Services
Home	Welcome to the Village of Algonquin's Self Service.
Self Service	Click Log In to proceed.
	New? Click here to register

3. Click **Permits and Inspections**.

	Welcome to Self Service
Self Service	Announcements
Email Announcements	Welcome to Algonquin Self Service. To learn more about our portal, please
Permits and Inspections	Click Permits and Inspections on the left side to begin.
	Profile Information

4. Search your Application by entering **Application reference** number. Click **Search**.

House number	<input type="text"/>
Street name	<input type="text"/>
Application reference	<input type="text" value="56300"/>
Location	
Status	<input type="checkbox"/> Active Applications only
	<input type="checkbox"/> Unperformed Inspections only
	<input type="checkbox"/> Remember these values
	<input type="button" value="Search"/> <input type="button" value="Reset"/>

5. Click **Details**.

Applications (1 found)						
Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due
2200 HARNISH DRIVE / DAWSON MILL	VILLAGE OF ALGONQUIN / VILLAGE OF ALGONQUIN	19-32-127-001	ACTIVE	56300	\$0.00	\$0.00

[Details](#)

6. Click **View Application Information**.

Owner	VILLAGE OF ALGONQUIN			
Parcel ID	19-32-127-001			
View Application Information	View Plan Reviews			
Permits (1 found)				
<input type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due
<input type="checkbox"/> Pay	PATIO RES	ISSUED	\$0.00	\$0.00

[Details](#)

7. Under the **Attachments** section, you will find **PERMIT 56300.PDF**.

Attachments
Patio Plan.pdf
Plat of Survey.pdf
PERMIT 56300.pdf

8. **What is Next?**

- As construction progresses, schedule inspections in [Algonquin Self Service](#).
 - See the training guide on Scheduling Inspections.