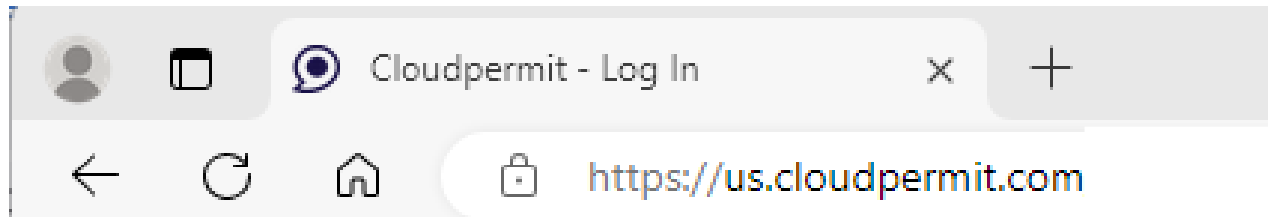
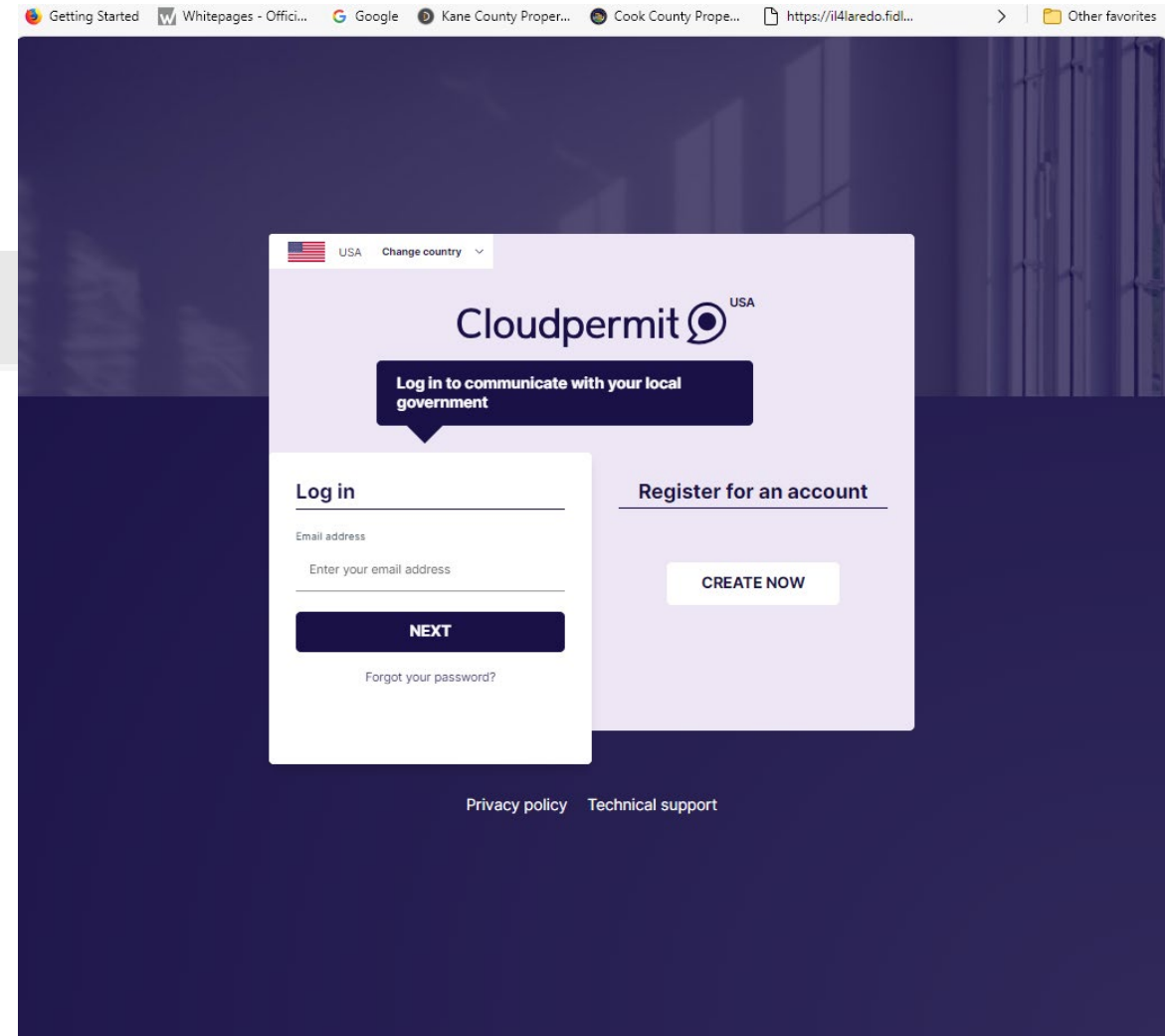


Business Renewal - Cloudpermit

Glendale Heights Community Development transitioned to Cloudpermit online Business Licensing as of January 1, 2025.



Businesses, having established their Cloudpermit account and been issued their business license, will receive email Renewal Notice via Cloudpermit, 90 and 30 days prior to the expiration of their annual Glendale Heights Business license.



The screenshot shows the Cloudpermit USA website interface. At the top left, there is a header with the USA flag, the text 'USA', and a 'Change country' dropdown menu. The main header features the 'Cloudpermit' logo with a circular icon and 'USA' to its right. A dark blue callout box with white text says 'Log in to communicate with your local government'. Below this, there are two main sections: 'Log in' and 'Register for an account'. The 'Log in' section includes a text input field labeled 'Email address' with the placeholder 'Enter your email address', a dark blue 'NEXT' button, and a link 'Forgot your password?'. The 'Register for an account' section features a white 'CREATE NOW' button.

Renewal Reminder: If your account was set up in Cloudpermit and you have not responded to the Cloudpermit notification completing the registration, you must complete that process for in order to renew.

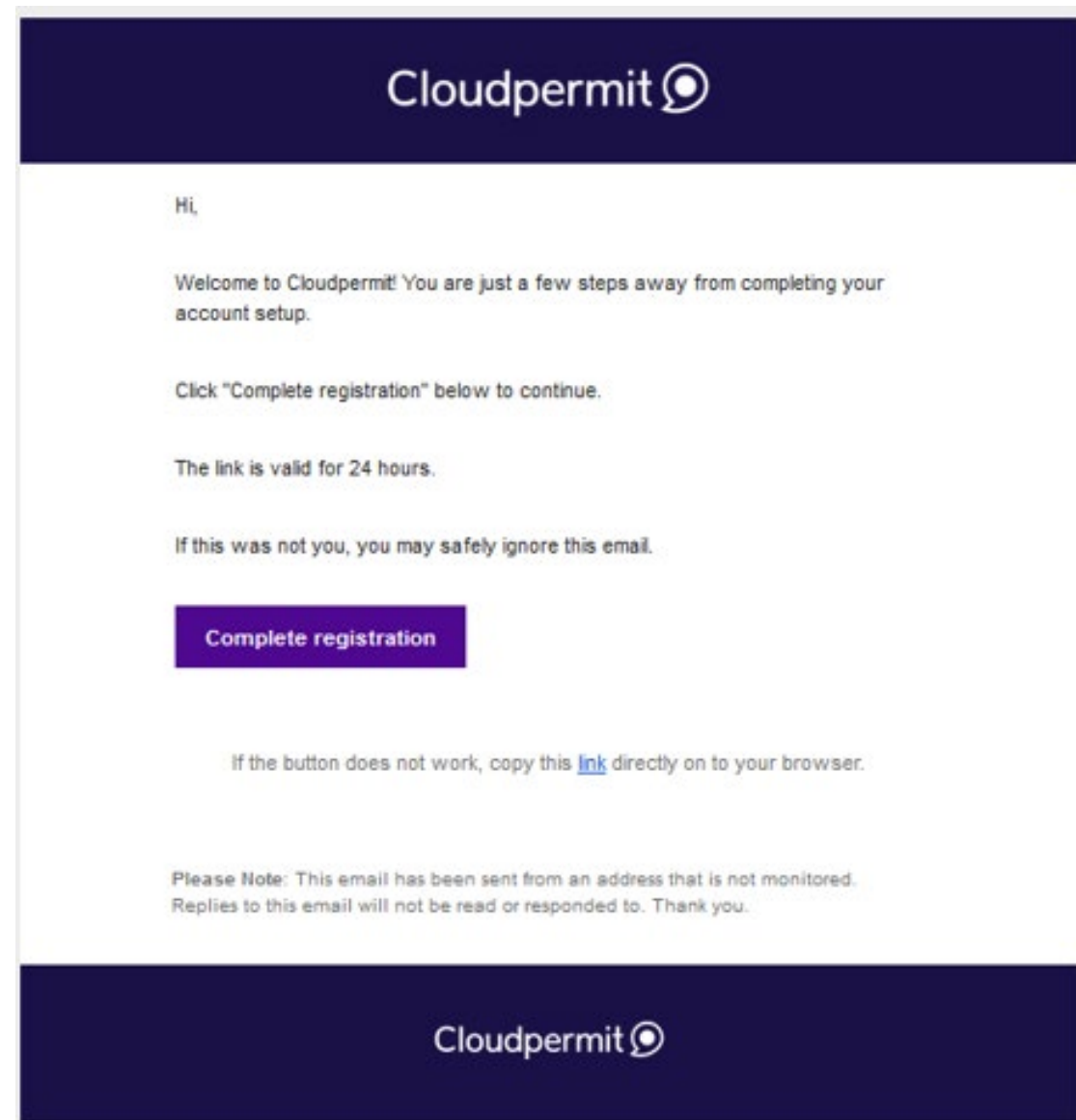
New Business Reminder: Businesses not in Cloudpermit, click the link here, or our webpage or enter <https://us.cloudpermit.com> in your Internet browser to “Register for an account” by selecting “Create Now” to get started with your new business’ license application.

Remember Applicants and Businesses must have an active email address that they will need to maintain and monitor for Cloudpermit licensing.

90 days prior to the expiration of your annual business license, you will receive a Glendale Heights Cloudpermit email advising you may begin the renewal of your coming year's business license, e.g., General Business Licenses will get the email in October as January 1 is the renewal due date.

Upon receipt of the email, follow the prompts to sign in, you will be redirected to the business' "workspace" where the "RENEW" button can be selected and the renewal process begun.

30 days prior to the expiration, those who have not renewed will receive another email renewal notification.



USA Change country

Cloudpermit USA

Register to apply for a building permit

Already have an account?

LOG IN NOW

Register

Email address

ditimusdogtoo@gmail.com

☒ Yes, I agree to the [Terms of service](#)

CONTINUE

[Privacy policy](#) [Technical support](#)

The link in the Renewal Notice email will take you to the Cloudpermit sign in page.

As you should already be signed up and “Already have an account”, select the “Log in Now” and sign in.

Cloudpermit

Support

Messages

Tom

BACK TO DASHBOARD

/ 2178 BLOOMINGDALE RD

MORE ACTIONS

SIGN OFF APPLICATION

Licensing

2178 BLOOMINGDALE RD, Glendale Heights IL

Latest location update: 12/5/2024, 3:30 PM

Category

General Business license

Work type

New

SHOW MAP

PIN

02223090090000

Submitted

12/5/2024, 3:26 PM

EDIT

APPLICATION

CURRENT STEP: DRAFT 1 / 5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments

You need to complete required tasks to continue to the next phase.

1

Add required applica

1

Make sure you have

1

Application needs to

0

PARTIES TO THE APPLICATION

5

APPLICATION FORMS

ATTACHMENTS

Once signed into Cloudpermit, you will see your business license “Workspace”.

In the upper right area, by “More Actions” you will see the “RENEW” button to select.

Begin the renewal review of your existing record, update required fields in the renewal workspace, ensuring all required information is completed.

Once your have successfully completed your “Required Tasks” as indicated by check marks, you will be notified to electronically sign and submit your renewal for review in Cloudpermit.

You will be required to review and update the renewal “Application Steps”.

- “Parties” – you must completed the parties related to “Applicant” and “Business” for the property. (*Two separate Parties*)
- “Application” – you must provide the required fields in the renewal “Application Form(s)”.
- “Attachments” – you may be required to scan in documentation base on your specific license renewal application.
 - You may also be required to provide additional attachments as a result of the review conducted before you can pay and receive your renewed Business License for the license year for which you are applying.

REQUIRED TASKS

!	!	!	○
Parties	Application	Attachments	Fees & Payments

You need to complete required tasks to continue to the next phase.

- ! Add required application parties: Property owner
- ! Make sure you have filled in all required form fields.
- ! Application needs to be signed off before submission.

Cloudpermit monitors your completion progress with “!” icons (pending completion) which change to check marks for “Tasks” completed and notices about action still needed to complete the application.

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES 🔍

APPLICANT
Ditmus

BUSINESS

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

ADD OR INVITE PARTY +

Ditmus
Workspace creator
Applicant[View business details](#)

You will need to review “Parties” and specify roles for the required party types. Click on the “Open” option to the right to expand the fields. To reduce the view click on the “Close”.

You can click on the “Pencil” icon by your name to edit/add another role from the list or click on the “Add or Invite Party” box to add and invite the other parties in your business that you want to include so Cloudpermit notifications can also be sent to them.

The Applicant can be updated to reflect multiple Party Roles after the two separate Applicant and Business Party Roles are entered.

APPLICANT

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties

You need to complete required tasks to

1 PARTIES TO THE APPLICATION

Mandatory roles for this application

To assign a role, click on the dropdown menu

ASSIGN ROLES

APPLICANT
Ditimus Too

PROPERT...

Additional parties

To invite additional parties to be in

ADD OR INVITE PARTY

Ditimus Too
Workspace creator
Applicant
ditimusdogtoo@gmail.com
+1 630 555-9999

Edit party

Added on 10/14/2024

REMOVE PARTY

CLOSE

First name *
Ditimus

Last name *
Too

Street address *
245 E. North Avenue

Unit number
Apartment, suite, etc.

City *
Glendale Heights

State *
Illinois

ZIP code *
60139

Corporation or partnership
Your Company

Mobile phone *
+1 - 630 555-9999

Other phone
+1 - (123) 456-7890

Email address
ditimusdogtoo@gmail.com

Invitee will act in role(s) of *

Applicant

Permissions granted for the following options, un-select to remove permissions

☒ Modify application phase

☒ View all previous applicable phases (e.g. pre-consultation, application & work)

CANCEL **ADD**

- Select -

- Select -

Agent

Builder

Business manager

Designer

Payer

Property owner

Proponent

Tenant

Once you have fulfilled the “Parties” required entries, the “Required Tasks” status bar will have a green check mark in the Parties area, which lets you know to move to the second task...filling in the renewal application.

APPLICATION

CURRENT STEP: DRAFT **1 / 5** NEXT STEP: SUBMITTED

REQUIRED TASKS

☒	☐	☐	☐
Parties	Application	Attachments	Fees & Payments

① Make sure you have filled in all required form fields.
① Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

① Add required application parties: Property owner
① Make sure you have filled in all required form fields.
① Application needs to be signed off before submission.

Additionally, you will note that the list to the right of the “Required Tasks” will be updated and the reminder about adding required applicant parties is removed.

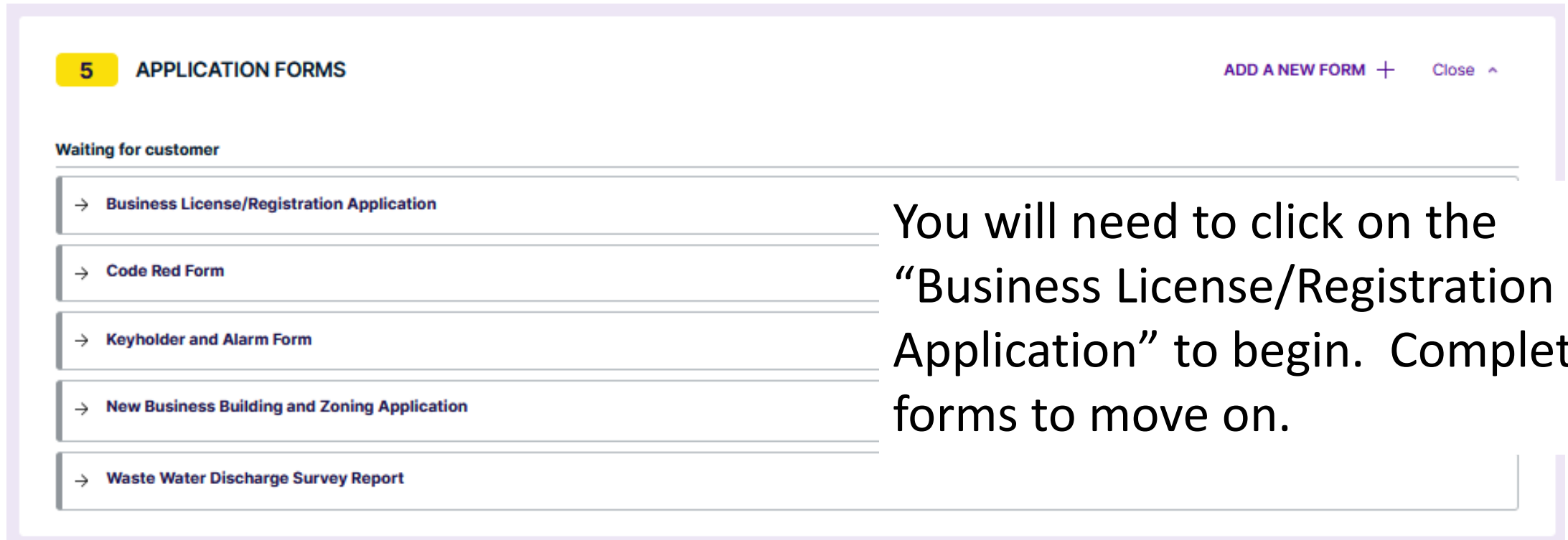
Side Note: If you have to stop your application entry, when you sign back in you will see your prior work was automatically saved when signing out.

You will re-open to a “My dashboard” where your work will be searchable by entering the address, name, etc. or in the “Quick search” which will show categories to check.

You can click on the icon at your property on the map to show an “Open Workspace” for your property.

The screenshot displays the 'My dashboard' interface for Cloudpermit. At the top, there's a navigation bar with 'Support', 'Messages', and 'Ditimus Too' links. Below this, the 'My dashboard' section includes a 'CREATE A NEW APPLICATION' button. The main area is titled 'Workspaces (1)' and contains a search bar with filters for 'Status', 'Category', and 'Permit expiry'. A 'Quick search' section shows buttons for 'IN REVIEW', 'PERMITS', 'WAITING FOR PAYMENT', 'DRAFT APPLICATIONS' (highlighted in yellow), and 'EMPTY'. Below the search filters is a map of Chicago with various colored zones (R-5, R-4, C-2, C-3, R-1, BP, C-1) and a red pin icon. The bottom section shows 'Results (1)' with a map and a sidebar containing details for a workspace at '1000 SPRUCE ST 1B, Glendale Heights IL, Illinois', including the applicant 'Ditimus Too' and a 'DRAFT' status. An 'OPEN WORKSPACE' button is at the bottom right.

To move on to the next step - click “Open” on the “Application Forms” bar.



You will need to click on the “Business License/Registration Application” to begin. Complete the forms to move on.

Application forms

Business License/Registration Application

Code Red Form

Keyholder and Alarm Form

New Business Building and Zoning Application

Waste Water Discharge Survey Report

BUSINESS LICENSE/REGISTRATION APPLICATION

Business Information

Business Name

Business Address

Business Phone

Sales Tax #

Federal ID #

Type of Business

Square Footage

Scavenger Service

Number of Vending Machines:

Food

Drink

Snack

Cigarette

Number of amusement Devices/Games etc.

Ownership Type

☐ Sole Ownership

☐ Corporation

☐ Partnership

Building Owner or Management Company

Name

Phone

Address

Emergency Key Holders

List Name, Home Address, Home Phone of who to contact in case of emergency other than business owner:

1.

2.

Type of Business

Square Footage

Scavenger Service

Number of Vending Machines:

Food

Drink

Snack

Cigarette

Number of Amusement Devices/Games etc.

BACK TO WORKSPACE

All information is saved automatically.

NEXT FORM

You will see that the “Application Form” requires filling renewal information.

This ensures current update information is received each renewal.

Application forms

Business License/Registration Application

Code Red Form

Keyholder and Alarm Form

New Business Building and Zoning Application

Waste Water Discharge Survey Report

BUSINESS LICENSE/REGISTRATION APPLICATION

Business Information

Business Name

Business Address

Business Phone

Sales Tax #

Federal ID #

Type of Business

Square Footage

Scavenger Service

Number of Vending Machines:

Food

Drink

Snack

Cigarette

Number of Amusement Devices/Games etc.

Ownership Type

☐ Sole Ownership

☐ Corporation

☐ Partnership

Building Owner or Management Company

Name

Phone

Address

Emergency Key Holders

List Name, Home Address, Home Phone of who to contact in case of emergency other than business owner:

1.

2.

Type of Business

Square Footage

Scavenger Service

Number of Vending Machines:

Food

Drink

Snack

Cigarette

Number of Amusement Devices/Games etc.

BACK TO WORKSPACE

All information is saved automatically.

NEXT FORM

Ensure you enter up to date accurate information as Cloudpermit is the system used in communicating with Community Development staff for the application submission, receiving a response on approval or denial requiring additional submission, billing and online payment.

Once you have completed the required information you can “Close Forms and Go To Workspace” to move on in the application process.

BACK TO WORKSPACE

All information is saved automatically.

PREVIOUS FORM

CLOSE FORMS AND GO TO WORKSPACE

5d3d77f68d40750d113d113d31d1d7 2024-12-03 12:03:27.0772 (8)

Your “Required Tasks” have been updated with the completion of the required fields in the renewal “Application Form”.

REQUIRED TASKS

✓

Parties

✓

Application

⚠

Attachments

○

Fees & Payments

ⓘ Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

“New and Renewals” won’t typically require “Attachments” unless license type requires attachment of information or circumstances identified in the review require such action. The following is provided for information purposes. To attach an item click on “Open”.

⚠ ATTACHMENTS

Open ▾

“Attachments”

Right is an example of a typical Business License application.

Drag and drop files here or
[click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

No attachments

Left is an example application a license category which was asked to provide additional attachment information.

⚠ ATTACHMENTS

Required attachments

Owner Information

0

Rental Property Crime Prevention
Partnership Manual
Acknowledgement

0

Tenant Information

0

Drag and drop files here or
[click here](#) to select files from your computer.

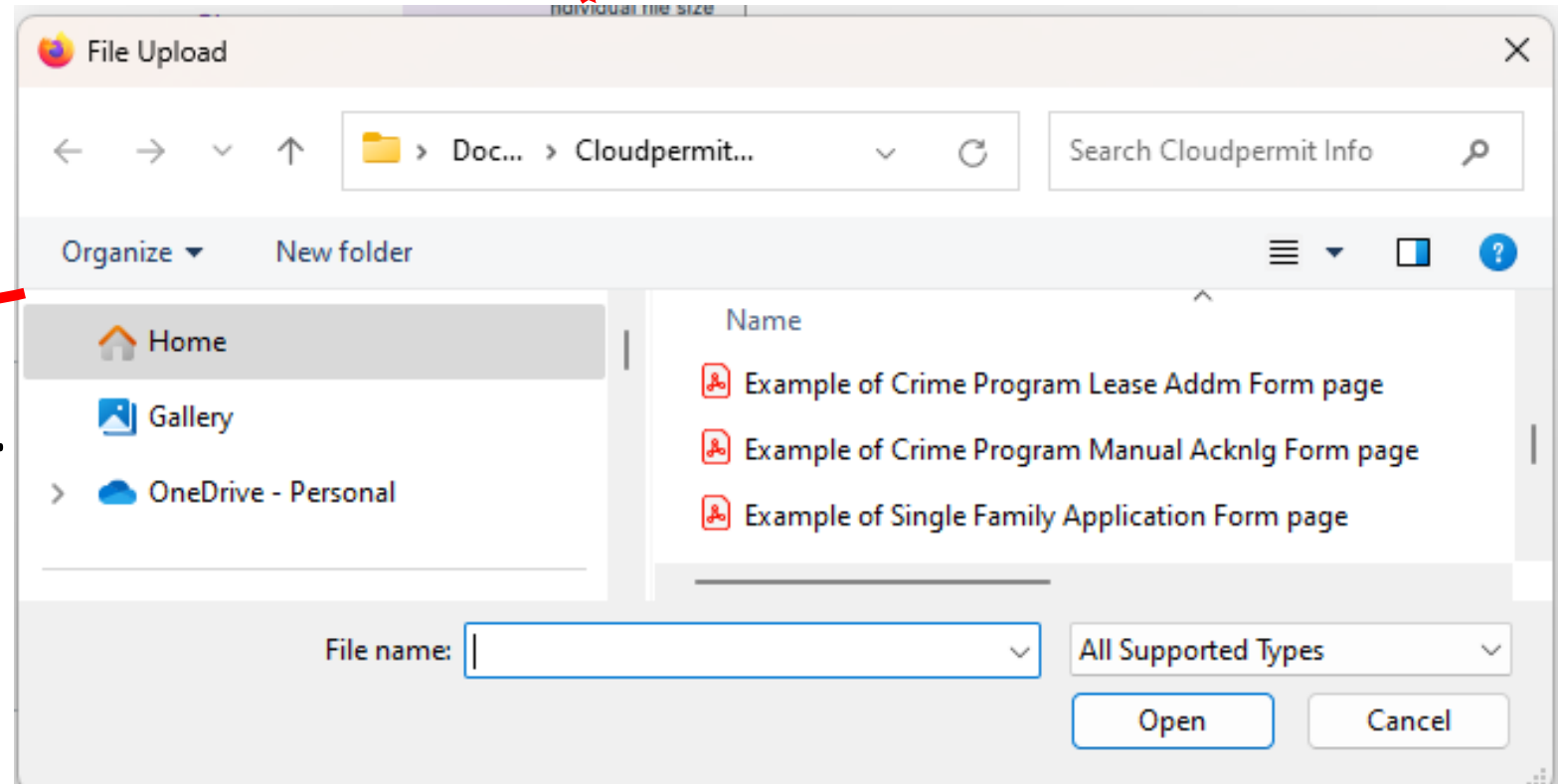
You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

To attach a file, first select the “click here” option.

Drag and drop files here or
[click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

Your file folder will appear.
To attach a file, select and
drag your choice into
Cloudpermit.



When you are required to attach a document, and have dragged it into the “Attachment” area, the next screen will ask you to confirm what information is on the attachment.

ATTACHMENTS

Close

Required attachments

Owner Information0

Rental Property Crime Prevention Partnership Manual Acknowledgement0

Tenant Information0

Example of Single Family Application Form page.pdf (434.2 KiB)

100 %

Type	Drawing number	Description
- Select - ☐ Liquor License ☐ Owner Information ☐ Parking Plan ☐ Passenger Transportation Experience ☐ Plat / Survey / Legal Description of Property		

No attachments

Check the box in the dropdown list of the type of attachment submitted. In the example for a new rental property, the paper application form from the Village was filled out and scanned in. The attachment contains both the Owner and Tenant information. Both types of attachments can be check in the dropdown in this case.

Once the attachment “Type(s)” are selected and the document described, the applicant can restrict the viewing of the document to themselves and the Village, or allow other related parties (managers/owners) to also be able to view the attachments. Select “Done” and the attachment will be stored in the record.

Example of Single Family Application Form page.pdf (434.2 KiB)

100 % 

Type	Drawing number	Description
2  Owner Information, Tenant Informati... 		Application form from Village website with owner and tenant info.

File visibility

EVERYONE

RESTRICTED 

Only visible to Ditimus Too and municipality

DONE 

CANCEL 

Repeat the process for all required attachments, as well as other items that are desired / needed to be added to the record, e.g., a long list of Tenants, is listed for submission for review by Village staff. Again...this is not needed in the typical business license application submission.

Filter attachments

OWNER INFORMATION

RENTAL PROPERTY CRIME PREVENTION PARTNERSHIP MANUAL ACKNOWLEDGEMENT

TENANT INFORMATION

Q Search

DOWNLOAD ALL 

☐	Attachment type	Filename	Status	Visibility	Modified	
☐	▼ Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M: Version 1	New version	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too	⋮
☐	▼ Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	New version	RESTRICTED	10/15/2024, 2:34 PM Ditimus Too	⋮

The “Required Tasks” check list has been updated and a green check mark displayed indicating the next step for submission is waiting for action.

APPLICATION

CURRENT STEP: DRAFT 1 / 5 NEXT STEP: SUBMITTED

REQUIRED TASKS

✓	✓	✓	○
Parties	Application	Attachments	Fees & Payments

You need to complete required tasks to continue to the next phase.

Application needs to be signed off before submission.

Application needs to be signed off before submission.

[BACK TO DASHBOARD](#)[/ 2178 BLOOMINGDALE RD](#)[MORE ACTIONS](#)[SIGN OFF APPLICATION](#)

Licensing

2178 BLOOMINGDALE RD, Glendale Heights IL

Latest location update: 12/5/2024, 3:30 PM

Category

General Business license

Work type

New

[SHOW MAP](#)

PIN

02223090090000

Submitted

12/5/2024, 3:26 PM

APPLICATION

CURRENT STEP: DRAFT **1 / 5** NEXT STEP: SUBMITTED

REQUIRED TASKS

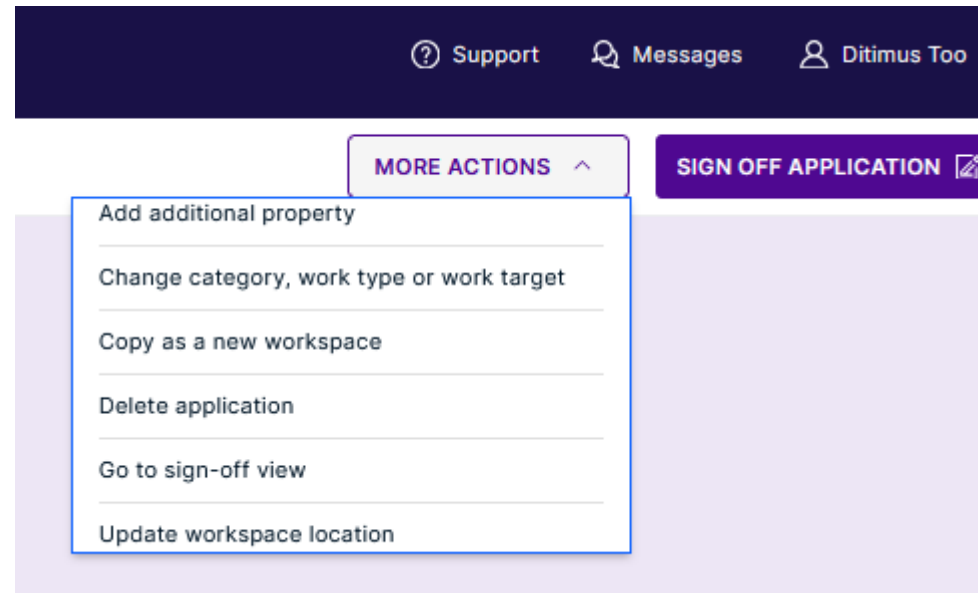
☒	☒	☒	☐
Parties	Application	Attachments	Fees & Payments

You need to complete required tasks to continue to the next phase.

 Application needs to be signed off before submission.

Your Business License Application is ready to submit. Select the “Sign Off Application” button, after you have reviewed your information, and sign off submitting your application for Village staff review before you will get notification to pay and get your license issued.

Side Note: You can take additional actions from the “More Actions” tab. We recommend you utilize the “Support” feature to learn about Cloudpermit and examine features of the system.



LICENSE APPLICATION SIGN OFF

Primary Address

Address	Municipality
1000 SPRUCE ST 1B	Glendale Heights IL, Illinois

Property Information

Address	PIN	Legal description
1000 SPRUCE ST 1B (Primary)	05032110260000	-

Purpose of Application

Application type
Rental - Condominium Unit / Renewal / Single Family Rental

PARTIES

Close ^

Applicant, Property owner

Dilimus Too
245 E. North Avenue
60139
Glendale Heights, Illinois

Declaration

APPLICANT

In consideration of the issuance of this permit, the use of the structure covered by said permit under said permit will be in accordance with permit only for the purpose it was applied for.

SIGN OFF

SIGN OFF



I hereby certify that the statements contained herein are true and correct. I certify that I agree to abide by and comply with all rules, regulations and Ordinances of the Village of Glendale Heights. Failure to do so could lead to license revocation and/or fine(s).

① Application needs to be signed off by the Applicant

 Signed by **Ditimus Too** 10/15/2024, 3:23 PM [Remove](#)

[DOWNLOAD SIGNED FORM](#) 

[SUBMIT APPLICATION](#) 

You can “Download Signed Form” to view a printable application for your records if desired or just sign into your account to view your property records.

Select “Submit Application” to forward notification to Community Development staff that your application is ready for the review.

License Application

For use by Principal Authority

Cloudpermit application number
US-IL29730-L-2024-29

Application submitted to
Glendale Heights IL, Illinois

Primary Address

Address
1000 SPRUCE ST 1B

Municipality
Glendale Heights IL, Illinois

Property Information

Address	Legal description	PIN
1000 SPRUCE ST 1B (Primary)		05032110260000

it — Renewal — Single Family Rental

er		
	First name Ditimus	Corporation or partnership
	Unit number	Lot / Con.
	ZIP code 60139	State Illinois
	Mobile phone +1 630 555-9999	
	Email ditimusdogtoo@gmail.com	

issuance of this permit, the Applicant shall receive approval of the highway authority for the type size of consideration of the issuance of said permit, I agree that, in the erection and use of the structure covered form to the regulations set forth in the local Zoning Ordinance and in the local Health Ordinance and in ance, and I also agree that all work performed under said permit will be in accordance with the plans and companies this application, except for such changes as may be authorized by the Building Officer, and are covered by said permit only for the purpose it was applied for.

10/15/2024, 3:23:42 PM CDT by Ditimus Too.

Your application “Current Step” has been updated to reflect “Submitted 2/5 Next Step: In Review”

APPLICATION

CURRENT STEP: SUBMITTED **2 / 5** NEXT STEP: IN REVIEW

✓

✓

✓

○

PartiesApplicationAttachmentsFees & Payments

Your submission receipt has been confirmed to you by email.

Get started with Gmail

Customize your inbox

Change profile image

Import contacts and mail

Get Gmail for mobile

Glendale Heights IL.

1000 SPRUCE ST 1B: Workspace status is now Submitted - Hi, The status of the application...

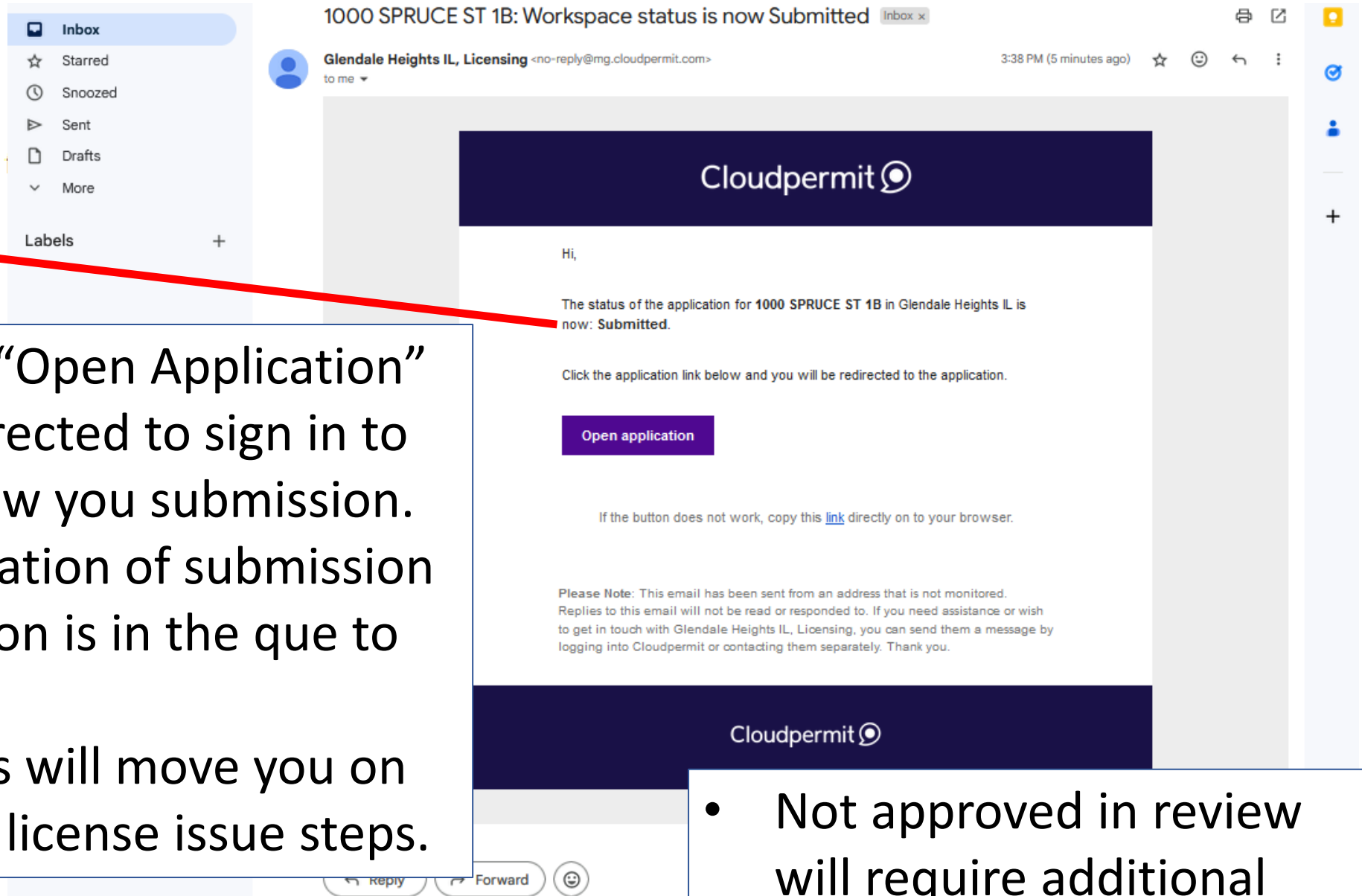
Cloudpermit

Complete your account registration - Hi, Welcome to Cloudpermit! You are just a few steps away from co...

Oct 14

Hi,

The status of the application
now: **Submitted**.

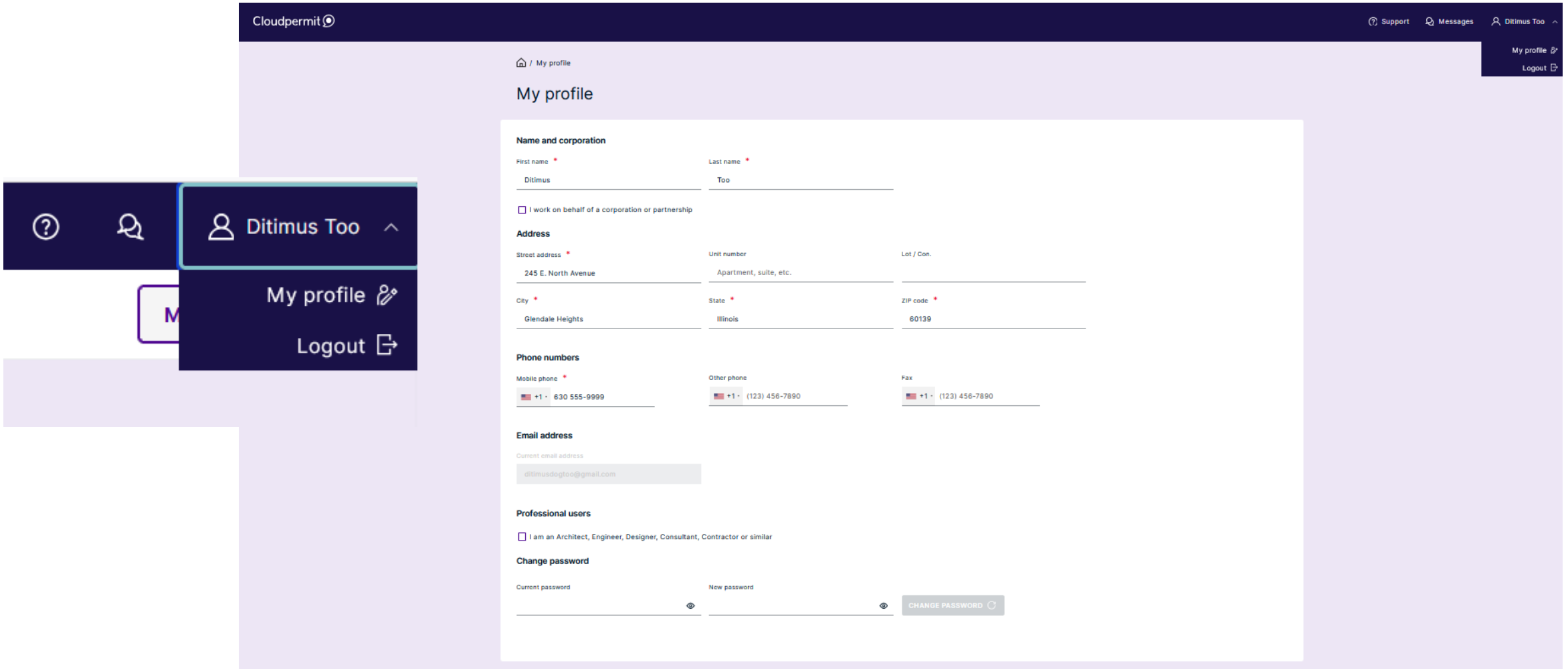


You can click on the “Open Application” in the email to be directed to sign in to Cloudpermit to review your submission.

- This is just notification of submission and your application is in the queue to be reviewed.
- Approved reviews will move you on to the payment and license issue steps.

- Not approved in review will require additional action on your part.

Side Note: You can check your “Profile” information in the upper right corner and can change some of the fields. However, email information remains the fixed addresses established at the initiation of your registration.



The image shows a web application interface for Cloudpermit. At the top, a dark blue header contains the Cloudpermit logo and navigation links for Support, Messages, and the user 'Ditimus Too'. The main content area is titled 'My profile' and contains several sections for user information. A user menu is overlaid on the left side of the profile page, showing options for help, messages, the user's name 'Ditimus Too', 'My profile' (with an edit icon), and 'Logout' (with an external link icon).

Name and corporation

First name * Last name *

Ditimus Too

☐ I work on behalf of a corporation or partnership

Address

Street address * Unit number Lot / Con.

245 E. North Avenue Apartment, suite, etc.

City * State * ZIP code *

Glendale Heights Illinois 60139

Phone numbers

Mobile phone * Other phone Fax

+1 630 555-9999 +1 (123) 456-7890 +1 (123) 456-7890

Email address

Current email address

ditimusdogtoo@gmail.com

Professional users

☐ I am an Architect, Engineer, Designer, Consultant, Contractor or similar

Change password

Current password New password

CHANGE PASSWORD

Now that your Business License Application is submitted, the first step in complying with Village Ordinance using Community Developments Licensing Renewal process has been completed.

- The next step is a review by Village staff to confirm the necessary information has been received.
- You must wait for the emailed notification that you can return to the Cloudpermit account to either provide corrected information in order to proceed, or be notified that the review approved your application and payment must be submitted in order to reach the issuance of your properties Business license/registration.
- The last step, after you have paid, your license will be issued. You will receive an email notification of issuance and included in that email will be a copy of your renewed license information.

Thanks for renewing your Glendale Heights
Business Licensing in Cloudpermit.

Remember to complete the process with issuance
of the renewed license before the expiration date
avoids penalties for late submission.