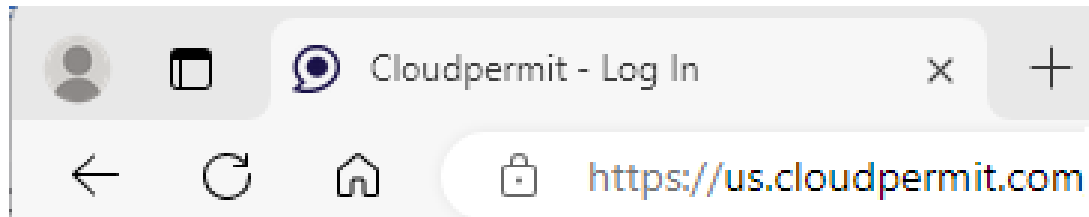
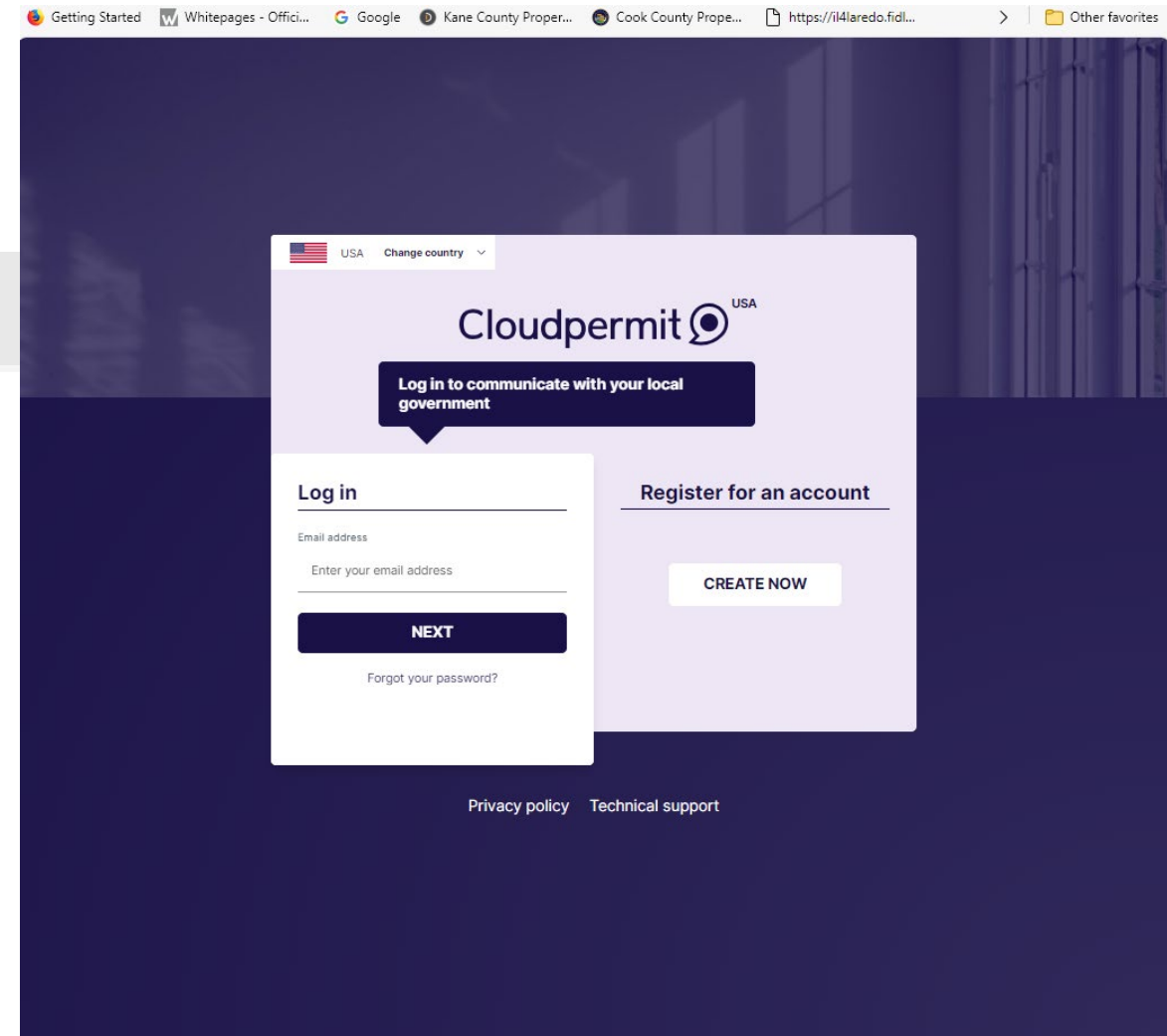


# Rental Renewal - Cloudpermit

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 contains the text '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 for 'Email address' with the placeholder 'Enter your email address', a dark blue 'NEXT' button, and a link for '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.

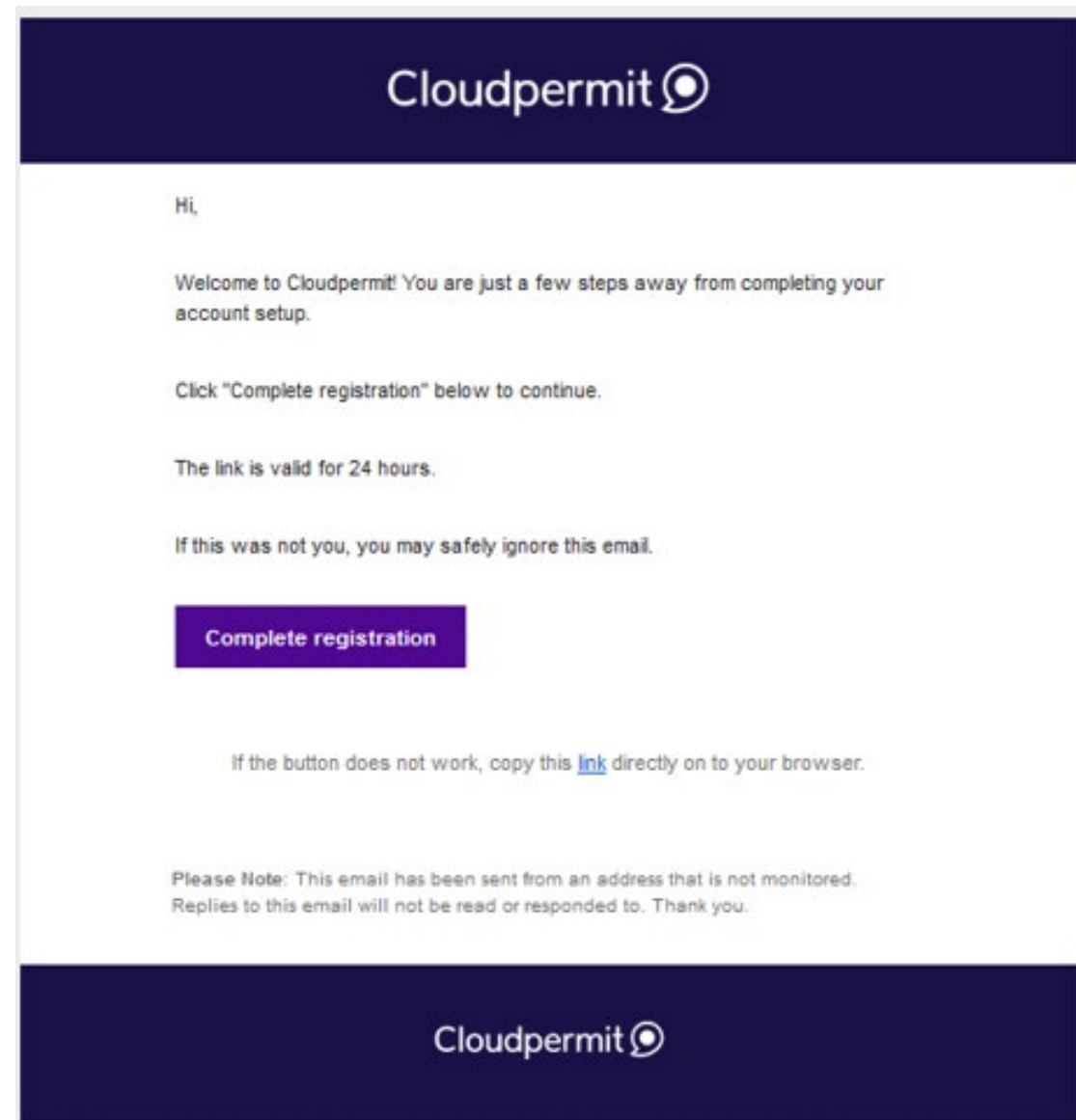
New Rental Property Business Reminder: Businesses not in Cloudpermit, click the link here, or our webpage or enter <https://us.cloudpermit.com> in your Internet browser to “Register for an account” by selecting “Create Now” to get started with your new business’ license application.

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 Rental license, you will receive a Glendale Heights Cloudpermit email advising you may begin the renewal of your coming year's business license, e.g., Single Family Condo will get the email in November as February 1 is the renewal due date.

Upon receipt of the email, follow the prompts to sign in, you will be redirected to the Rental Property “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.

### 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 | Add required app |

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

**0** PARTIES TO THE APPLICATION

**5** APPLICATION FORMS

ATTACHMENTS

Once signed into Cloudpermit from the link, you will see your rental business license “Workspace”.

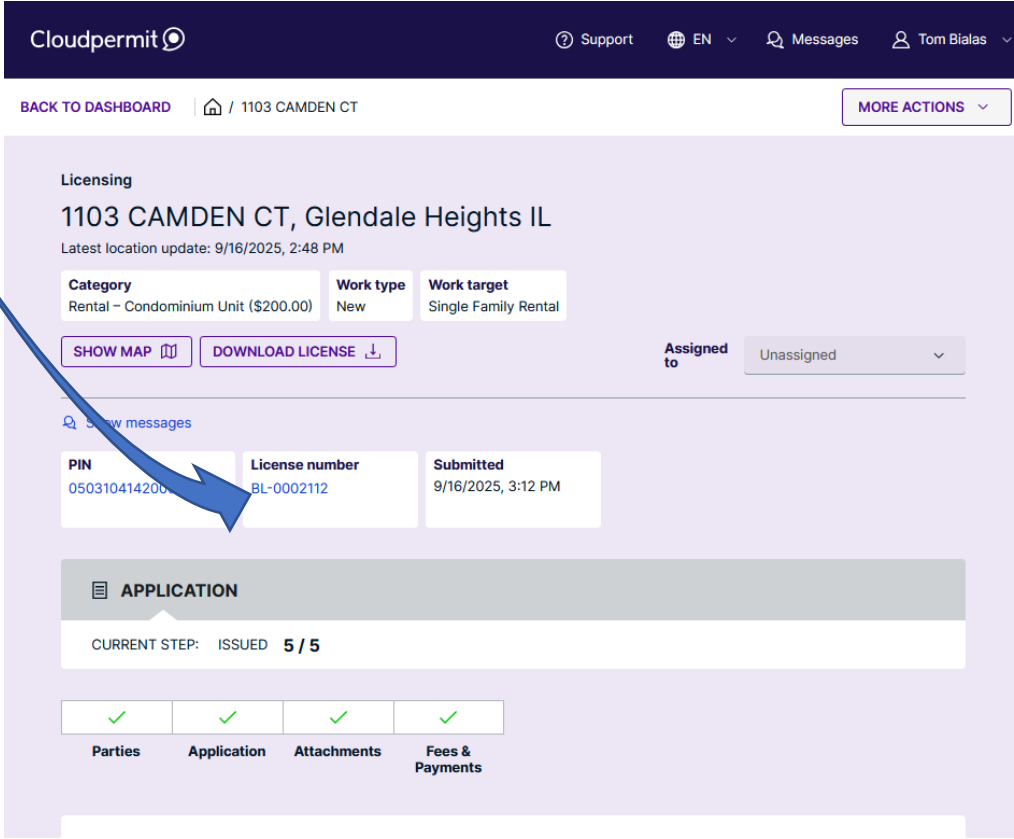
In the upper right area, by “More Actions” you will see the “RENEW” button to select.

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

Once you 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.

Be aware, if you choose not to click the link to renew your license from your renewal notification email, you can also open the property “Workspace” to begin the renewal by:

- Signing into your account. Selecting your property to renew from your available Workspaces.
- When your property Workspace opens, Click on the “License Number”, which will take you to the property license record to be renewed.
  - Click on the “Renew” button in the upper right area and begin the renewal steps as indicated in the following slides.



Cloudpermit

Support EN Messages Tom Bialas

BACK TO DASHBOARD / 1103 CAMDEN CT MORE ACTIONS

Licensing

1103 CAMDEN CT, Glendale Heights IL

Latest location update: 9/16/2025, 2:48 PM

Category: Rental – Condominium Unit (\$200.00) Work type: New Work target: Single Family Rental

SHOW MAP DOWNLOAD LICENSE

Assigned to: Unassigned

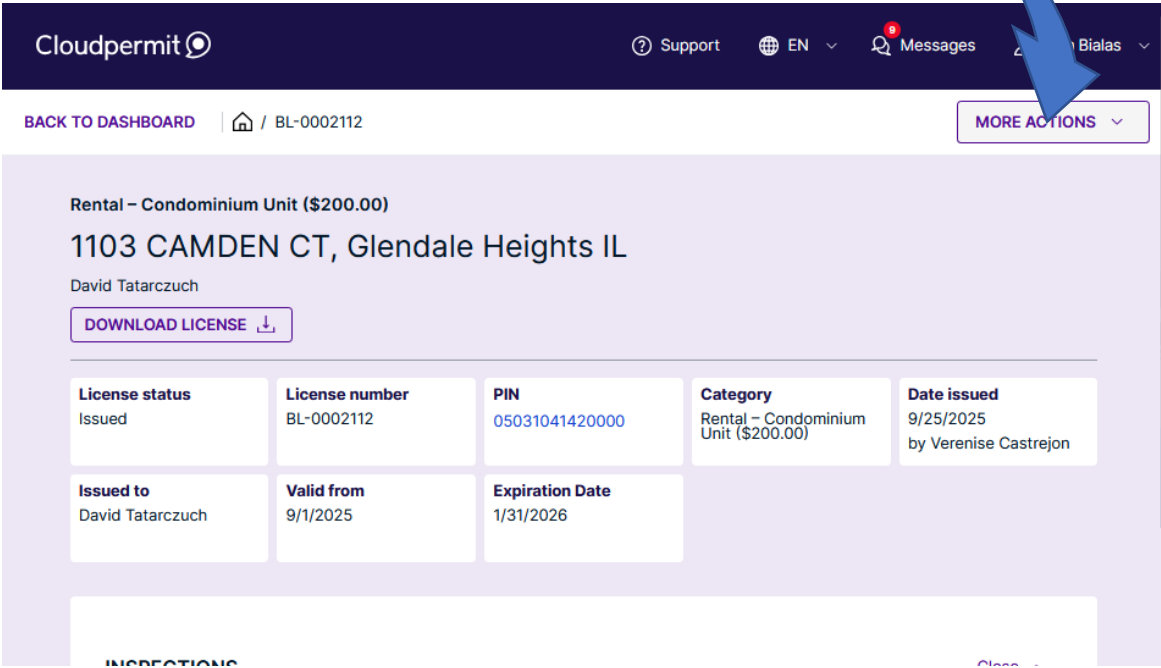
SHOW messages

PIN: 0503104142000 License number: BL-0002112 Submitted: 9/16/2025, 3:12 PM

APPLICATION

CURRENT STEP: ISSUED 5 / 5

Parties Application Attachments Fees & Payments



Cloudpermit

Support EN Messages Messages Tom Bialas

BACK TO DASHBOARD / BL-0002112 MORE ACTIONS

Rental – Condominium Unit (\$200.00)

1103 CAMDEN CT, Glendale Heights IL

David Tatarczuch

DOWNLOAD LICENSE

|                               |                              |                              |                                                  |                                                   |
|-------------------------------|------------------------------|------------------------------|--------------------------------------------------|---------------------------------------------------|
| License status<br>Issued      | License number<br>BL-0002112 | PIN<br>05031041420000        | Category<br>Rental – Condominium Unit (\$200.00) | Date issued<br>9/25/2025<br>by Verenise Castrejon |
| Issued to<br>David Tatarczuch | Valid from<br>9/1/2025       | Expiration Date<br>1/31/2026 |                                                  |                                                   |

INSTRUCTIONS

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

- “Parties” – you must completed the parties related to “Applicant” and “Property Owner” 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.

1

## PARTIES TO THE APPLICATION

Close ^

## 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

PROPERTY OWNER

Oleksandr Mustievych

## 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 mandatory separate Applicant and Property Owner Party Roles are entered. We recommend providing two distinct email addresses. For example:

- Applicant [bob.myownrentals@gmail.com](mailto:bob.myownrentals@gmail.com)
- Property Owner [bob2.myownrentals@gmail.com](mailto:bob2.myownrentals@gmail.com).

**APPLICATION**

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 **PROPERTY OWNER**

**Additional parties**

To invite additional parties to be involved in the application

**ADD OR INVITE PARTY**

**Edit party**

Added on 10/14/2024

**REMOVE PARTY**

**CLOSE**

First name \* Last name \* Street address \* Unit number

Ditimus Too 245 E. North Avenue Apartment, suite, etc.

City \* State \* ZIP code \* Corporation or partnership

Glendale Heights Illinois 60139 Your Company

Mobile phone \* Other phone Email address

+1 - 630 555-9999 +1 - (123) 456-7890 ditimusdogtoo@gmail.com

Invitee will act in role(s) of \*

Applicant

- Select -

Agent

Builder

Business manager

Designer

Payer

Property owner

Proponent

Tenant

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**

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.

The screenshot shows a header bar labeled 'APPLICATION'. Below it, a status bar indicates 'CURRENT STEP: DRAFT 1/5' and 'NEXT STEP: SUBMITTED'. A section titled 'REQUIRED TASKS' contains four progress indicators: 'Parties' (a green checkmark inside a circle, highlighted with a red circle), 'Application' (a red exclamation mark), 'Attachments' (a red exclamation mark), and 'Fees & Payments' (an empty circle). To the right of these indicators are two informational messages: 'Make sure you have filled in all required form fields.' and 'Application needs to be signed off before submission.' Below the progress bar, a message states: 'You need to complete required tasks to continue to the next phase.'

This close-up shows the 'REQUIRED TASKS' list with the 'Parties' task highlighted in yellow. The list includes the following items: 'Add required application parties: Property owner', 'Make sure you have filled in all required form fields.', and '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.

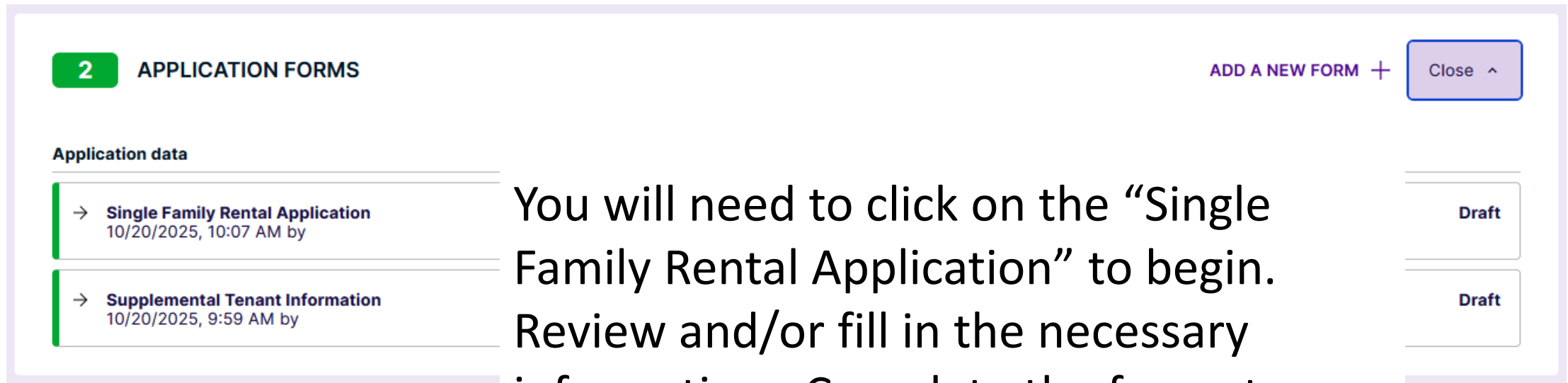
*Side Note: If you have to stop your application entry, when you sign back in you will see your prior work was automatically saved when signing out.*

*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 the header, 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 this 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 a detailed view of a workspace for '1000 SPRUCE ST 1B, Glendale Heights IL, Illinois', including the applicant's name, the type of unit, and a button to 'OPEN WORKSPACE'.

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



You will need to click on the “Single Family Rental Application” to begin. Review and/or fill in the necessary information. Complete the forms to move on to the next Task.

SINGLE FAMILY RENTAL APPLICATION

MISSING MANDATORY FIELDS

All required fields are marked with \*

#### Ownership Information

Owner Name \*

Owner Street Address \*

Owner City, State, Zip \*

Owner Home/Cell Phone \* Owner Cell Home Phone

Owner Email \*

Please attach Additional Ownership Information / LLC paperwork to application.

#### Emergency Contact/Management/Agent Information

Contact Name \*

Contact Street Address \*

Contact City, State, Zip \*

Contact Cell Home Phone \*

Contact Email \*

Does the Managing Agent have the authority to rent, manage and make expenditures? \* ☐ Yes ☐ No

Check all that apply \*

☐ Emergency Contact  
☐ Property Manager  
☐ Authorized Agent

#### Homeowner Association Information - When Applicable

Homeowner's Association Name & Contact

Homeowner's Association Street Address

Homeowner's Association City, State, Zip

Homeowner's Association Phone

Homeowner's Association Email

#### Tenant Information

List all adults over the age of 18. Attach sheet with additional tenant(s).

| Tenant Name | Phone |
|-------------|-------|
|             |       |
|             |       |
|             |       |
|             |       |

Number (2) of Minors residing at property, under the age of 18

Property Information

Number of Bedrooms \*

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45 ☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53 ☐ 54 ☐ 55 ☐ 56 ☐ 57 ☐ 58 ☐ 59 ☐ 60 ☐ 61 ☐ 62 ☐ 63 ☐ 64 ☐ 65 ☐ 66 ☐ 67 ☐ 68 ☐ 69 ☐ 70 ☐ 71 ☐ 72 ☐ 73 ☐ 74 ☐ 75 ☐ 76 ☐ 77 ☐ 78 ☐ 79 ☐ 80 ☐ 81 ☐ 82 ☐ 83 ☐ 84 ☐ 85 ☐ 86 ☐ 87 ☐ 88 ☐ 89 ☐ 90 ☐ 91 ☐ 92 ☐ 93 ☐ 94 ☐ 95 ☐ 96 ☐ 97 ☐ 98 ☐ 99 ☐ 100 ☐ 101 ☐ 102 ☐ 103 ☐ 104 ☐ 105 ☐ 106 ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 111 ☐ 112 ☐ 113 ☐ 114 ☐ 115 ☐ 116 ☐ 117 ☐ 118 ☐ 119 ☐ 120 ☐ 121 ☐ 122 ☐ 123 ☐ 124 ☐ 125 ☐ 126 ☐ 127 ☐ 128 ☐ 129 ☐ 130 ☐ 131 ☐ 132 ☐ 133 ☐ 134 ☐ 135 ☐ 136 ☐ 137 ☐ 138 ☐ 139 ☐ 140 ☐ 141 ☐ 142 ☐ 143 ☐ 144 ☐ 145 ☐ 146 ☐ 147 ☐ 148 ☐ 149 ☐ 150 ☐ 151 ☐ 152 ☐ 153 ☐ 154 ☐ 155 ☐ 156 ☐ 157 ☐ 158 ☐ 159 ☐ 160 ☐ 161 ☐ 162 ☐ 163 ☐ 164 ☐ 165 ☐ 166 ☐ 167 ☐ 168 ☐ 169 ☐ 170 ☐ 171 ☐ 172 ☐ 173 ☐ 174 ☐ 175 ☐ 176 ☐ 177 ☐ 178 ☐ 179 ☐ 180 ☐ 181 ☐ 182 ☐ 183 ☐ 184 ☐ 185 ☐ 186 ☐ 187 ☐ 188 ☐ 189 ☐ 190 ☐ 191 ☐ 192 ☐ 193 ☐ 194 ☐ 195 ☐ 196 ☐ 197 ☐ 198 ☐ 199 ☐ 200 ☐ 201 ☐ 202 ☐ 203 ☐ 204 ☐ 205 ☐ 206 ☐ 207 ☐ 208 ☐ 209 ☐ 210 ☐ 211 ☐ 212 ☐ 213 ☐ 214 ☐ 215 ☐ 216 ☐ 217 ☐ 218 ☐ 219 ☐ 220 ☐ 221 ☐ 222 ☐ 223 ☐ 224 ☐ 225 ☐ 226 ☐ 227 ☐ 228 ☐ 229 ☐ 230 ☐ 231 ☐ 232 ☐ 233 ☐ 234 ☐ 235 ☐ 236 ☐ 237 ☐ 238 ☐ 239 ☐ 240 ☐ 241 ☐ 242 ☐ 243 ☐ 244 ☐ 245 ☐ 246 ☐ 247 ☐ 248 ☐ 249 ☐ 250 ☐ 251 ☐ 252 ☐ 253 ☐ 254 ☐ 255 ☐ 256 ☐ 257 ☐ 258 ☐ 259 ☐ 260 ☐ 261 ☐ 262 ☐ 263 ☐ 264 ☐ 265 ☐ 266 ☐ 267 ☐ 268 ☐ 269 ☐ 270 ☐ 271 ☐ 272 ☐ 273 ☐ 274 ☐ 275 ☐ 276 ☐ 277 ☐ 278 ☐ 279 ☐ 280 ☐ 281 ☐ 282 ☐ 283 ☐ 284 ☐ 285 ☐ 286 ☐ 287 ☐ 288 ☐ 289 ☐ 290 ☐ 291 ☐ 292 ☐ 293 ☐ 294 ☐ 295 ☐ 296 ☐ 297 ☐ 298 ☐ 299 ☐ 300 ☐ 301 ☐ 302 ☐ 303 ☐ 304 ☐ 305 ☐ 306 ☐ 307 ☐ 308 ☐ 309 ☐ 310 ☐ 311 ☐ 312 ☐ 313 ☐ 314 ☐ 315 ☐ 316 ☐ 317 ☐ 318 ☐ 319 ☐ 320 ☐ 321 ☐ 322 ☐ 323 ☐ 324 ☐ 325 ☐ 326 ☐ 327 ☐ 328 ☐ 329 ☐ 330 ☐ 331 ☐ 332 ☐ 333 ☐ 334 ☐ 335 ☐ 336 ☐ 337 ☐ 338 ☐ 339 ☐ 340 ☐ 341 ☐ 342 ☐ 343 ☐ 344 ☐ 345 ☐ 346 ☐ 347 ☐ 348 ☐ 349 ☐ 350 ☐ 351 ☐ 352 ☐ 353 ☐ 354 ☐ 355 ☐ 356 ☐ 357 ☐ 358 ☐ 359 ☐ 360 ☐ 361 ☐ 362 ☐ 363 ☐ 364 ☐ 365 ☐ 366 ☐ 367 ☐ 368 ☐ 369 ☐ 370 ☐ 371 ☐ 372 ☐ 373 ☐ 374 ☐ 375 ☐ 376 ☐ 377 ☐ 378 ☐ 379 ☐ 380 ☐ 381 ☐ 382 ☐ 383 ☐ 384 ☐ 385 ☐ 386 ☐ 387 ☐ 388 ☐ 389 ☐ 390 ☐ 391 ☐ 392 ☐ 393 ☐ 394 ☐ 395 ☐ 396 ☐ 397 ☐ 398 ☐ 399 ☐ 400 ☐ 401 ☐ 402 ☐ 403 ☐ 404 ☐ 405 ☐ 406 ☐ 407 ☐ 408 ☐ 409 ☐ 410 ☐ 411 ☐ 412 ☐ 413 ☐ 414 ☐ 415 ☐ 416 ☐ 417 ☐ 418 ☐ 419 ☐ 420 ☐ 421 ☐ 422 ☐ 423 ☐ 424 ☐ 425 ☐ 426 ☐ 427 ☐ 428 ☐ 429 ☐ 430 ☐ 431 ☐ 432 ☐ 433 ☐ 434 ☐ 435 ☐ 436 ☐ 437 ☐ 438 ☐ 439 ☐ 440 ☐ 441 ☐ 442 ☐ 443 ☐ 444 ☐ 445 ☐ 446 ☐ 447 ☐ 448 ☐ 449 ☐ 450 ☐ 451 ☐ 452 ☐ 453 ☐ 454 ☐ 455 ☐ 456 ☐ 457 ☐ 458 ☐ 459 ☐ 460 ☐ 461 ☐ 462 ☐ 463 ☐ 464 ☐ 465 ☐ 466 ☐ 467 ☐ 468 ☐ 469 ☐ 470 ☐ 471 ☐ 472 ☐ 473 ☐ 474 ☐ 475 ☐ 476 ☐ 477 ☐ 478 ☐ 479 ☐ 480 ☐ 481 ☐ 482 ☐ 483 ☐ 484 ☐ 485 ☐ 486 ☐ 487 ☐ 488 ☐ 489 ☐ 490 ☐ 491 ☐ 492 ☐ 493 ☐ 494 ☐ 495 ☐ 496 ☐ 497 ☐ 498 ☐ 499 ☐ 500 ☐ 501 ☐ 502 ☐ 503 ☐ 504 ☐ 505 ☐ 506 ☐ 507 ☐ 508 ☐ 509 ☐ 510 ☐ 511 ☐ 512 ☐ 513 ☐ 514 ☐ 515 ☐ 516 ☐ 517 ☐ 518 ☐ 519 ☐ 520 ☐ 521 ☐ 522 ☐ 523 ☐ 524 ☐ 525 ☐ 526 ☐ 527 ☐ 528 ☐ 529 ☐ 530 ☐ 531 ☐ 532 ☐ 533 ☐ 534 ☐ 535 ☐ 536 ☐ 537 ☐ 538 ☐ 539 ☐ 540 ☐ 541 ☐ 542 ☐ 543 ☐ 544 ☐ 545 ☐ 546 ☐ 547 ☐ 548 ☐ 549 ☐ 550 ☐ 551 ☐ 552 ☐ 553 ☐ 554 ☐ 555 ☐ 556 ☐ 557 ☐ 558 ☐ 559 ☐ 560 ☐ 561 ☐ 562 ☐ 563 ☐ 564 ☐ 565 ☐ 566 ☐ 567 ☐ 568 ☐ 569 ☐ 570 ☐ 571 ☐ 572 ☐ 573 ☐ 574 ☐ 575 ☐ 576 ☐ 577 ☐ 578 ☐ 579 ☐ 580 ☐ 581 ☐ 582 ☐ 583 ☐ 584 ☐ 585 ☐ 586 ☐ 587 ☐ 588 ☐ 589 ☐ 590 ☐ 591 ☐ 592 ☐ 593 ☐ 594 ☐ 595 ☐ 596 ☐ 597 ☐ 598 ☐ 599 ☐ 600 ☐ 601 ☐ 602 ☐ 603 ☐ 604 ☐ 605 ☐ 606 ☐ 607 ☐ 608 ☐ 609 ☐ 610 ☐ 611 ☐ 612 ☐ 613 ☐ 614 ☐ 615 ☐ 616 ☐ 617 ☐ 618 ☐ 619 ☐ 620 ☐ 621 ☐ 622 ☐ 623 ☐ 624 ☐ 625 ☐ 626 ☐ 627 ☐ 628 ☐ 629 ☐ 630 ☐ 631 ☐ 632 ☐ 633 ☐ 634 ☐ 635 ☐ 636 ☐ 637 ☐ 638 ☐ 639 ☐ 640 ☐ 641 ☐ 642 ☐ 643 ☐ 644 ☐ 645 ☐ 646 ☐ 647 ☐ 648 ☐ 649 ☐ 650 ☐ 651 ☐ 652 ☐ 653 ☐ 654 ☐ 655 ☐ 656 ☐ 657 ☐ 658 ☐ 659 ☐ 660 ☐ 661 ☐ 662 ☐ 663 ☐ 664 ☐ 665 ☐ 666 ☐ 667 ☐ 668 ☐ 669 ☐ 670 ☐ 671 ☐ 672 ☐ 673 ☐ 674 ☐ 675 ☐ 676 ☐ 677 ☐ 678 ☐ 679 ☐ 680 ☐ 681 ☐ 682 ☐ 683 ☐ 684 ☐ 685 ☐ 686 ☐ 687 ☐ 688 ☐ 689 ☐ 690 ☐ 691 ☐ 692 ☐ 693 ☐ 694 ☐ 695 ☐ 696 ☐ 697 ☐ 698 ☐ 699 ☐ 700 ☐ 701 ☐ 702 ☐ 703 ☐ 704 ☐ 705 ☐ 706 ☐ 707 ☐ 708 ☐ 709 ☐ 710 ☐ 711 ☐ 712 ☐ 713 ☐ 714 ☐ 715 ☐ 716 ☐ 717 ☐ 718 ☐ 719 ☐ 720 ☐ 721 ☐ 722 ☐ 723 ☐ 724 ☐ 725 ☐ 726 ☐ 727 ☐ 728 ☐ 729 ☐ 730 ☐ 731 ☐ 732 ☐ 733 ☐ 734 ☐ 735 ☐ 736 ☐ 737 ☐ 738 ☐ 739 ☐ 740 ☐ 741 ☐ 742 ☐ 743 ☐ 744 ☐ 745 ☐ 746 ☐ 747 ☐ 748 ☐ 749 ☐ 750 ☐ 751 ☐ 752 ☐ 753 ☐ 754 ☐ 755 ☐ 756 ☐ 757 ☐ 758 ☐ 759 ☐ 760 ☐ 761 ☐ 762 ☐ 763 ☐ 764 ☐ 765 ☐ 766 ☐ 767 ☐ 768 ☐ 769 ☐ 770 ☐ 771 ☐ 772 ☐ 773 ☐ 774 ☐ 775 ☐ 776 ☐ 777 ☐ 778 ☐ 779 ☐ 780 ☐ 781 ☐ 782 ☐ 783 ☐ 784 ☐ 785 ☐ 786 ☐ 787 ☐ 788 ☐ 789 ☐ 790 ☐ 791 ☐ 792 ☐ 793 ☐ 794 ☐ 795 ☐ 796 ☐ 797 ☐ 798 ☐ 799 ☐ 800 ☐ 801 ☐ 802 ☐ 803 ☐ 804 ☐ 805 ☐ 806 ☐ 807 ☐ 808 ☐ 809 ☐ 810 ☐ 811 ☐ 812 ☐ 813 ☐ 814 ☐ 815 ☐ 816 ☐ 817 ☐ 818 ☐ 819 ☐ 820 ☐ 821 ☐ 822 ☐ 823 ☐ 824 ☐ 825 ☐ 826 ☐ 827 ☐ 828 ☐ 829 ☐ 830 ☐ 831 ☐ 832 ☐ 833 ☐ 834 ☐ 835 ☐ 836 ☐ 837 ☐ 838 ☐ 839 ☐ 840 ☐ 841 ☐ 842 ☐ 843 ☐ 844 ☐ 845 ☐ 846 ☐ 847 ☐ 848 ☐ 849 ☐ 850 ☐ 851 ☐ 852 ☐ 853 ☐ 854 ☐ 855 ☐ 856 ☐ 857 ☐ 858 ☐ 859 ☐ 860 ☐ 861 ☐ 862 ☐ 863 ☐ 864 ☐ 865 ☐ 866 ☐ 867 ☐ 868 ☐ 869 ☐ 870 ☐ 871 ☐ 872 ☐ 873 ☐ 874 ☐ 875 ☐ 876 ☐ 877 ☐ 878 ☐ 879 ☐ 880 ☐ 881 ☐ 882 ☐ 883 ☐ 884 ☐ 885 ☐ 886 ☐ 887 ☐ 888 ☐ 889 ☐ 890 ☐ 891 ☐ 892 ☐ 893 ☐ 894 ☐ 895 ☐ 896 ☐ 897 ☐ 898 ☐ 899 ☐ 900 ☐ 901 ☐ 902 ☐ 903 ☐ 904 ☐ 905 ☐ 906 ☐ 907 ☐ 908 ☐ 909 ☐ 910 ☐ 911 ☐ 912 ☐ 913 ☐ 914 ☐ 915 ☐ 916 ☐ 917 ☐ 918 ☐ 919 ☐ 920 ☐ 921 ☐ 922 ☐ 923 ☐ 924 ☐ 925 ☐ 926 ☐ 927 ☐ 928 ☐ 929 ☐ 930 ☐ 931 ☐ 932 ☐ 933 ☐ 934 ☐ 935 ☐ 936 ☐ 937 ☐ 938 ☐ 939 ☐ 940 ☐ 941 ☐ 942 ☐ 943 ☐ 944 ☐ 945 ☐ 946 ☐ 947 ☐ 948 ☐ 949 ☐ 950 ☐ 951 ☐ 952 ☐ 953 ☐ 954 ☐ 955 ☐ 956 ☐ 957 ☐ 958 ☐ 959 ☐ 960 ☐ 961 ☐ 962 ☐ 963 ☐ 964 ☐ 965 ☐ 966 ☐ 967 ☐ 968 ☐ 969 ☐ 970 ☐ 971 ☐ 972 ☐ 973 ☐ 974 ☐ 975 ☐ 976 ☐ 977 ☐ 978 ☐ 979 ☐ 980 ☐ 981 ☐ 982 ☐ 983 ☐ 984 ☐ 985 ☐ 986 ☐ 987 ☐ 988 ☐ 989 ☐ 990 ☐ 991 ☐ 992 ☐ 993 ☐ 994 ☐ 995 ☐ 996 ☐ 997 ☐ 998 ☐ 999 ☐ 1000 ☐ 1001 ☐ 1002 ☐ 1003 ☐ 1004 ☐ 1005 ☐ 1006 ☐ 1007 ☐ 1008 ☐ 1009 ☐ 1010 ☐ 1011 ☐ 1012 ☐ 1013 ☐ 1014 ☐ 1015 ☐ 1016 ☐ 1017 ☐ 1018 ☐ 1019 ☐ 1020 ☐ 1021 ☐ 1022 ☐ 1023 ☐ 1024 ☐ 1025 ☐ 1026 ☐ 1027 ☐ 1028 ☐ 1029 ☐ 1030 ☐ 1031 ☐ 1032 ☐ 1033 ☐ 1034 ☐ 1035 ☐ 1036 ☐ 1037 ☐ 1038 ☐ 1039 ☐ 1040 ☐ 1041 ☐ 1042 ☐ 1043 ☐ 1044 ☐ 1045 ☐ 1046 ☐ 1047 ☐ 1048 ☐ 1049 ☐ 1050 ☐ 1051 ☐ 1052 ☐ 1053 ☐ 1054 ☐ 1055 ☐ 1056 ☐ 1057 ☐ 1058 ☐ 1059 ☐ 1060 ☐ 1061 ☐ 1062 ☐ 1063 ☐ 1064 ☐ 1065 ☐ 1066 ☐ 1067 ☐ 1068 ☐ 1069 ☐ 1070 ☐ 1071 ☐ 1072 ☐ 1073 ☐ 1074 ☐ 1075 ☐ 1076 ☐ 1077 ☐ 1078 ☐ 1079 ☐ 1080 ☐ 1081 ☐ 1082 ☐ 1083 ☐ 1084 ☐ 1085 ☐ 1086 ☐ 1087 ☐ 1088 ☐ 1089 ☐ 1090 ☐ 1091 ☐ 1092 ☐ 1093 ☐ 1094 ☐ 1095 ☐ 1096 ☐ 1097 ☐ 1098 ☐ 1099 ☐ 1100 ☐ 1101 ☐ 1102 ☐ 1103 ☐ 1104 ☐ 1105 ☐ 1106 ☐ 1107 ☐ 1108 ☐ 1109 ☐ 1110 ☐ 1111 ☐ 1112 ☐ 1113 ☐ 1114 ☐ 1115 ☐ 1116 ☐ 1117 ☐ 1118 ☐ 1119 ☐ 1120 ☐ 1121 ☐ 1122 ☐ 1123 ☐ 1124 ☐ 1125 ☐ 1126 ☐ 1127 ☐ 1128 ☐ 1129 ☐ 1130 ☐ 1131 ☐ 1132 ☐ 1133 ☐ 1134 ☐ 1135 ☐ 1136 ☐ 1137 ☐ 1138 ☐ 1139 ☐ 1140 ☐ 1141 ☐ 1142 ☐ 1143 ☐ 1144 ☐ 1145 ☐ 1146 ☐ 1147 ☐ 1148 ☐ 1149 ☐ 1150 ☐ 1151 ☐ 1152 ☐ 1153 ☐ 1154 ☐ 1155 ☐ 1156 ☐ 1157 ☐ 1158 ☐ 1159 ☐ 1160 ☐ 1161 ☐ 1162 ☐ 1163 ☐ 1164 ☐ 1165 ☐ 1166 ☐ 1167 ☐ 1168 ☐ 1169 ☐ 1170 ☐ 1171 ☐ 1172 ☐ 1173 ☐ 1174 ☐ 1175 ☐ 1176 ☐ 1177 ☐ 1

### Property Information

Number of Bedrooms \*

☒ (1) One ☐ (2) Two ☐ (3) Three ☐ (4)

Is the basement finished? \*

☐ Partially ☐ Fully ☐ Un-finished ☒ No

In submitting this application, in accordance with the requirements of the Glendale Heights Village Code, Chapter 14 entitled Licensing and Inspection of Properties, of Title 10 entitled Building Regulations, acknowledge that I have reviewed the Crime Prevention Manual and acknowledge understanding and compliance of the requirements, administered by the Village of Glendale Heights Community Development Director, prior to the issuance of a Rental License. I am aware of the Ordinance requirements regarding inclusion of the Village of Glendale Heights Rental Property Crime Prevention Partnership Lease Addendum and the need to provide the signed Addendum upon required of Police or Code Enforcement Officers.

 Signed by

10/20/2025, 10:07 AM

ANNUAL FEE: Single Family Homes, Townhomes and Duplexes are \$300. Condominiums are \$200.

\*NOTE: Property Owner is responsible for scheduling inspection of rental unit and compliance for annual license.

Reference Code Title 10, Chapter 14, Article A

Once you have completed the required information you will sign the application, which includes acknowledgment of understanding and compliance with the requirements of the Rental Program and related ordinances.

[BACK TO WORKSPACE](#)

All information saved a day ago

[NEXT FORM](#)

release/231013 (ae3c6911819114a7c7c531cd7cc4b1e1a3d94dbc) 2025-10-20 02:59:13.218 CDT (7)

Select “Next Form” to add additional Tenant information.

## Application forms

Single Family Rental Application

Supplemental Tenant Information

DELETE FORM

### SUPPLEMENTAL TENANT INFORMATION

Draft

#### Additional Tenant Information

##### ADDITIONAL TENANT INFORMATION

|              |              |             |
|--------------|--------------|-------------|
| Ivan Shulyga | 312 871 8734 | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |
| Tenant Name  | Tenant Phone | Jun 30 2028 |

BACK TO WORKSPACE

All information saved a day ago

PREVIOUS FORM

CLOSE FORMS AND GO TO WORKSPACE

The “Supplemental Tenant Information” Form.

Tenant information for those 18 years of age and older living at the property is required to be provided.

Use this page if not enough tenant lines were provided on the “Rental Application” Form Tenant section due the number of adult tenants.

BACK TO WORKSPACE

All information is saved automatically.

PREVIOUS FORM

CLOSE FORMS AND GO TO WORKSPACE

When finished, “Close Forms and Go To Workspace to continue renewal.

Your “Required Tasks” have been updated with the completion of the required fields in the renewal “Application Form”. The next Task is “Attachments”.

**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 Rental 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.

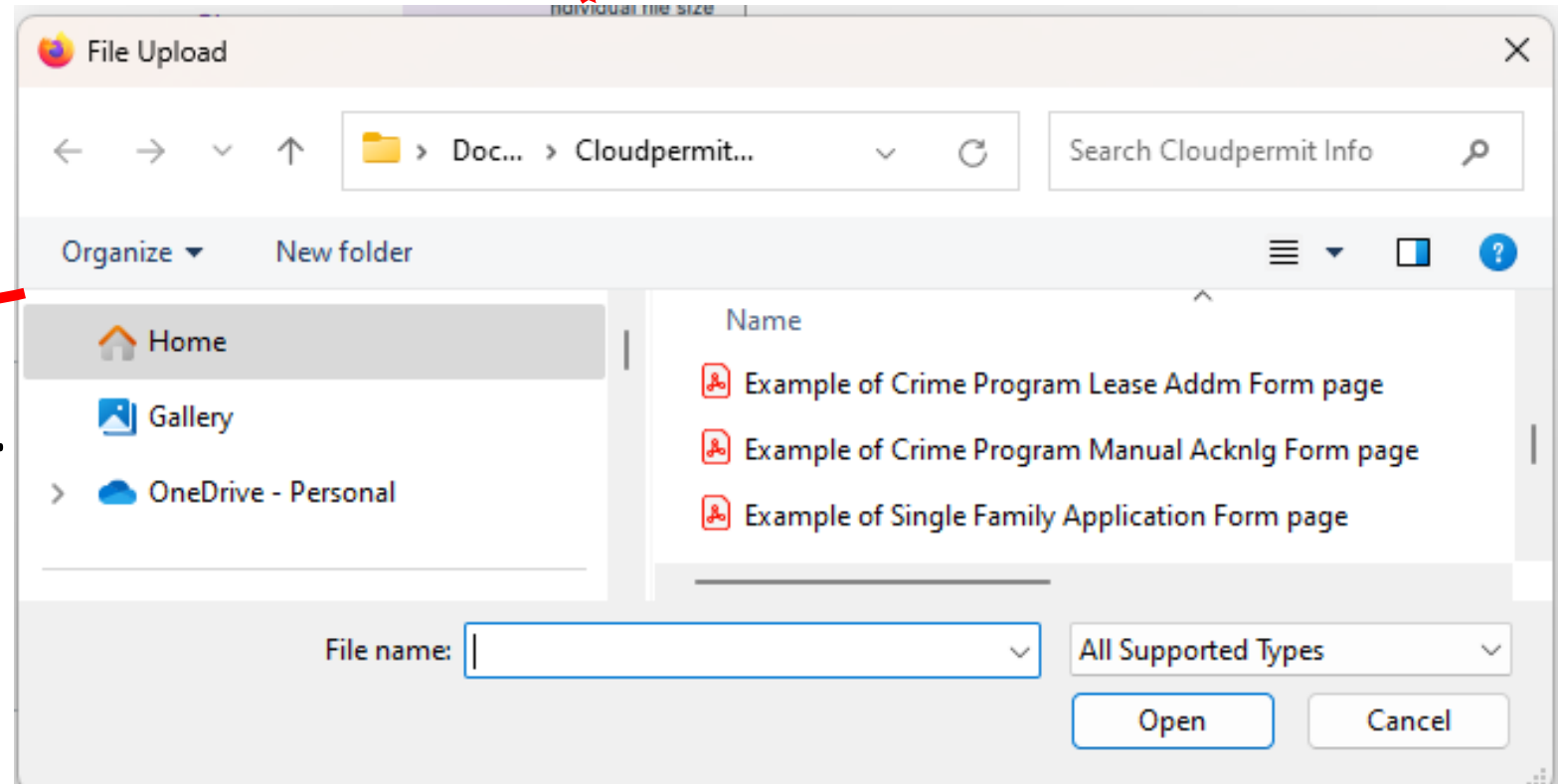
You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| <div>- Select -</div> <div><div><input type="checkbox"/> Liquor License</div><div><input type="checkbox"/> Owner Information</div><div><input type="checkbox"/> Parking Plan</div><div><input type="checkbox"/> Passenger Transportation Experience</div><div><input type="checkbox"/> Plat / Survey / Legal Description of Property</div></div> |                |             |

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                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------|
| <div>2 × Owner Information, Tenant Informati...</div> |                | 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 

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

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

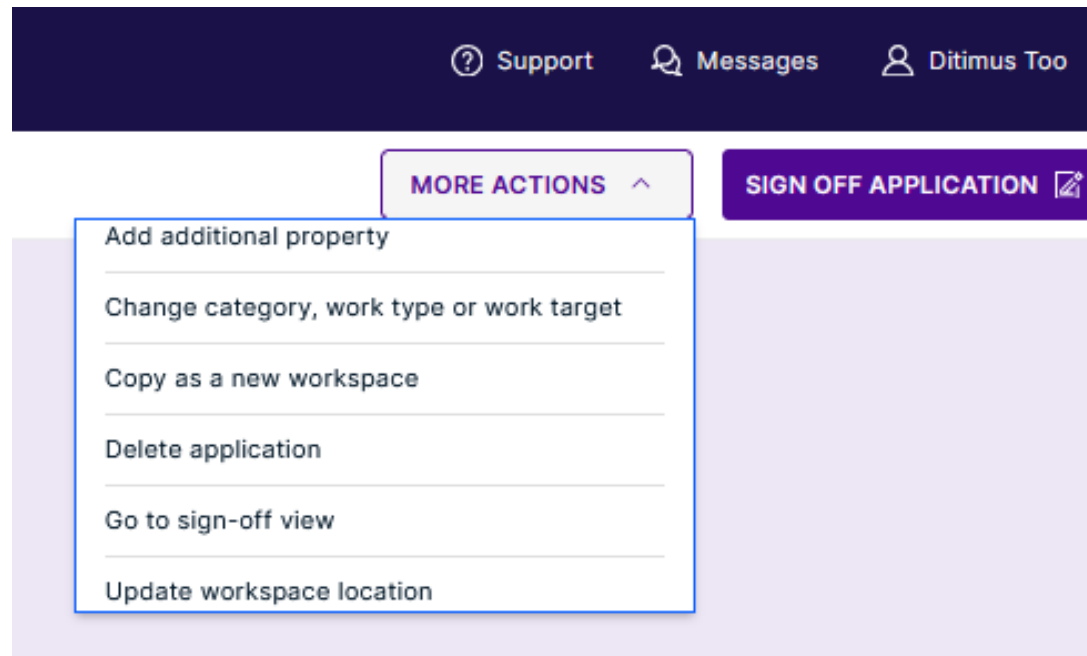
|                                     |                                     |                                     |                          |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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 Rental License Renewal 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

Ditimus 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

① Application needs to be signed off by the Applicant

Click on the “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).

 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<br>Ditimus            | Corporation or partnership |
|    | Unit number                      | Lot / Con.                 |
|    | ZIP code<br>60139                | State<br>Illinois          |
|    | Mobile phone<br>+1 630 555-9999  |                            |
|    | Email<br>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

✓

Parties

✓

Application

✓

Attachments

○

Fees & 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

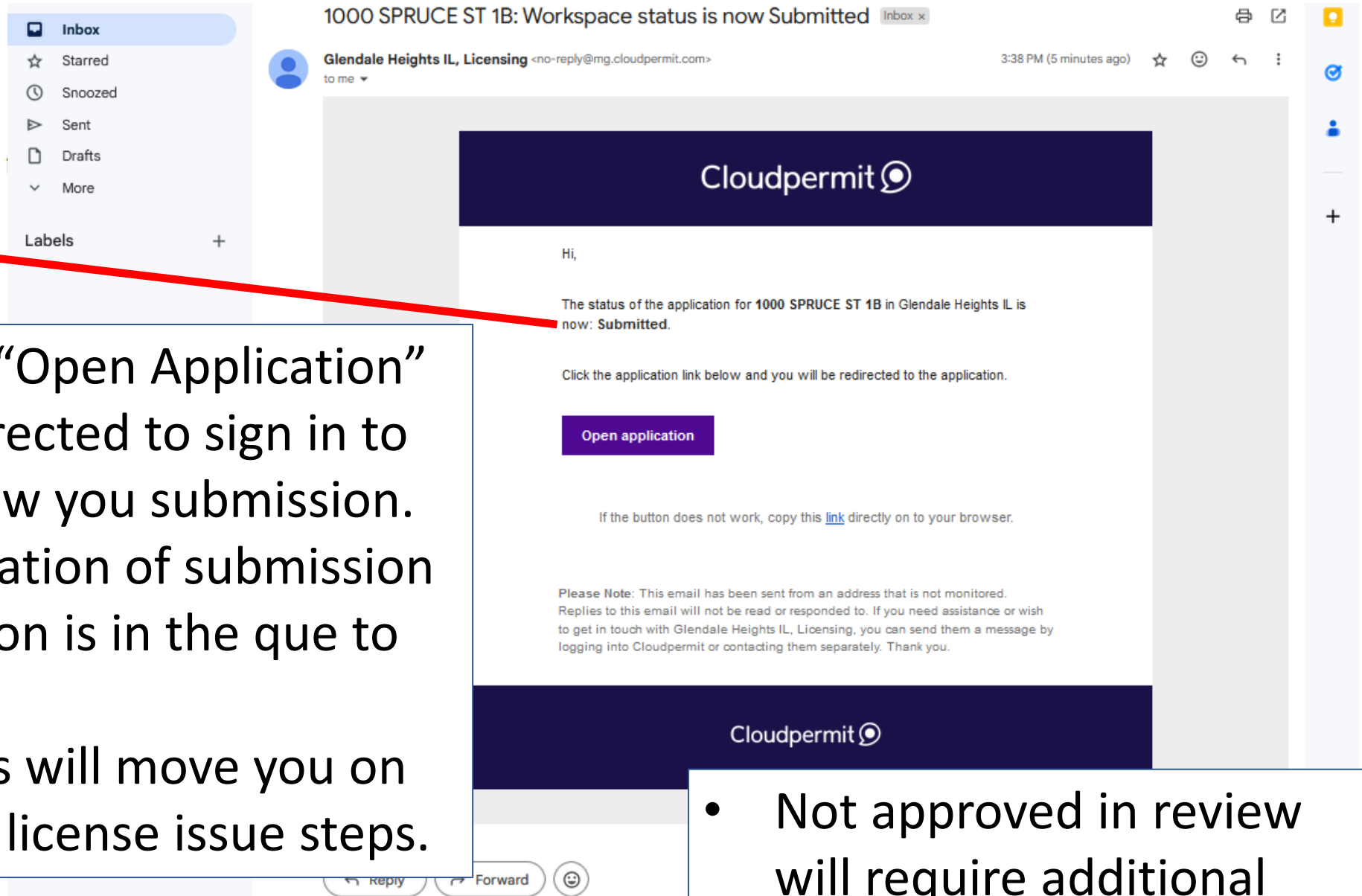
Complete your account registration - Hi, Welcome to Cloudpermit! You are just a few steps away from co...

📧

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.*

Cloudpermit

Support Messages Dltimus Too

My profile

My profile

**Name and corporation**

First name \* Last name \*

Dltimus 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

dltimusdogtoo@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 Rental License Renewal Application is submitted, the first step in complying with Village Ordinance using the Cloudpermit Online Licensing Renewal process has been completed.

- The next step is a review by Village staff to confirm the necessary information has been received. See the “License Submission to Issuance” presentation on the Rental License & Inspection Program Village website page.
- 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 Rental license/registration.

- The last step, after you have paid, is 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.
- Inspection Requirements
  - Unless your property receiving authorization from your Rental Inspector in the property's prior year's inspection to skip this year's inspection, you must contact Community Development to schedule your property's rental inspection.
    - Check your payment receipt to see if information has been provided confirming inspection required or by year provided.
    - You can contact Community Development at 630-260-6030 with questions about renewal and inspection.

Thanks for renewing your Glendale Heights Rental Licensing in Cloudpermit.

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