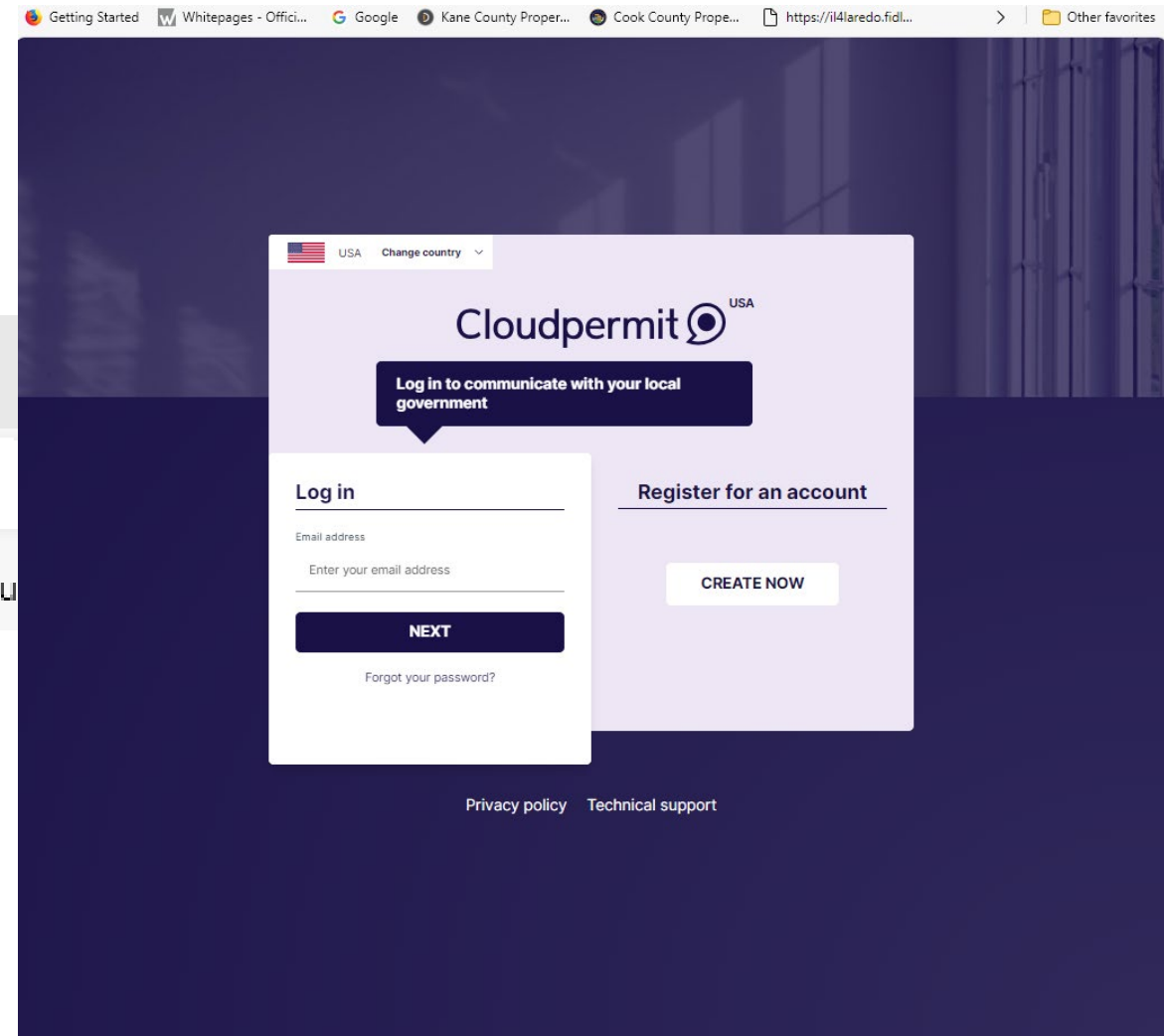
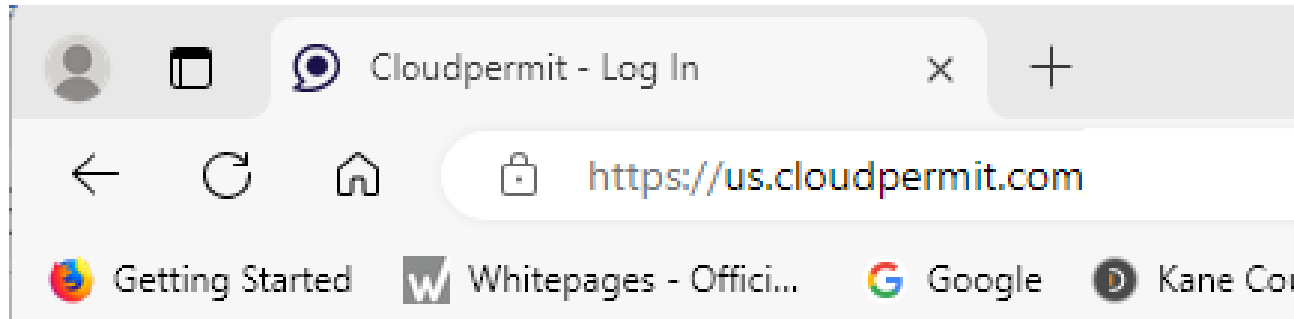
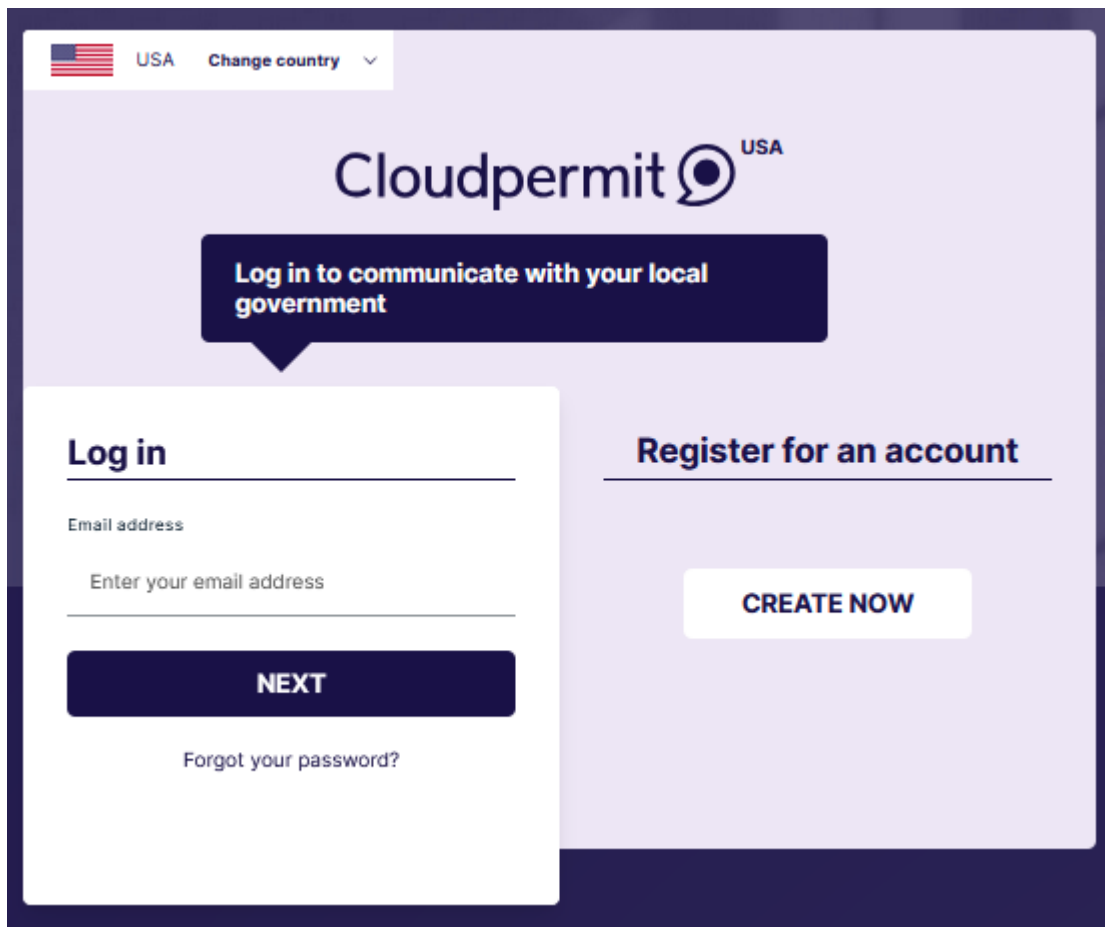


2025 Rental Renewal - Cloudpermit

Glendale Heights Community Development is transitioning to an online Rental Licensing system.



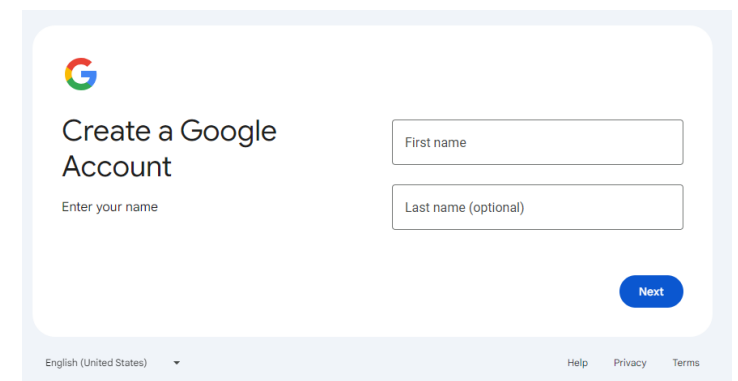
2025 Renewal notices will be mailed with instructions to create a Cloudpermit account to renew for 2025.



2025 Renewal notices will be mailed with instructions to create an online Cloudpermit account to renew for 2025. New licenses will also be managed through the Cloudpermit system.

Enter <https://us.cloudpermit.com> in your Internet browser to “Register for an account” by selecting “Create Now”.

Landlords and Managers will need to have an active email address that they will need to monitor for licensing. For example: an email account can be quickly set up using Google or any other email provider.





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](#)

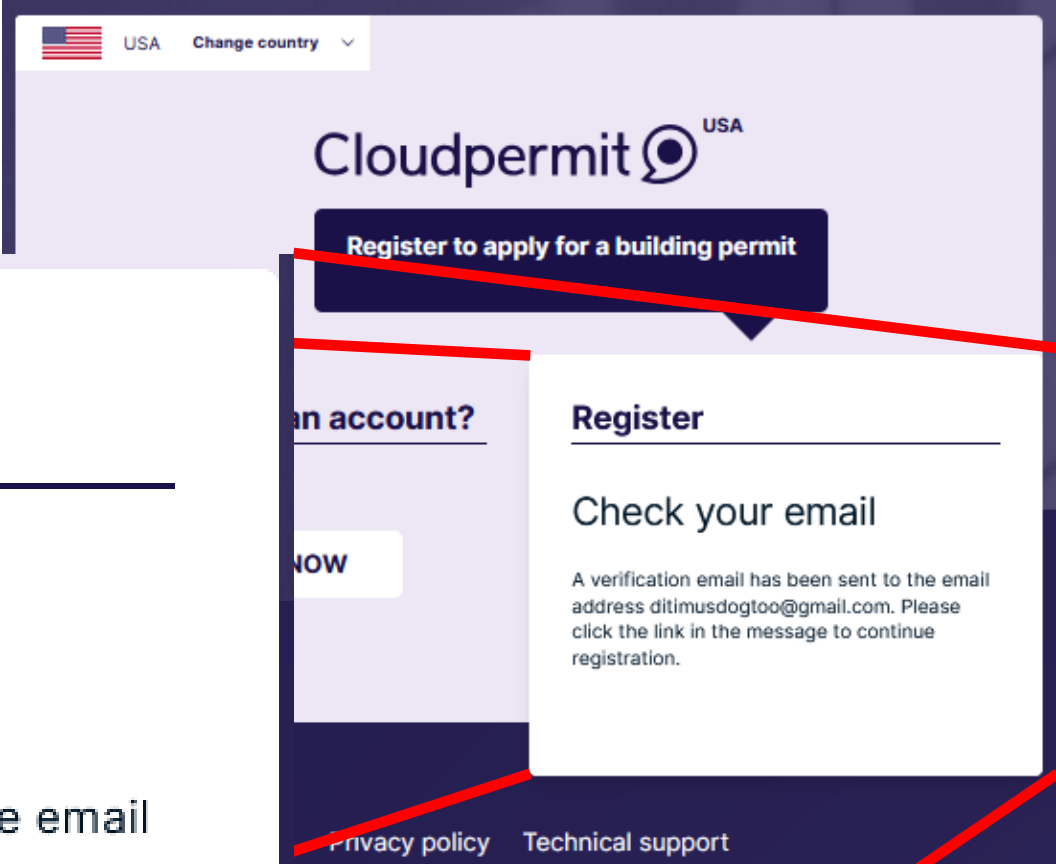
Enter the email address to be used for rental licensing with the Village of Glendale Heights, review the terms of service and check the yes box to continue.

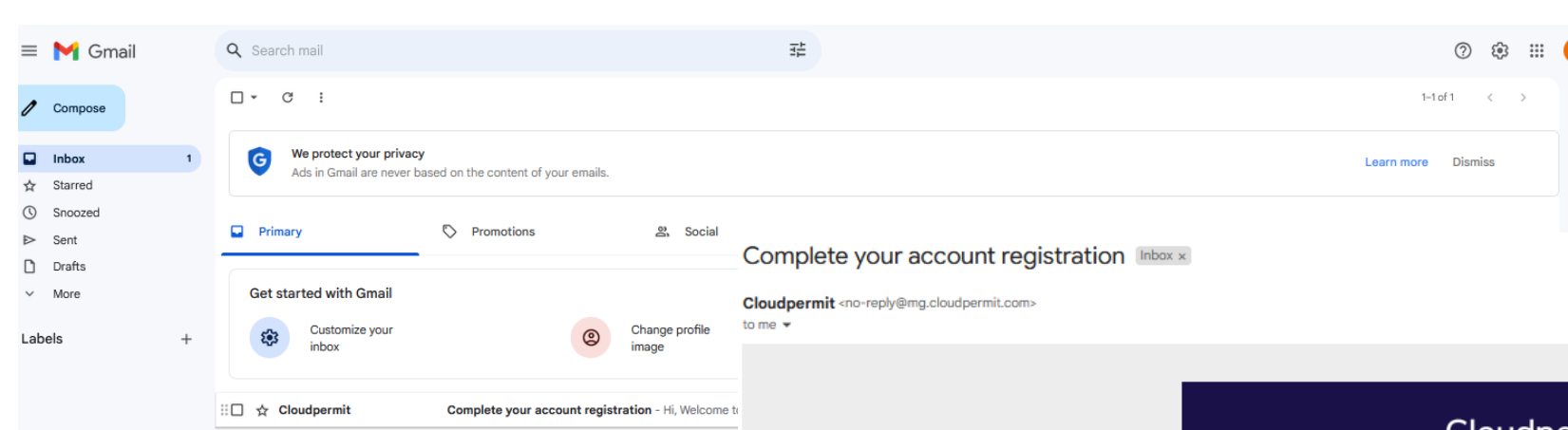
The Cloudpermit screen will advise you that a verification email has been sent to the email address specified for your account.

Register

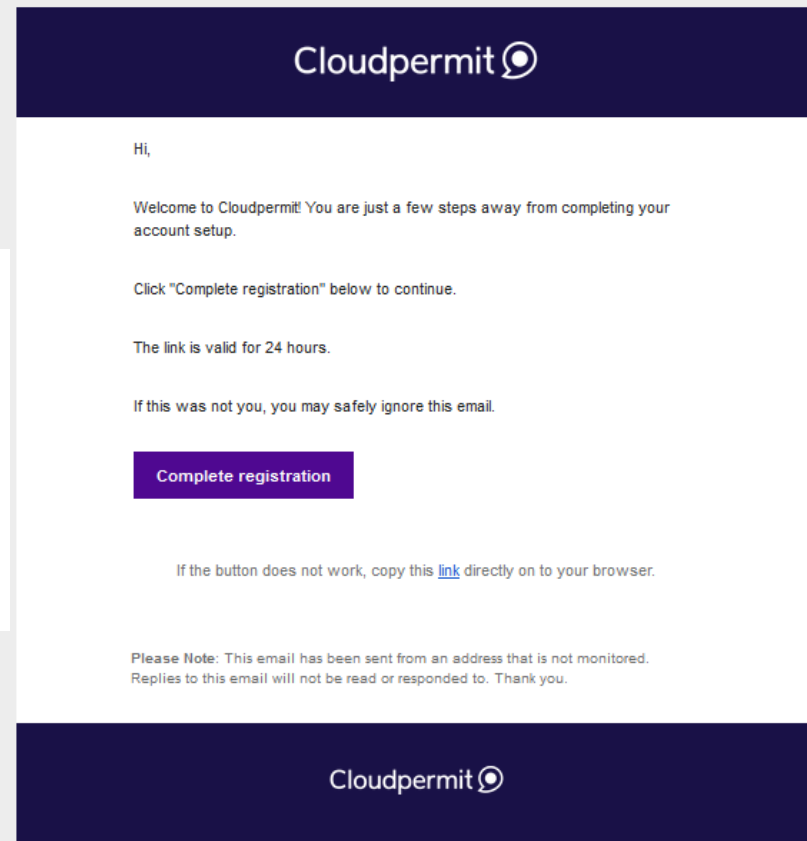
Check your email

A verification email has been sent to the email address ditimusdogtoo@gmail.com. Please click the link in the message to continue registration.





The email will appear in your email list from Cloudpermit, open and select “Complete registration” to complete the account set up.



You will be directed to the Cloudpermit online system from your email link.

Complete registration

Complete your user details and register an account

Name and corporation

First name * Last name *

I work on behalf of a corporation or partnership

Address

Street address * Unit number Lot / Con.

Municipality * State * ZIP code *

Phone numbers

Mobile phone * Other phone Fax

Email address

Email address

Professional users

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

Password

Password

Name and corporation

First name * Last name *

John Doe

I work on behalf of a corporation or partnership

Address

Street address * Unit number Lot / Con.




123 Main street Apartment, suite, etc. _____

Municipality * State * ZIP code *

E.g. Speedway E.g. Indiana E.g. 20252

Phone numbers

Mobile phone * Other phone Fax

 +1 ▾ (123) 456-7890  +1 ▾ (123) 456-7890  +1 ▾ (123) 456-7890

Fill in the information completely. A red asterisk (*) indicates required fields. Accuracy is very important as incorrect information will inhibit communications between applicants and the Village / Community Development as activities take place in the Cloudpermit program.

Email address

Email address

ditimusdogtoo@gmail.com

Professional users

I am an Architect, Engineer, De

Password

Password

Your email, established in requesting an account, is filled in and not able to be altered.

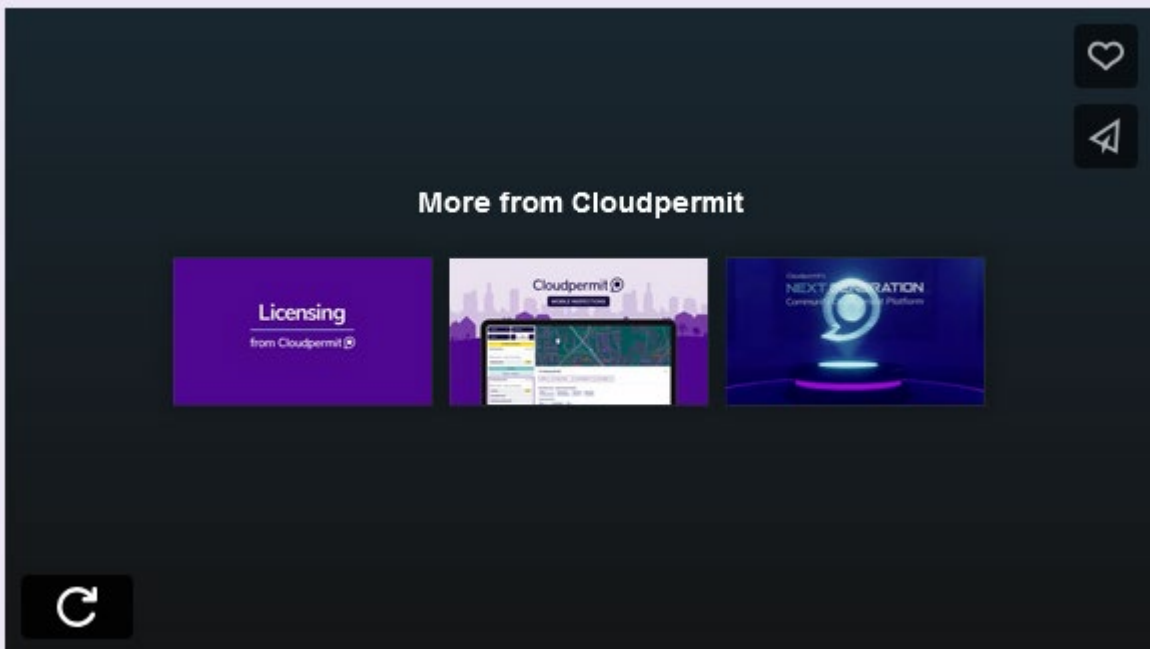
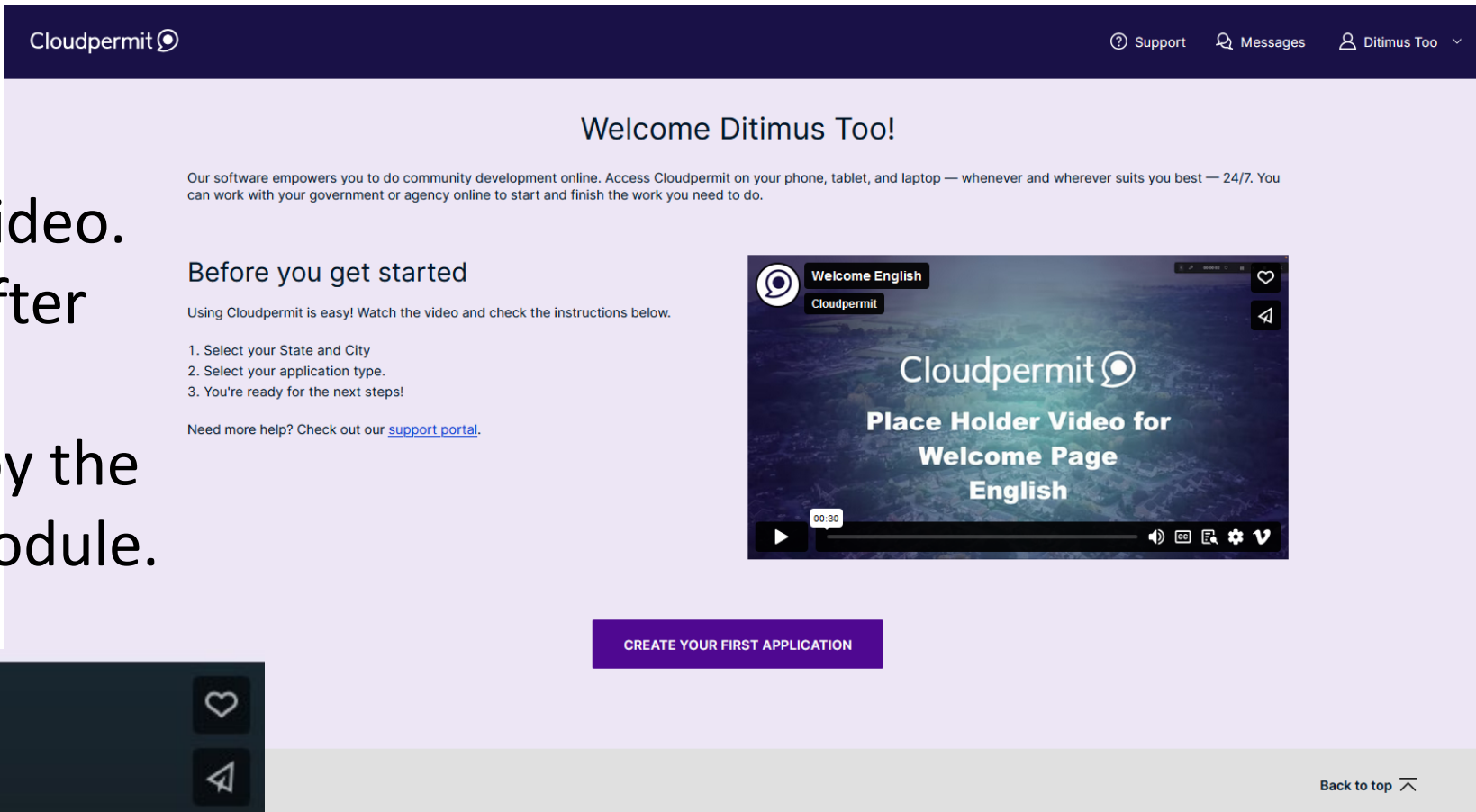
Landlords and Managers will not typically check the “Professional users” check box for the Licensing module. This box is specific to other modules in Cloudpermit related to permits, zoning, etc.

Password

Password

You will need to create a password for your account and select “Complete Registrations”.

You will be directed to the Welcome page for a short video. More videos are available after the introduction. Rental Licensing will be managed by the Village in the “Licensing” module.



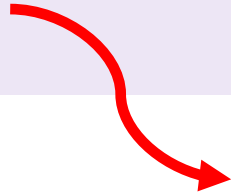
Some steps in the Glendale Heights Licensing module will have requirements specific to our community.

Before you get started

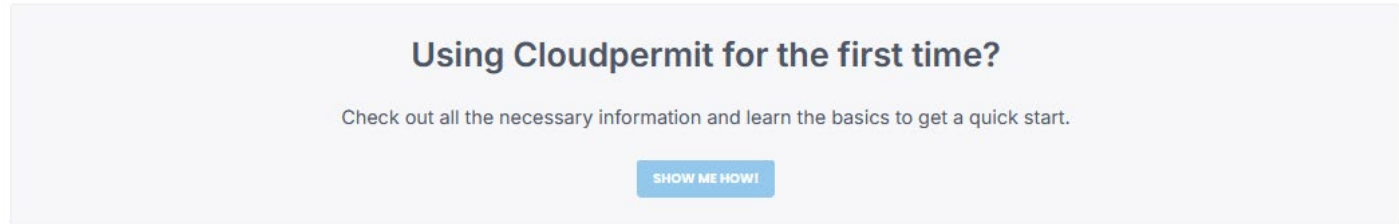
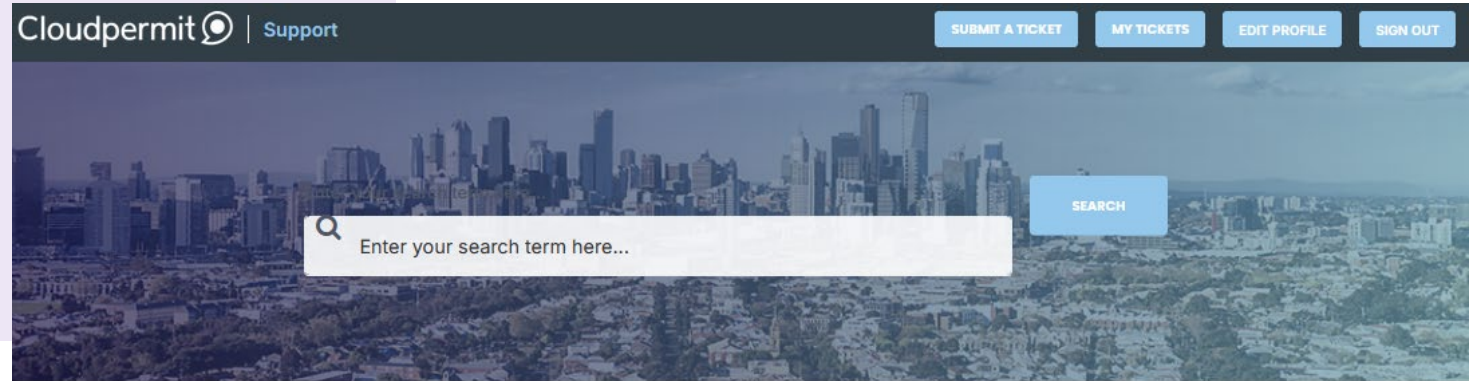
Using Cloudpermit is easy! Watch the video and check the instructions below.

1. Select your State and City
2. Select your application type.
3. You're ready for the next steps!

Need more help? Check out our [support portal](#).

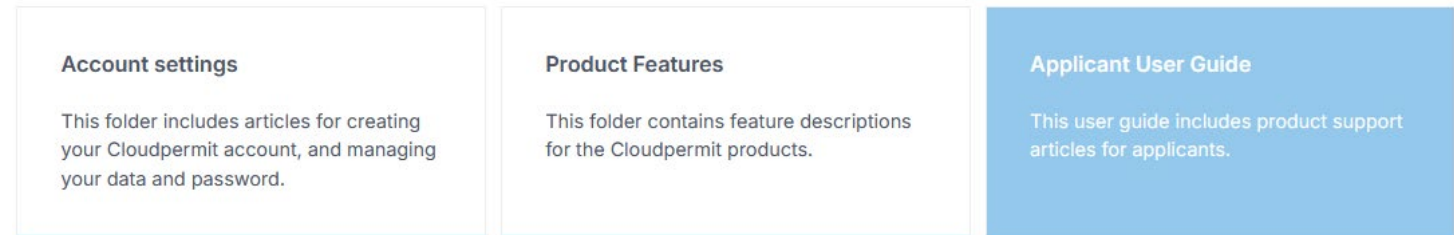


To find out more about Cloudpermit or to get assistance in use of the system, you can click on “Support” to select the “Applicant User Guide” to seek answers to questions you may have.



Knowledge base

Explore How-To's and learn best practices from our knowledge base.



From the Welcome page you can select “Create Your First Application”

The screenshot shows a web interface for creating an application. At the top left, a purple button labeled "CREATE YOUR FIRST APPLICATION" is highlighted with a blue box. Below it, a form titled "1 Select City (Town, Village, County or Community)" contains a "Select state" dropdown menu. A second step, "2 Select type of application", is partially visible. To the right, a "Select municipality" dropdown menu is highlighted with a blue box, showing "Glendale Heights IL" selected. A "CLOSE X" button is located above the municipality dropdown. Two white callout boxes with blue borders provide instructions: the first says "Select the State, 'Illinois' from the drop down list." and the second says "Then select 'Glendale Heights' from the list." The top right of the interface shows a language selector set to "English".

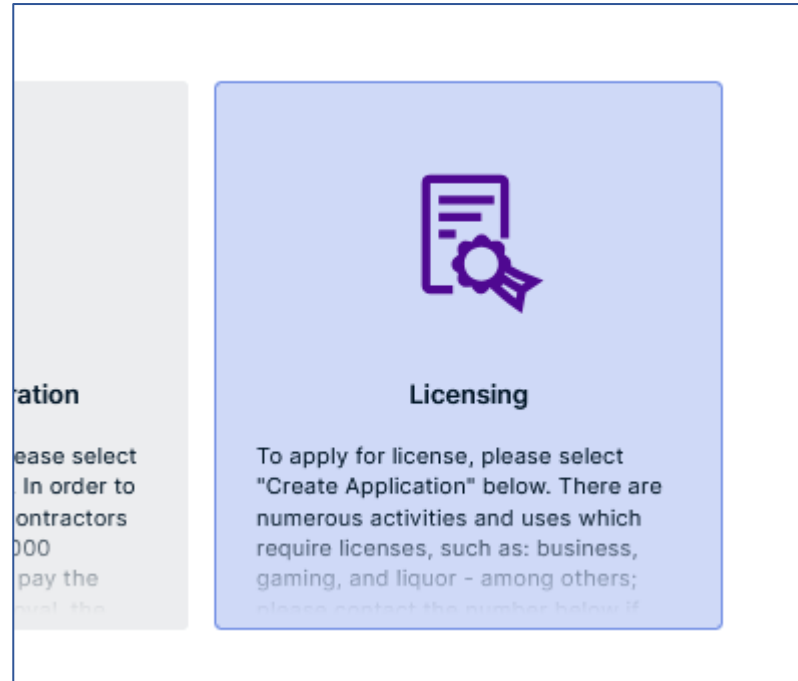
For the 2025 Rental Renewal season you will receive your traditional mailed renewal form to assist you in completing the Cloudpermit licensing requirements. You can manage multiple properties from the one registration account. Landlords and Managers can be associated with the account so communications are received by the managing parties.

2

Select type of application

You will be directed to “Select types of application”. For the purpose of Rental Licensing renewal, as well as for new properties to be licensed, select the “Licensing” tab.

The Licensing box will expand, providing some information, and select the “Create Application” tab to apply for licensing.



An expanded view of the 'Licensing' tab. At the top is a purple icon of a document with a gear and a ribbon. Below the icon is the heading 'Licensing'. The main text reads: 'To apply for license, please select "Create Application" below. There are numerous activities and uses which require licenses, such as: business, gaming, and liquor - among others; please contact the number below if you are unsure if you need a license.' This is followed by two sections: 'RENEWALS: Issued Rental Licenses expire annually on January 31st. All other issued licenses expire on December 31st. The Village will send an automatic renewal notice prior to the expiration date. For active licenses: Failure to renew a license by the expiration date may result in fees, fines, suspension or revocation.' and 'TAXATION: It is incumbent upon the license holder to understand, collect, and remit all tax obligations associated with the license.' At the bottom, there is a purple button with the text 'CREATE APPLICATION' in white. At the very bottom of the panel, contact information is provided: 'For any questions, please contact the Community Development Department at (630) 260-6030.'

Create a new application

Rental Licensing/Registration involves “Categories”.

Category

Summary

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target select requirements and the process for your application in Cloudpermit will be set up based on your Click on each category to see detailed definition of the category.

Category

- Pawnbroker
- Public Event
- Rental - Apartment Complex
- Rental - Condominium Complex
- Rental - Condominium Unit
- Rental - Single Family Dwelling
- Tobacco - Sales
- Tobacco - Sales and Ingestion
- Vacant Building
- Vehicles for Hire or Rent

Example:

- A single family house, townhome or duplex has an annual fee of \$300.00 and requires checking the “Rental – Single Family Dwelling” category.
- A condominium property, with a \$200.00 annual fee, requires the “Rental – Condominium Unit” category.

CANCEL

BACK

NEXT →


Upon selecting the Category, a “Work Type” or type of application (New) appears to be selected which, once selected, will expand to a “Work Target” selection or type of rental based on the Single Family Rental ordinances.

The screenshot displays a web form with three main sections: 'Category', 'Work type', and 'Work target'. The 'Category' section has four radio button options: 'Rental - Apartment Complex', 'Rental - Condominium Complex', 'Rental - Condominium Unit', and 'Rental - Single Family Dwelling'. The 'Work type' section has one radio button option: 'New'. The 'Work target' section has one radio button option: 'Single Family Rental'. Below these sections is a 'Good to know' section containing the text: 'Rental License Renewal Notice for 2025 NEW ONLINE SUBMISSION REQUIRED Single Family House/Townhome/Duplex Notice'. At the bottom of the 'Good to know' section, there is an attention notice: 'ATTENTION: For Cloudpermit Submission. Once you have established your Cloudpermit account and are in the Application Step for your property, you must believe that this property is not a rental property and is owner occupied.' In the bottom right corner, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' with a right-pointing arrow.

Information from the type of category, Single Family or Condo, will be provided in the “Good to Know” section that will appear when selecting the category and the fields expand.

Click on the “Next” button in the lower right corner of the screen page once the Work Target is selected.

You will be prompted to type the address of the rental property in Glendale Heights that will be licensed as a rental property.

Cloudpermit 

Support Messages Ditusus Too

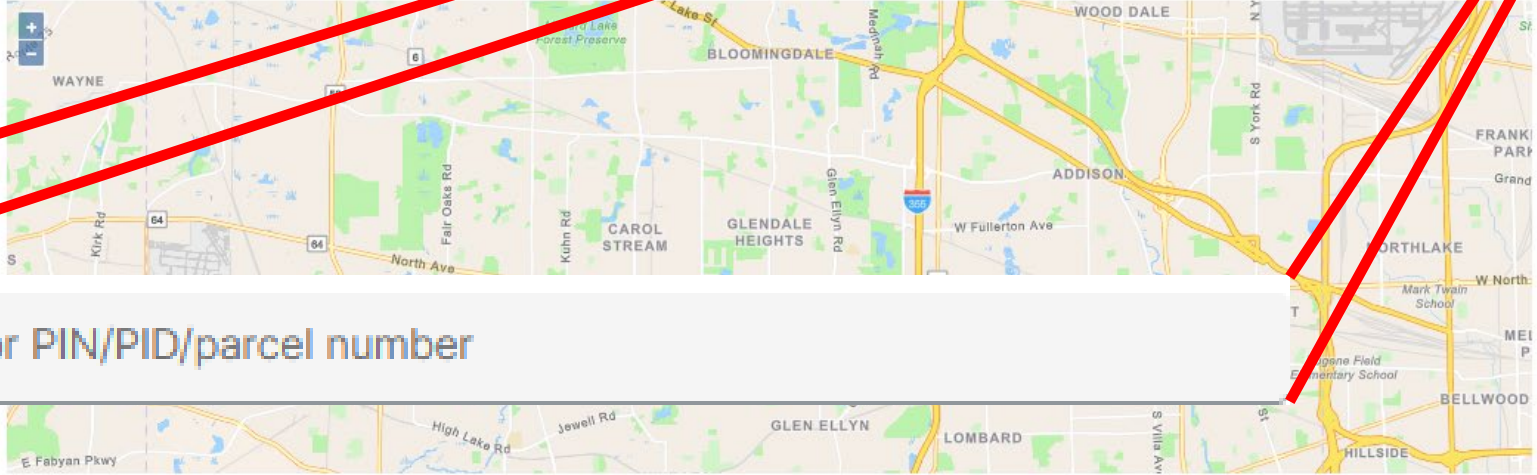
Create a new application

Category Location Summary

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Glendale Heights IL, Illinois



CANCEL BACK NEXT

Create a new application

Category Location Summary

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Glendale Heights IL, Illinois



- Existing locations
- Addresses
 - 1000 SPRUCE ST 1A (PIN: 05032110250000)
 - 1000 WINDSONG CIR (PIN: 05032130220000)
 - 1000 SPRUCE ST 3B (PIN: 05032110300000)
 - 1000 SPRUCE ST 2A (PIN: 05032110270000)
 - 1000 SPRUCE ST 1B (PIN: 05032110260000)
 - 1000 SPRUCE ST 2B (PIN: 05032110280000)
 - 1000 SPRUCE ST 3A (PIN: 05032110290000)
 - 1000 SPRUCE ST (PIN: 05032110250000)
 - 1553 BLOOMINGDALE RD 1000 (PIN: ...)



CANCEL BACK NEXT →

You can type a partial address to search or the full address to identify the property for your rental license application for renewal or new license. Once you have your address, click on the “Next” button in the lower right.

Create a new application

Category

Location

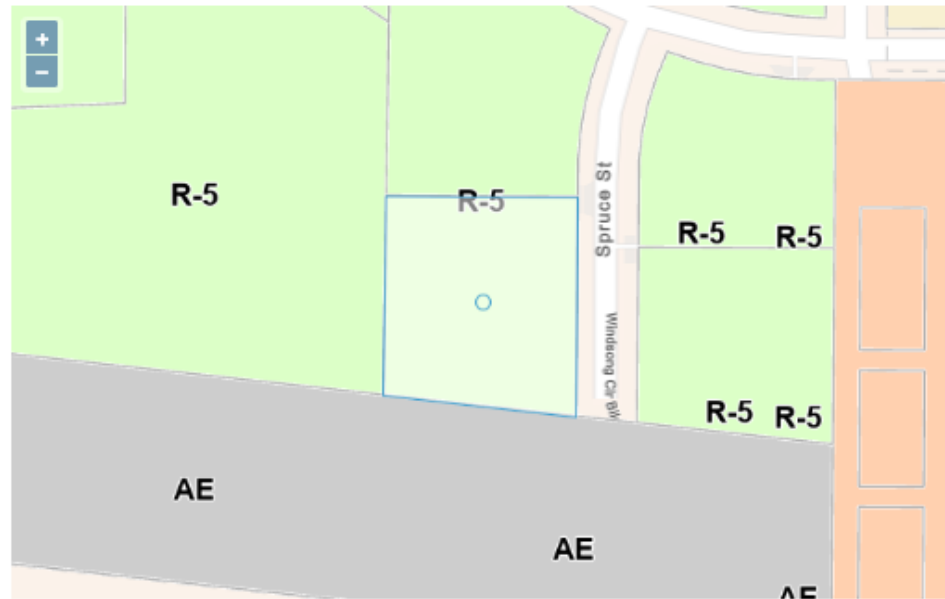
Summary

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Glendale Heights IL, Illinois

Q 1000 SPRUCE ST 1B



Address

1000 SPRUCE ST 1B

Property details

PIN: 05032110260000

Municipal ID: 7593

The property Parcel number and its location on the GIS mapping system will populate for you to confirm before clicking on "Next".

CANCEL

BACK

NEXT →

Create a new application

[Category](#)[Location](#)[Summary](#)

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

Address	PIN	Municipal ID
1000 SPRUCE ST 1B	05032110260000	7593

APPLICATION TYPE & CATEGORY

[LICENSING](#)[RENTAL - CONDOMINIUM UNIT](#)

WORK TYPE AND TARGET

[RENEWAL](#)[SINGLE FAMILY RENTAL](#)

APPROVAL AUTHORITY

[GLENDALE HEIGHTS IL, LICENSING](#)

You will then see a “Summary” of your entries, which once confirmed, you can click on the “Finish & Create” button to specify this property as your rental for an application for licensing.

[CANCEL](#)[BACK](#)[FINISH & CREATE →](#)

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP

Show messages

Email notifications YES





PIN




05032110260000

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

			
Parties	Application	Attachments	Fees & Payments

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


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

1 PARTIES TO THE APPLICATION

Open

1 APPLICATION FORMS

Open

 ATTACHMENTS

Open

You will then see your properties “Workspace” to complete the application.

You will be required to complete the “Application Steps”.

- “Parties” – you must completed the parties related to ownership and management or “Agent” for the property.
- “Application” – you must provide the required fields in the “Application Form”.
- “Attachments” – you may be required to scan in documentation base on your renewal or new application.
- You may also be required to provide additional attachments as a result of the review conducted before you can pay and receive your Rental License for the year.

APPLICATION

CURRENT STEP: DRAFT 1 / 5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
---------	-------------	-------------	-----------------

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

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

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
Ditimus Too ▾

PROPERTY OWNER ▾

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 +

Ditimus Too 
Workspace creator
Applicant

ditimusdogtoo@gmail.com
+1 630 555-9999

You will need to review “Parties” and specify roles for the required party types. Your information is automatically classified as the “Applicant”.

The Owner information may or may not be you. You can click on the “Pencil” icon by your name to edit/add the role of “Property Owner” or click on the “Property Owner” box to add and invite the owner to the application.

The Applicant / Property Owner has updated the required records in this example where owner and applicant are the same person. The applicant can now move on to the next step.

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties

You need to complete required tasks to

1 PARTIES TO THE A

Mandatory roles for this applicati

To assign a role, click on the drop

ASSIGN ROLES

APPLICANT
Ditimus Too

PROPER

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

First name * Last name *

Ditimus Too

City * State * ZIP code *

Glendale Heights Illinois 60139

Mobile phone * Other phone Email address

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

Invitee will act in role(s) of *

Applicant

- Select -
- Select -
- Agent
- Builder
- Business manager
- Designer
- Payer
- Property owner
- Proponent
- Tenant

CANCEL X ADD ✓

Edit party

Added on 10/14/2024

REMOVE PARTY

CLOSE X

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 X Property owner X

SELECT ROLE(S) +

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)

Or... the separate Property Owner information can be added if the applicant is a management company or other property managements service.

1 PARTIES TO THE APPLICATION

Close ^

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action

ASSIGN ROLES

APPLICANT
Ditimus Too

PROPERTY OWNER

- Assign role to an existing party
- Add new party

Additional parties

To invite additional parties to be involved in or have access to the application

ADD OR INVITE PARTY +

Ditimus Too
Workspace creator
Applicant

ditimusdogtoo@gmail.com
+1 630 555-9999

Add party

x

ew party.

Add Person Add Business

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

mail@example.com

Input details manually and add the party immediately

Invitee will act in role(s) of *

Property owner x

SELECT ROLE(S) +

Add party

x

Add Person Add Business

You can create a new business account if you are authorized to represent the business. You will become the administrator of the account. Adding a business allows all its member users to access and read this application. Select at least one role for the business.

Add a new business (a business not yet in Cloudpermit database)

Business will act in role(s) of *

Property owner x

SELECT ROLE(S) +

ADD SELECTED BUSINESS

To add a different Party, click on the drop down list for “Add new Party” which will give you the option to add a person or a business.

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 application.

The screenshot shows the 'APPLICATION' status bar. At the top, it says 'APPLICATION' with a menu icon. Below that, it indicates 'CURRENT STEP: DRAFT 1/5' and 'NEXT STEP: SUBMITTED'. The 'REQUIRED TASKS' section is highlighted in purple and contains four progress indicators: 'Parties' (a green checkmark inside a circle), 'Application' (a red exclamation mark inside a circle), 'Attachments' (a red exclamation mark inside a circle), 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 indicators, a message states: 'You need to complete required tasks to continue to the next phase.'

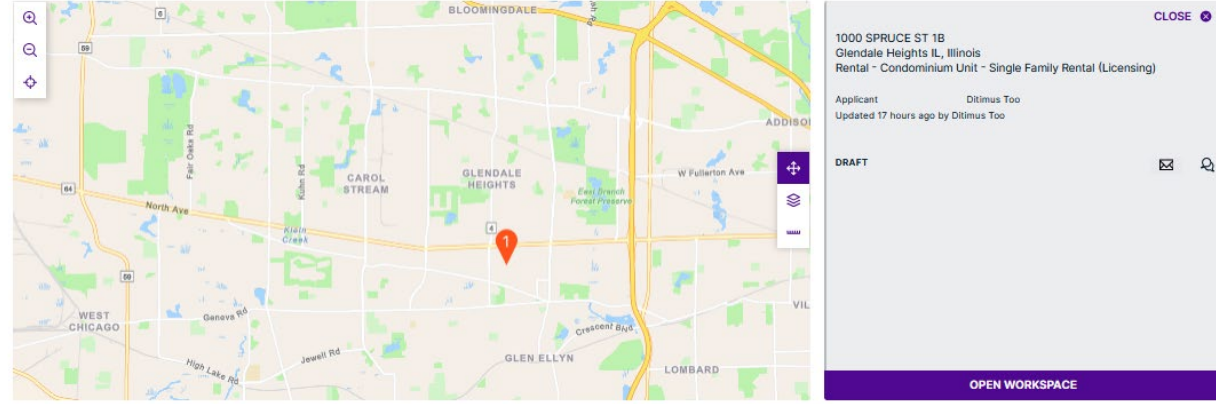
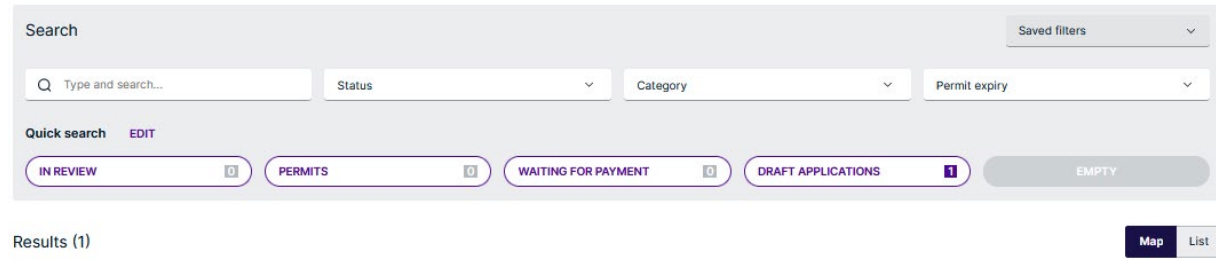
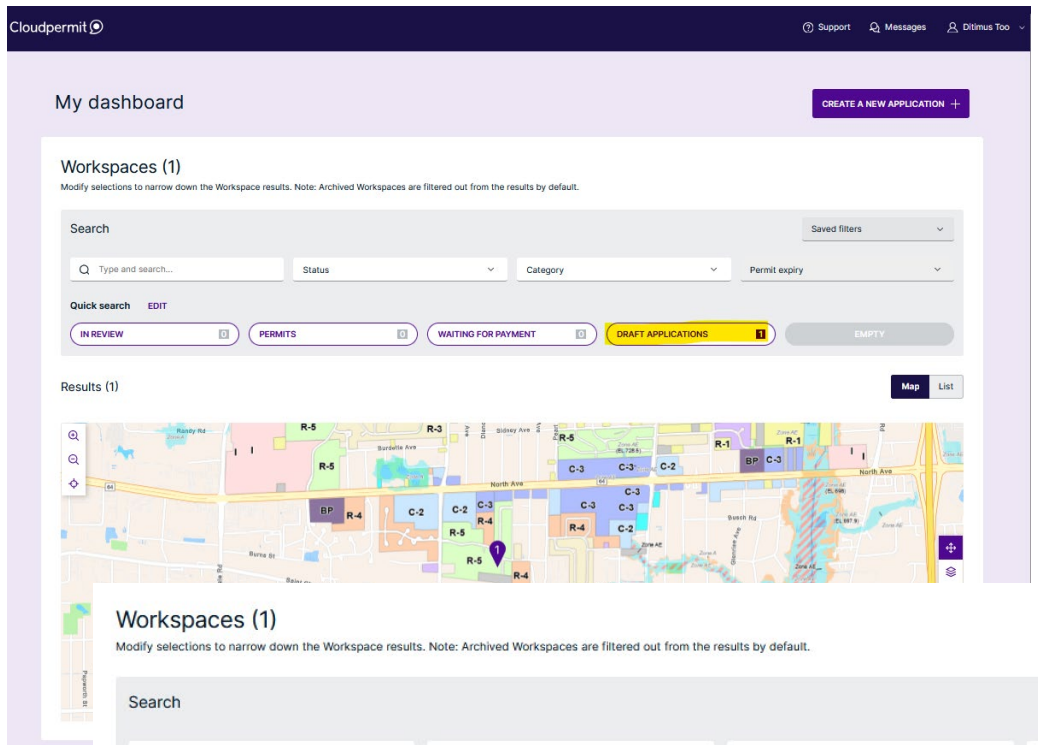
This close-up shows the 'REQUIRED TASKS' list. The 'Parties' task is marked as complete with a green checkmark. The first message in the list is highlighted in yellow: 'Add required application parties: Property owner'. Below it are two other messages: 'Make sure you have filled in all required form 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.

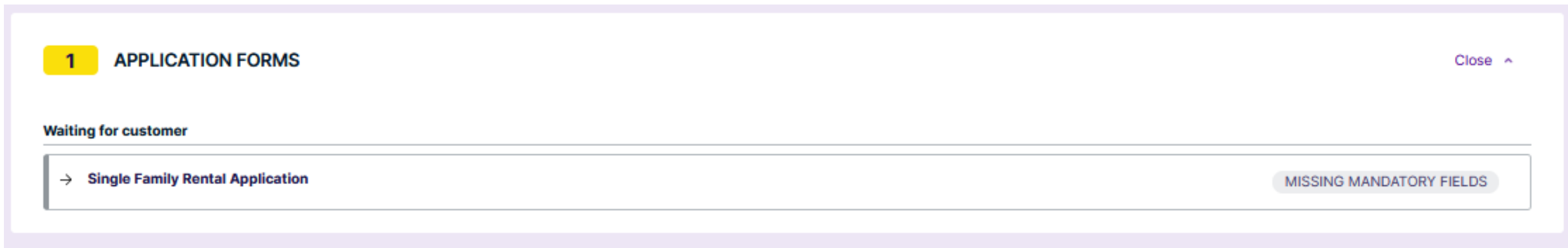
You can click on the icon at your property on the map to show an “Open Workspace” for your property.



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



You will need to click on the “Single Family Rental Application” or the appropriately named application for you type of application, i.e., Multi-Family.



Application forms

Single Family Rental Application

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 2nd 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 2nd Home Phone *

Contact Email *

Does the Managing Agent have the authority to rent, manage and make repairs/turnover? * Check all that apply *

Yes No 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

Tenant Name Phone

Tenant Name Phone

Tenant Name Phone

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

Property Information

Number of Bedrooms *


(1) One (2) Two (3) Three (4) Four (5) Plus

Is the Basement finished? *

Partially Fully Un-finished No Basement

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 by February 1 of the rental license year. Reference Code Title 10, Chapter 14, Article A.

You will see that the “Application Form” mirrors the renewal notice information. The renewal mailing is meant to assist you in completing the new online process.

 **Village of Glendale Heights**
Community Development Department
300 Civic Center Plaza • Glendale Heights, Illinois 60139 • (630) 260-6030 • Attn: Rental License

RENTAL PROPERTY LICENSE RENEWAL NOTICE / INVOICE
TO AVOID PENALTIES, PLEASE PAY ON OR BEFORE THE DUE DATE OF FEBRUARY 1ST.
PENALTIES ACCRUE AT \$25.00 THE FIRST OF EACH MONTH THEREAFTER
TO A MAXIMUM OF \$300.00 PER YEAR.

PLEASE UPDATE PRE-PRINTED DATA OR SUPPLY ANY NEW INFORMATION WHERE APPROPRIATE.
SEND PAYMENT AND ALL COMPLETELY FILLED IN REQUIRED FORMS BY THE DUE DATE.

NOTICE: INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL BE SUBJECT TO LATE FEES.
Business Location:

Mailing Address

INSPECTION REQUIRED THIS LICENSE PERIOD: Email: _____
*If YES - an inspection is required and you must contact CPP Manual Acknowledgment on File: _____
Community Development to schedule an inspection. License Account No: _____

VERIFY NAMES, INFORMATION AND ADDRESSES - UPDATE AND/OR CORRECT ON SUPPLEMENTAL PAGE.
NOTICE: FAILING TO PROVIDE CORRECT INFORMATION CAN RESULT IN VIOLATIONS RESULTING IN FINES AND PENALTIES.

Owner: _____ **Emergency Contact / Management Company / Authorized Agent:** _____

Is property in a Homeowners Association (HOA)? YES - NO (Circle One)
If yes, verify HOA on record or provide correct information.

Provide Tenant(s): List all adults over the age of 18.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Attach sheet with additional tenant(s) as needed.

Number of minors residing at the property under 18 years of age: _____

Number of bedrooms: 1 2 3 4 5 (Circle One)

Is there a basement? Partial Un-finished Finished

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 by February 1 of the rental license year. Reference Code Title 10, Chapter 14, Article A.

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).

Applicants Signature: _____ Date: _____
Title: _____ Signature required of owner or authorized managing agent.

PLEASE SEE ATTACHED INFORMATION FOR ADDITIONAL REQUIREMENTS.

ANNUAL FEE RENTAL PROPERTY LICENSE		\$
ADDITIONAL CHARGES / PAST DUE FEES		
FEE CODE	FEE	
ADDITIONAL/PAST DUE TOTAL - \$		
PLEASE REMIT TOTAL FEE DUE		\$
** FEES ARE NON-REFUNDABLE! **		
FOR OFFICE USE ONLY		
DATE RECEIVED		
RENTAL LIC. NO.		
TOTAL RECEIVED		
BALANCED OWED		

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 2nd 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 2nd 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 Month(s) of prior (s) under Storage of TR

Property Information

Number of Bedrooms *

(1) One (2) Two (3) Three (4) Four (5) Plus

Is the Current Tenant? *

Partially Fully Un-leased No Statement

APPLICABLE PER Single Family Homes, Tenants and Deposits and EDD: Condominiums are EDD.

*NOTE: Property Owner is responsible for scheduling inspection of rental unit and compliance for annual license by February 1, 2020.

Reference Code Title 10, Chapter 14, Article 8

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.

As has been the practice in prior years renewal you will need to provide updated information on:

- Ownership
- Emergency Contact/Management/Agent
- Home Owner Association – If applicable
- Tenant
- Property

To ensure up to date information, each renewal or new application will require the application form to be filled in.

Application forms

Single Family Rental Application

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 Email *

Please attach Additional Ownership Inform

Ownership Information

Owner Name *

Ditimus Too

Owner Street Address *

245 E North Avenue

Owner City, State, Zip *

Glendale Heights, IL 60139

Owner Home/Cell Phone *

630-555-9999

Owner 24 Hour Phone

630-555-9999

Owner Email *

ditimustoo@gmail.com

Please attach Additional Ownership Information / LLC paperwork to application.

“Ownership information”

Emergency Contact/Management/Agent Information

“Emergency Contact/Management/Agent information”

Contact Name *

Bob's Property Maintenance and Repair

Contact Street Address *

244 E North Avenue

Contact City, State, Zip *

Glendale Heights, IL 60139

Contact 24 Hour Phone *

630-555-8888

Contact Email *

bpmar@bpmar.com

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

This information is extremely important in the event of an urgent matter taking place at your property. This will let the Village staff know who to contact in a case of ownerships unavailability. You will be required to confirm the party has authority related to you property and the specific roll(s) played.

“Homeowner Association Information – When Applicable”

Homeowner Association Information - When Applicable

Homeowner's Association Name & Contact

Spruce Tree HOA

Homeowner's Association Street Address

1000 Spruce Street

Homeowner's Association City, State, Zip

Glendale Heights, IL 60139

Homeowner's Association Phone

630-555-4444

Homeowner's Association Email

sthoa@hoa.com

You will be asked if there is an HOA. If yes, a Homeowner Association is involved, entry fields will appear requiring current accurate HOA information be provided.

“Tenant information”

Tenant Information

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

Tenant Name

Pappa Bear

Phone

630-555-2222

Tenant Name

Momma Bear

Phone

630-555-3333

Tenant Name

Tenant Name

Number of

2

All adult tenant information is required residing at the rental property. The number of Minors under the age of 18 years at the property is required.

- Do not provide minor’s names or phone numbers.
- If more than four adult tenants reside at the property, ownership must provide the complete list. This can be accomplished by selecting the Supplemental Tenant Information form and adding tenants.

2

APPLICATION FORMS

Application data

→ **Single Family Rental Application**
11/13/2024, 8:02 AM by Ditus Too

→ **Supplemental Tenant Information**

“Property information”

Check the appropriate box for the number of bedrooms and finish status of the basement as indicated.

Property Information

Number of Bedrooms *

(1) One (2) Two (3) Three (4) Four (5) Five

Is the basement finished? *

Partially Fully Un-finished No Basement

In submitting this application, in accordance with the requirements of the Glendale Heights Village Code of Properties, of Title 10 entitled Building Regulations, acknowledge that I have reviewed the Crime Prev and compliance of the requirements, administered by the Village of Glendale Heights Community Develk Rental License. I am aware of the Ordinance requirements regarding inclusion of the Village of Glendale Partnership Lease Addendum and the need to provide the signed Addendum upon required of Police or

 Signed by **Ditimus Too** 11/13/2024, 8:02 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 annua

Reference Code Title 10, Chapter 14, Article A

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

You will see the Acknowledgment and Understanding of the rental program sign off replacing the notarized paper form. You will also see a reminder about fees and the ordinance requirement that ownership is required to schedule inspections.

[BACK TO WORKSPACE](#)

All information saved a minute ago

[CLOSE FORMS AND GO TO WORKSPACE](#)

Your “Required Tasks” have been updated with the completion of the required fields in the “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 unless 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 Single Family / Single Family Condo application for a property.

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

⚠ 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

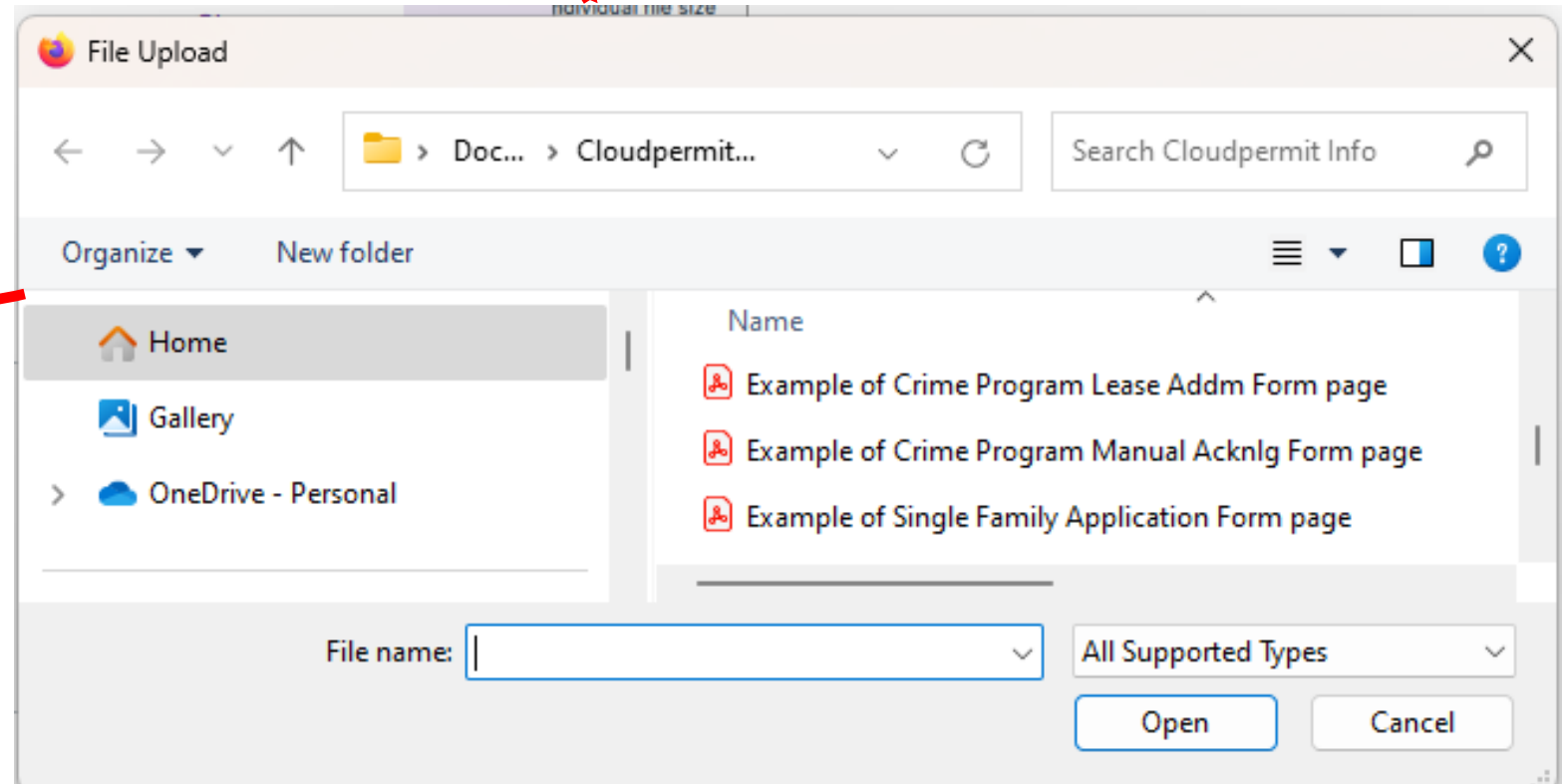
Left is an example application which was asked to provide additional form information.

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.

The screenshot shows a web interface titled "ATTACHMENTS" with a "Close" button in the top right. Under "Required attachments", there are three categories: "Owner Information" (0), "Rental Property Crime Prevention Partnership Manual Acknowledgement" (0), and "Tenant Information" (0). Below this, a PDF document titled "Example of Single Family Application Form page.pdf (434.2 KiB)" is shown at 100% zoom. A table with columns "Type", "Drawing number", and "Description" is visible. A dropdown menu is open under the "Type" column, listing several options with checkboxes: "Liquor License", "Owner Information", "Parking Plan", "Passenger Transportation Experience", and "Plat / Survey / Legal Description of Property". The "Owner Information" option is highlighted. At the bottom left, it says "No attachments".

Check the box in the dropdown list of the type of attachment submitted. In the example for a new 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 checked 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 everyone (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 x 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 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"/>	<input type="checkbox"/> 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	⋮
<input type="checkbox"/>	<input type="checkbox"/> 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

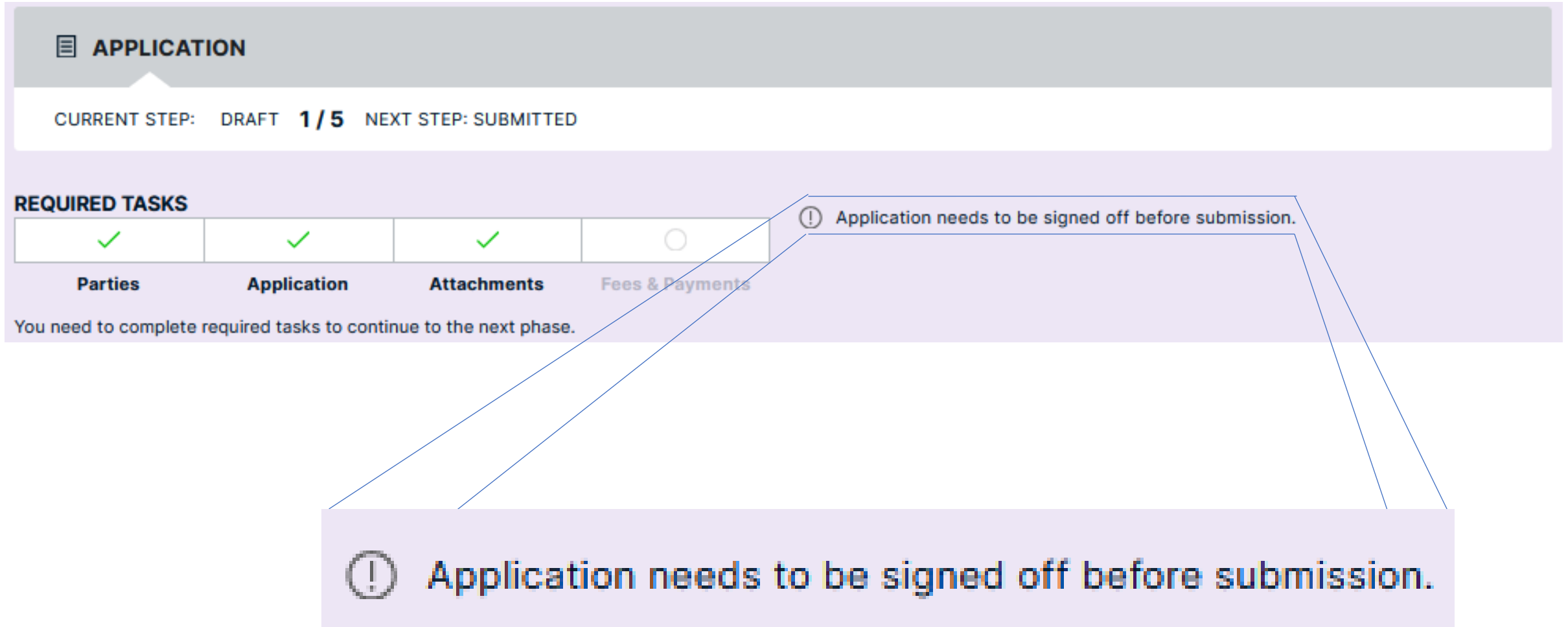
REQUIRED TASKS

✓	✓	✓	○
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.



MORE ACTIONS

SIGN OFF APPLICATION

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category Rental - Condominium Unit	Work type Renewal	Work target Single Family Rental
--	-----------------------------	--

SHOW MAP

Show messages Email notifications YES

PIN 05032110260000

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

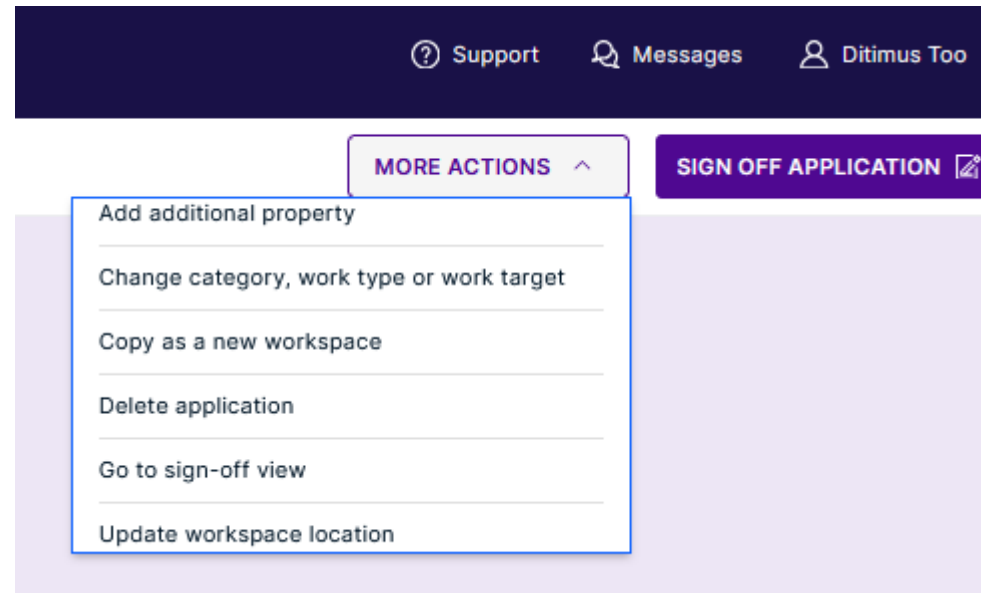
✓	✓	✓	○
Parties	Application	Attachments	Fees & Payments

Application needs to be signed off before submission.

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

Your Rental 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 can 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.



Sign-off

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


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

Declaration

APPLICANT


In consideration of the issuance of this permit 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 

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).

 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

Permit — Renewal — Single Family Rental

Applicant Information	
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





Upon 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 by the permit, I agree to conform to the regulations set forth in the local Zoning Ordinance and in the local Health Ordinance and in the local Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the plans and specifications submitted with this application, except for such changes as may be authorized by the Building Officer, and I agree to be bound by the terms and conditions of the permit and to be 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 for 1000 SPI 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.

1000 SPRUCE ST 1B: Workspace status is now Submitted Inbox x

 **Glendale Heights IL, Licensing** <no-reply@mg.cloudpermit.com>
to me ▾

3:38 PM (5 minutes ago) ☆ 😊 ↶ ⋮

Cloudpermit 

Hi,

The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: **Submitted.**

Click the application link below and you will be redirected to the application.

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

Please Note: This email has been sent from an address that is not monitored. Replies to this email will not be read or responded to. If you need assistance or wish to get in touch with Glendale Heights IL, Licensing, you can send them a message by logging into Cloudpermit or contacting them separately. Thank you.

Cloudpermit 

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

If you choose to be redirected back to your Cloudpermit account from the email, you can work on creating an application for your other rental properties in Glendale Heights. You do not have to wait for your first submission to be approved by review in order to work on adding other properties.

The screenshot displays the Cloudpermit application interface for a property at 1000 Spruce St 1B, Glendale Heights, IL. The application is in a 'Submitted' status. A red arrow points from the 'Submitted' status to a 'Copy as a new workspace' modal window. The modal window shows a map of the property location and a search bar with the address '1000 Spruce St 2A'. The modal also displays the address '1000 Spruce St 2A' and property details including the PIN '05032110270000' and Municipal ID '7264'. The main interface shows the application details, including the category 'Rental - Condominium Unit', work type 'Renewal', and work target 'Single Family Rental'. The current step is 'SUBMITTED'.

BACK TO DASHBOARD | Home / 1000 SPRUCE ST 1B

Licensing
1000 SPRUCE ST 1B, Glendale Heights IL
Latest location update: 10/14/2024, 2:12 PM

Category
Rental - Condominium Unit

Work type
Renewal

Work target
Single Family Rental

SHOW MAP

Show messages | Email notifications YES

PIN: 05032110260000

Provisional license number: Submitted

APPLICATION

CURRENT STEP: SUBMITTED

Parties

1 PARTIES TO

1 APPLICATION

Copy as a new workspace

Select location | Parties | Attachments | Create workspace

Select location

Glendale Heights IL, Illinois

1000 SPRUCE ST 2A

Address: 1000 SPRUCE ST 2A

Property details: PIN: 05032110270000, Municipal ID: 7264

BACK | NEXT →

“Copy as a new workspace” will allow you to enter your other property address and go through the steps for your next submission.

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 Ditimus Too

My profile

My profile

Logout

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 Rental License Application is submitted, the first step in complying with Village Ordinance using Community Developments new Licensing and 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 rental license/registration.
- The last step, after you have paid and your license issued, will be to determine if your property requires inspection in the rental licensing year, or you qualify for a by year allowing your inspection to take place in the next rental year.

Welcome to Glendale Heights
Rental Licensing in Cloudpermit.