

# my.WOODDALE.com Self Service Portal

**Commercial Occupancy Certificate**

Review Inspection Report

<https://my.wooddale.com>





Good Morning, [Guest](#) ▾



- [Log In](#)
- [Register](#)

## The City of Wood Dale, IL - Self Service Portal



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Request Inspection

Click here to request an inspection.



### Apply

This tool can be used to apply for...

**Step 1. Login to your my.wooddale.com Self-Service account.**



### My Permits

Attention <b>0</b>	Pending <b>0</b>	Active <b>1</b> <a href="#">Residential Mechan... 1</a>	Draft <b>0</b>	Recent <b>0</b>
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[View My Permits](#)

### My Inspections

Requested <b>0</b>	Scheduled <b>1</b> <a href="#">Building Final 1</a>	Closed <b>2</b> <a href="#">Electrical Final 1</a> <a href="#">COC Inspection 1</a>
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### My Invoices

Current <b>0</b>	\$0.00
Past Due <b>0</b>	\$0.00
<b>Total</b> <b>0</b>	<b>\$0.00</b>

**Step 2. Under the “Dashboard” tab, review “My Inspections”. Choose the inspection you wish to review (blue hyperlink).**



## My Work

MY INVOICES

MY PERMITS

MY EXISTING INSPECTIONS

REQUEST INSPECTIONS

MY LICENSES

Search...

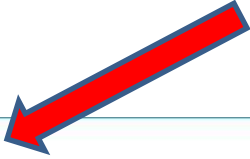
Display

Closed

Export to Excel

Inspection Number	Inspection Type	Address	Status	Case Number	Requested	Scheduled	Completed	C
<a href="#">COC-003372-2022</a>	COC Inspection	404 N WOOD ...	Closed	<a href="#">COC-001237-2022</a>	11/17/2022	11/17/2022	11/17/2022	L

**Step 3. Under “My Existing Inspections” you will be brought to the inspection page. Click the Inspection Number (blue hyperlink).**



Inspection Number: COC-003372-2022

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	COC Inspection	Requested Date:	11/17/2022		
Inspection Status:	Passed	Scheduled Date:	11/17/2022	Scheduled Time:	09:00 AM
License Number:	COC-001237-2022	Completed Date:	11/17/2022	Completed Time:	3:15 PM
Main Address:	404 WOOD DALE WOOD DALE,IL 60191				

- Locations
- Contacts
- Checklist
- Fees
- Attachments

[Locations](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Locations

Sort Main

**Step 4. Inspection details. Under “Inspection Status” you will see “Passed” or “Requires Re-Inspection”.**



Main Address: 404 WOOD DALE WOOD DALE, IL 60191

- Locations
- Contacts
- Checklist**
- Fees
- Attachments

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

### Checklist

Sort

Checklist Item	Description	Passed	Comments	Order
COC - Address not posted min 6" high	(IMPC 304.3) Address not posted min 6" high	No		2
COC - Backflow certificate not current	(ILPC 890.1130b) Backflow certificate not current	No		45
COC - Backflow device not provided	(IEPA 653-805) Backflow device not provided	No		46

**Step 5. Under “Checklist” you can see the full Inspection Report. The report will state is that item passed/failed and any comments. Pictures of deficient items may be under “Attachments”.**



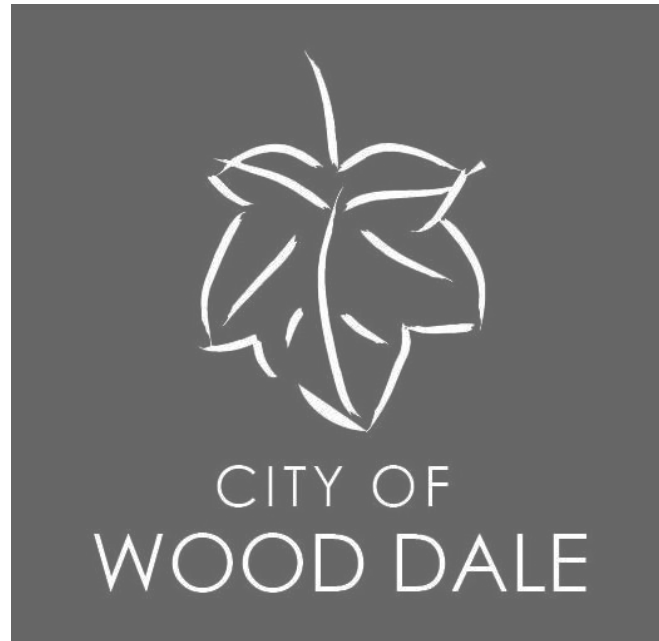
## Failed Inspection

- Correct failed items within 30 days. Obtain any necessary permits.
- Call to schedule a re-inspection.
- Pay Invoice
- Print Commercial Occupancy Certificate
- Renew prior to COC expiration.

**Failure to obtain a COC may result in additional fines and possible adjudication.**

## Passed Inspection

- Pay Invoice
- Print Commercial Occupancy Certificate
- Renew prior to COC expiration.



Questions or need additional assistance?  
Contact the Community Development  
Department at **(630) 766-5133**