The City is excited to announce a new online portal that citizens can access at any time.

Residents and contractors may now apply for permits and licenses, track the status of an application, submit plans, check an inspection status, and pay fees online.

How to register and create an account with the City of Wood Dale's new online Citizen Self Service (CSS) portal

You may visit the City website at wooddale.com and select the permit or license type you would like to apply for under the Forms and Applications page. Selecting the appropriate application will redirect you to the Citizen Self Service portal.

Alternatively, you may type this URL into your browser: https://my.wooddale.com

- Creating an account will allow the system to save your information each time you apply for a permit or license. Through this account, you are able to manage active or pending applications.

- Most applications will require additional attachments that need to be scanned and uploaded into CSS. You may begin an application, save, and resume at a later time, if needed.

- You may log into CSS to check the status of an application.

- You may pay fees online via the CSS portal.

Select "Register" in the "Guest" drop-down box:

Enter your email address into the "Email" field and click "Next":

CITY OF
WOOD DALE

Good Morning, Guest ▾

Home   Apply   Today's Inspections   Map   311   Pay Invoices   Search 🔍   Calendar 0

Registration

Step 1 of 4: Email Address
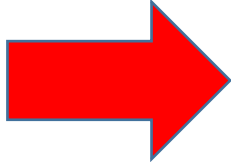
Email [   ]   Next

Email address is required

A verification code will be sent to the email address provided. Click "Confirm" on the email message to confirm your registration:

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

Can't find your confirmation email?

- **Check your Spam and Junk mail folders.**

- **Your email service may be inadvertently blocking the email. Ensure your account is set up to allow emails from noreply@wooddale.com.**

- **Sign up using a different email address (Gmail, Yahoo, etc.) and change to your preferred email once you have completed registration.**

Complete your registration by providing the desired credentials and checking the CAPTCHA verification box:

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Registration

Step 2 of 4: Login information

*REQUIRED

☐ I'm not a robot   reCAPTCHA
                      Privacy - Terms
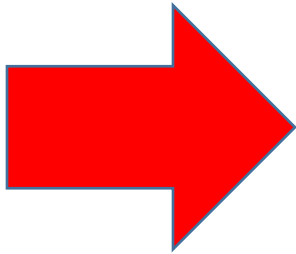
* Username   [   ]
              Username is required.

* Password   [   ]
              Password is required.

* Confirm Password   [   ]

Email   clerk@wooddale.com

[Next]

Provide registration information:

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Registration

Step 3 of 4: **Personal Info**

*REQUIRED

* First Name	
Middle Name	
* Last Name	
Company	
* Contact Preference	—Select Contact Preference— ▾
* Email Address	clerk@wooddale.com

Additional Contact Information

Next

Provide your address:

Step 4 of 4: Address

*REQUIRED

Country Type   US

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

* Address Type   Location

Back   Submit

If registration is completed successfully, you will be redirected to your "Dashboard" which will display permits, licenses, inspections, invoices, and plans associated with your account:

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WOOD DALE

Good Morning, Test Test ▾   🛒 0

| Dashboard | Home | Apply | My Work | Today's Inspections | Map | 311 | Pay Invoices | Search 🔍 | Calendar 0 |

My Permits
▸View My Permits

My Inspections

Requested	Scheduled	Closed
0	0	0

▸View My Inspections

My Invoices

▸View My Invoices

404 N. WOOD DALE ROAD | WOOD DALE, ILLINOIS 60191 | (630) 766-4900
Community Development (630) 766-5133 | City Clerk's Office (630) 787-3709

Click "Apply" to apply for a permit or license (use the search box to narrow results):

We hope you enjoy the increased efficiency and ability to track applications from home. Do not hesitate to contact the City of Wood Dale if you require assistance.

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