

**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](http://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:

CITY OF WOOD DALE

Good Morning, **Guest** ▾

- Log In
- Register

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

## 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...

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

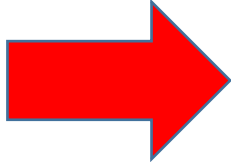


Good Morning, [Guest](#)

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

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](mailto: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:




CITY OF  
WOOD DALE

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

Registration

Step 2 of 4: Login information

I'm not a robot  **REQUIRED**


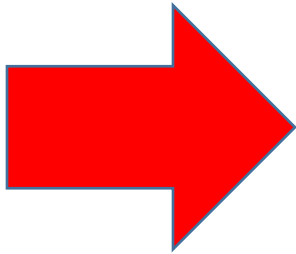
\* Username   
Username is required.

\* Password   
Password is required.

\* Confirm Password

Email clerk@wooddale.com

Next



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

**Provide registration information:**



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[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

**Registration**

Step 3 of 4: Personal Info

**\*REQUIRED**

\* First Name

Middle Name

\* Last Name

Company

\* Contact Preference

\* Email Address

[Additional Contact Information](#)

Next

**Provide your address:**

Step 4 of 4: Address

\*REQUIRED

Country Type

\* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State


Postal Code

County

\* Address Type

[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:

Good Morning, [Test Test](#) 

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

### My Permits

[View My Permits](#)

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### My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

### My Invoices

[View My Invoices](#)



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

The screenshot shows the City of Wood Dale website's 'Application Assistant' interface. At the top left is the City of Wood Dale logo. The navigation bar includes links for Dashboard, Home, Apply (highlighted with a red arrow), My Work, Today's Inspections, Map, 311, Pay Invoices, Search, and Calendar. The 'Application Assistant' section features a search box with the placeholder text 'Search for application names and keywords'. Below the search box are buttons for 'All', 'Trending', 'My History', 'LICENSES', 'PERMITS', and 'PETITIONS'. There are also links for 'Show Categories' and 'Show My Templates'. Three application categories are displayed, each with a description and an 'Apply' button:

- Residential Roofing (non asphalt shingles)**: Description: Installation of new or repairs to residential roofing including wood shingles, metal, clay tile, slate, rolled roofing, modified bitumen and similar work. For the replacement of Asphalt Shingles only, the separate R&R Asphalt Shingle application should be used.
- Residential Driveway New or Expanded Size < 500sf**: Description: Installation of new or modification of an existing driveway that will enlarge its footprint less than 500sf. Materials may include concrete, asphalt, or pavers. For any flatwork related permits use Residential - Patio, Sidewalk or Stoop. For any permeable paver installations use Residential Driveway New Or Expanded Size >= 500sf / All Permeable.
- Residential Patio, Sidewalk, or Stoop Repair or Replace**: Description: Repair and replacement of existing impervious surfaces including patio, sidewalk, stoop.

**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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