

# my.WOODDALE.com Self Service Portal

**Inspections**

<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...

Please create only one Log In per individual and use the same email address.

**Step 1. Log In to your My.WoodDale.com account.**



CITY OF


Good Morning, [Redacted]


.WOOD DALE.com

- Dashboard
- Home
- Apply
- My Work
- Today's Inspections
- Map
- 311
- Utility/Parking Fine Payments
- Pay Invoices
- City Website
- Search
- Calendar


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


Note: At any time you can save your work and submit later by clicking "Save Draft" after logging in.

  
**My Account**  
Click here to access your account information.

  
**Apply**  
This tool can be used to apply for a permit, plan or license.



  
**Request Inspection**  
Click here to request an inspection on an existing record.

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

**Step 2. Choose "Apply".**



WOOD DALE.COM

### Application Assistant

- All
- Trending**
- My History
- LICENSES
- PERMITS
- PETITIONS

> Show Categories

Show My Templates

#### Rental Property Registration

Category Name:  
Rental License

Description:  
All residential rental units are to be registered with the City and pass an annual life safety inspection.

[Apply](#)

#### Contractor Registration

Category Name:  
Community Development License

Description:  
Contractor Registration

[Apply](#)

#### Commercial Occupancy Certificate

Category Name:  
Community Development License

Description:  
The Commercial Occupancy Program focuses on public health, safety and welfare and applies to all non-residential structures. This program still requires an annual application, payment of fees and inspection. For some businesses, a Commercial Occupancy will be all that is required. However, certain commercial activities will require a license or registration that can be issued in conjunction with the Commercial Occupancy.

[Apply](#)

*Please note, these are general steps to apply for a permit through the Citizen Self Service portal. Individual permits may have different requirements. Please review the website for more information or contact the Building Department at (630) 766-5133.*

**Step 2. Search for appropriate permit type. For example, "Roofing".**



## Application Assistant

Residential Roofing - Asphalt Shingles

Choose the appropriate permit type.

All

Trending

My History

LICENSES

PERMITS

PETITIONS

Show Categories

Show My Templates

### Residential Roofing - Asphalt Shingles

Apply

Category Name:

Description:

Residential

Installation of new or replacement or repairs to residential asphalt single roofing only.

**Step 3. Choose the appropriate permit type. Click “Apply”.**



### Apply for Permit - Residential Roofing - Asphalt Shingles

\*REQUIRED



#### LOCATIONS

Click on the (+) to search for the address of proposed work. **Please SEARCH for the address.** Do not manually add.

Location ▾

Add Location

+

REQUIRED



Do not manually add the location. Please use the "Add Location" feature.



Create Template

Save Draft Next

**Step 4. Add the address of the permit.**



Please do not enter the address manually. If you are unable to locate your address, please contact Community Development.

Search

Address Information

Search

Address	Action
404 E HIAWATHA WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 E IRVING PARK WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 E IRVING PARK WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 E IRVING PARK WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 E IRVING PARK WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 E WOODLANE WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 N EDGEWOOD WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 N ELMWOOD WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 N HEMLOCK WOOD DALE, IL 60191	<input type="button" value="Add"/>
404 N MAPLE WOOD DALE, IL 60191	<input type="button" value="Add"/>

Results per page  1 - 10 of 17 << < 1 2 > >>

Search the number prefix of the address. Choose the appropriate address. Please note, your address may be on the second page of results.

**Step 5. Choose the correct address of the permit.**



Locations

Type

Contacts

More Info

Attachments

Review and Submit

### LOCATIONS

Click on the (+) to search for the address of proposed work. **Please SEARCH for the address.** Do not manually add.

**Type: Location**

404 N WOOD DALE WOOD  
DALE, IL 60191

Main Address

Parcel Number  
0309413047

Main Parcel

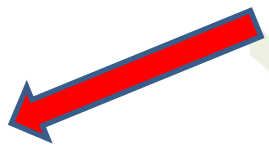
Remove

Location

+

Location

+



Create Template

Save Draft

Next

**Step 6. Confirm address and choose "Next".**





Apply for Permit - Residential Roofing - Asphalt Shingles \*REQUIRED



PERMIT DETAILS

\* Permit Type

Description

Square Feet

\* Valuation

Confirm permit type.

Provide general details about permit.

Enter amount of project.

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

**Step 7. Confirm permit type, valuation and additional details. Click "Next".**



Apply for Permit - Residential Roofing - Asphalt Shingles

REQUIRED



CONTACTS

General Contractor and all applicable subcontractors must be licensed and bonded if applicable. Please include phone numbers and emails for all contacts listed on the application.

**Applicant**

Wendy Bednarz (You)

404 N Wood Dale Road,  
Wood Dale, IL, 60191

**Property Owner**

Add Contact

REQUIRED

Applicant

Add Contact

The property owner is a required field.

If you want another person to be contacted regarding the permit, please fill out an additional contact.

Back Create Template Save Draft Next

**Step 8. You will be defaulted as the applicant. Please also include the information on the property owner by “Add Contact”.**



[◀ Back to Application](#)

### Add Contact

Add Contact As : Property Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search

Search contact name and add correct contact.

Sort

Favorite	First Name	Last Name	Company	Action
	Wendy	[REDACTED]	City of Wood Dale	<a href="#">Add</a>
	[REDACTED]	[REDACTED]		<a href="#">Add</a>
	Stephanie	Farber	AutoZone Parts Inc.	<a href="#">Add</a>

**Step 9. Search contacts, add the correct contact.**



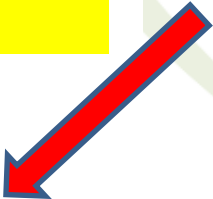
### CONTACTS

General Contractor and all applicable subcontractors must be licensed and bonded if applicable.  
Please include phone numbers and emails for all contacts listed on the application.

<p><b>Applicant</b></p> <p><b>Wendy Bednarz (You)</b></p> <p>404 N Wood Dale Road, Wood Dale, IL, 60191</p>	<p><b>Property Owner</b></p> <p><b>Wendy Bednarz</b></p> <p>City of Wood Dale</p> <p><a href="#">Remove</a></p>	<p>Applicant</p> <p><b>Add Contact</b></p>
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If you are hiring a contractor, please include appropriate information.

Homeowners are not required to hire a contractor.



[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

**Step 10. After all contacts are entered, click “Next” to continue.**



Review the below statements and type/sign your name in the appropriate boxes.

[Contacts](#)

[More Info](#)

[Attachments](#)

[Review and Submit](#)

information. Code link: <https://codelibrary.amlegal.com/codes/wooddaleil/latest/overview>

General

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- All work shall be in compliance with the codes and ordinances as adopted and amended by the City of Wood Dale. - All Materials shall be installed in accordance with the manufacturers installation instructions and be fastened to the building structure so as to resist a 110 mph wind gust. - Ice and Water Shield shall be installed from the lowest edge of all roof surfaces to a point at least 24" inside the exterior wall of the building. - A Drip Edge shall be provided at eaves and gables of shingled roofs. - The maximum number of layers of shingles allowed on a building structure is two. - Downspouts must be installed to direct the water away from the foundation by the use of a splash block, pop-up drain or by other approved means. Pop-up drains must be installed on private property and cannot extend more than half the distance from the structure to the property line. All drains must be installed in such a way as to not cause a nuisance to the adjacent neighboring properties or the public right of way. - This permit is for the removal and replacement of residential shingles roofs, gutters, downspouts and soffit material only. Required Inspections: - Final Building

Please read the following Residential Requirements for the replacement of Asphalt Shingled Roofing:

The person signing below agrees with and will adhere to these conditions

\*Signature

Signature is required.

Please list the Contractor who will be performing the work below. If the Homeowner is doing the work, write Owner in the General Contractor line.

\*Roofer/General Contractor

Roofer/General Contractor is required.

Wendy Bednarz (wbednarz@wooddale.com) is signed in

**Step 11. Review and sign, click "Next" to continue.**

### Apply for Permit - Residential Roofing - Asphalt Shingles

\*REQUIRED



#### Attachments


The following are permit attachments required with the initial permit submittal unless noted otherwise.

Copy of Signed Contract/ Scope of..  
Add Attachment

+

Supported:  
.jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .pdf

REQUIRED

Select Type 

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

Please note the supported formats. PDF documents are preferred.

Back

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Next

**Step 12. Upload required documents, click "Next" to continue.**



Submit

**Locations**

**Location** 404 N WOOD DALE WOOD DALE, IL 60191

**Parcel Number** 0309413047

**Basic Info**

**Type** Residential Roofing - Asphalt Shingles

**Description** Res re-roof

**Square Feet**

**Valuation** 1000

**Applied Date** 01/19/2022

Review all information and click "Submit".

**Contacts**

**Applicant** Wendy Bednarz  
404 N Wood Dale Road , Wood Dale, IL, , 60191

**Property Owner** Wendy Bednarz  
City of Wood Dale

**More Info**

**Step 13. Review and submit.**



Submit

**Locations**

**Location** 404 N WOOD DALE WOOD DALE, IL 60191

**Parcel Number** 0309413047

**Basic Info**

**Type** Residential Roofing - Asphalt Shingles

**Description** Res re-roof

**Square Feet**

**Valuation** 1000

**Applied Date** 01/19/2022

Review all information and click "Submit".

**Contacts**

**Applicant** Wendy Bednarz  
404 N Wood Dale Road , Wood Dale, IL, , 60191

**Property Owner** Wendy Bednarz  
City of Wood Dale

**More Info**

**Step 13. Review and submit.**





WOOD DALE.com

Dashboard Home Apply My Work Today's Inspections Man 311 Utility/Parking Fine Payments Pay Invoices City Website Search

✔ Your application was successfully submitted!

Please be advised that review times for permit submittals is a minimum of 10 working days. Larger projects such as home additions, new residences, industrial or commercial projects may take up to 20+ working days to review. The applicant will be notified by email or phone once the review has been completed.

Continue to permit

**Step 14. Successful submittal.**



Good Afternoon, [Redacted]

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Permit Number: RES-2022-0024

Please note your permit number.

Permit Details | Tab Elements | Main Menu

Type:	Residential Roofing - Asphalt Shingles	Status:	Submitted - Online	Project Name:	
IVR Number:	6327	Applied Date:	01/19/2022	Issue Date:	
District:		Expire Date:		Finalized Date:	
Square Feet:	0.00	Valuation:	\$1,000.00		
Description:	Res re-roof				

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

### Progress

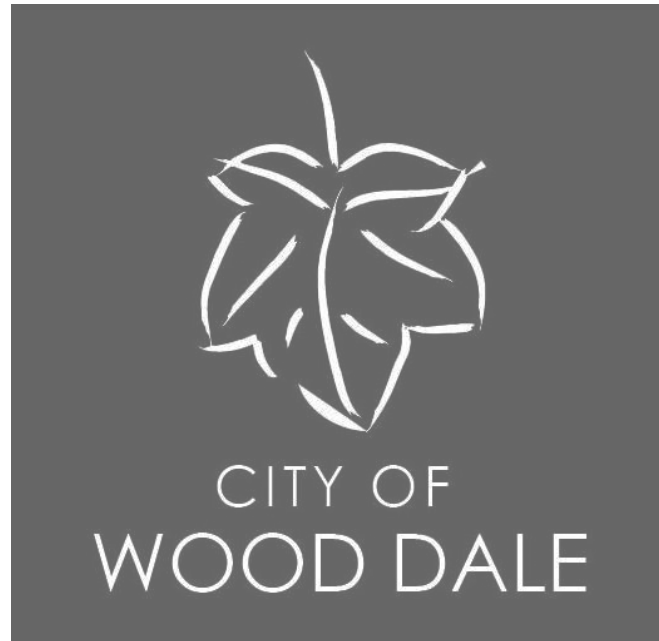
0% Completed

### Workflow

- Application Completeness Check
- Plan Approval

### Available Actions

Continue to permit will provide additional details. You will be notified via email once your permit has been approved or if additional information is needed.



Questions or need additional assistance?  
Contact the City Hall at **(630) 766-4900**.