

BS&A Guide to Applying for a Permit as a Property Owner

Visit tinleypark.org and navigate to the Community Development Department. Click **"Property Owner Permit."**

STEP 1:

Search for the project's address and select the correct one. After you select it, hit next.

STEP 2:

Enter Permit Details. You should then be prompted to enter the necessary permit details. The first question is Commercial or Residential and the question tree populates depending on the answers you provide. (Please note that projects on multifamily properties should be pulled under Commercial.)



Mike Coleman
Interim Community Development Director

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Community Development Department

The Community Development Department provides assistance from the beginning of a project's inception through its review and approval ([Planning](#)) and finally with its construction ([Building](#)). Anything being built or rebuilt in the Village will interact with Community Development staff. The Community Development Department also oversees [Health and Consumer Protection](#) and [Code Enforcement](#).

Peruse our pages for [codes and ordinances](#); [interactive maps](#); [approval processes and applications](#); [plans and studies](#); as well as [permit fees](#) and [licenses](#).

Current Projects

Codes/Ordinances

Interactive Maps

Planning

Building

Economic Development

Licensed Contractors

Downtown Grants

Contractor Permit

Property Owner Permit

Step 1: Select a Property

☐ Property Search

Search By:

Address

Search For:

16250 Oak Park Ave

Search

Owner Name	Address	Parcel Number
VILLAGE OF TINLEY PARK	16250 OAK PARK AVE, TINLEY PARK, IL 60477	28-19-101-005-0000

Select a Property
16250 OAK PARK AVE

Enter Permit Details

Enter Applicant Information

Estimate Permit Fees

Submit Application

Step 2: Enter Permit Details

If you are applying for Special Event permit enter the event description and details in the Work Description field. If you will require Village services or use additional vendors during the event, please choose all that apply in the fields labeled "Needed for Event".

Have an existing project? [Link to existing project requirement](#)

★ Is the property Commercial or Residential?

<None Selected>

★ Please describe the work to be done in detail:

☐ Application Details:

Please select a Permit Type.

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STEP 3:

Enter Applicant Information. You should then be prompted to enter the necessary information for this tab.

On that same tab, click “Add Additional Name” on the bottom right corner to enter contractor information.

STEP 4:

Estimate Permit Fees. Hit “Next” when you get to this step. Permit fees are calculated after the permit is approved.

STEP 5:

Attach Documents. You must upload PDFs of the required documents and/or necessary documents. If it is marked “Required,” you will not be able to continue if you do not upload the documents.

Review your application carefully before submitting it. Once submitted, your application will enter the Village’s review queue and will be processed in the order it was received. If additional information is needed, a Permit Technician will contact you via email. You will be instructed to either upload the required documents through the portal or email them to building@tinleypark.org. Permits typically take 10–14 business days to be processed and approved, barring any issues during the review process.

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

The Village has recently implemented new software and is actively working to update the Owner information displayed online. If the Owner name is not displayed below, but you are the current Owner of the property or a Contractor working with the current Owner, you may continue with the online application.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name:VILLAGE OF TINLEY PARK

Address:No Data to Display

I certify that I am the owner of the property listed above.

Contact Information

Name:

Phone Number:

Email Address:

Confirm Email:

Insurance

Insurance Carrier:

Insurance Policy Number:

Date Insured:

Date Insurance Expires:

Additional Names

No names have been added.

Add Additional Name

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

You will not see the applicable permit application fees at this time. After your application is accepted, your documentation will be reviewed by our staff. Once all required reviews have been completed, we will prepare your final invoice and notify you when it is ready to pay.

You may submit payment for your permit before it has been approved. However, payment does not guarantee that the permit will be issued. All reviews and required approvals must be completed before a permit can be issued.

Available Fees

Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
No additional fees found.		
Total Estimated Fees:	\$0.00	

Step 5: Attach Documents

Contractors are required to attach the Owner Affidavit or Contract with the homeowner in the space provided.

Important: The Building Department does not accept photos of the Plat of Survey. The Plat of Survey must be a marked copy scanned as a pdf. Please be clear and accurate with the details to avoid unnecessary delays in processing or additional fees for revisions/re-reviews.

Attach Documents

Document Title	Status	Description	File Name	
Construction Plans	REQUIRED			Attach File
Plat of Survey with Dimensions	REQUIRED			Attach File
Detailed Drawings	REQUIRED			Attach File
List of Materials	REQUIRED			Attach File
Owner Affidavit	Optional			Attach File
HOA Approval	Optional			Attach File

Add Additional Document

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