



## How to look up Plan Review Result in Citizen Self Service

Revision 10/01/2021

1. Check submittal requirements using the following URL: <https://www.algonquin.org/permits>
2. **Log In** to your account – <https://css.algonquin.org>

	<b>Village of Algonquin Self Services</b>
<b>Home</b>	Welcome to the Village of Algonquin's Self Service.
Self Service	Click <b>Log In</b> to proceed.
	New? <a href="#">Click here to register</a>

3. Click **Permits and Inspections**.

	<b>Welcome to Self Service</b>
<b>Self Service</b>	<b>Announcements</b>
Email Announcements	Welcome to Algonquin Self Service. To learn more about our portal, please
<b>Permits and Inspections</b>	Click <b>Permits and Inspections</b> on the left side to begin.
	<b>Profile Information</b>

4. Search your Application by entering **Application reference** number. Click **Search**.

House number	<input type="text"/>
Street name	<input type="text"/>
<b>Application reference</b>	<input type="text" value="56292"/>
<b>Location</b>	
<b>Status</b>	<input type="checkbox"/> Active Applications only
	<input type="checkbox"/> Unperformed Inspections only
	<input type="checkbox"/> Remember these values
	<input type="button" value="Search"/> <input type="button" value="Reset"/>

- Click **Details**.

Applications (20 found)							
Location / Subdivision	Owner/Contractor ^	Parcel	Status	Reference	Fees	Due	
2200 HARNISH DRIVE / DAWSON MILL	VILLAGE OF ALGONQUIN	19-32-127-001	ACTIVE	52278	\$0.00	\$0.00	<a href="#">Details</a>

- Click **View Plan Reviews**.

<b>Status</b>	ACTIVE / NEW			
<b>Project/Activity</b>	PATIO			
<b>Location</b>	2200 HARNISH DRIVE ALGONQUIN			
<b>Owner</b>	VILLAGE OF ALGONQUIN			
<b>Parcel ID</b>	19-32-127-001			
<a href="#">View Application Information</a> <a href="#">View Issue Alerts</a> <a href="#">View Plan Reviews</a>				
<b>Permits (1 found)</b>				
<input type="checkbox"/>	<b>Permit Type</b>	<b>Status</b>	<b>Total Fees</b>	<b>Balance Due</b>
<input type="checkbox"/> Pay	PATIO RES	REVIEWING	\$0.00	\$0.00 <a href="#">Details</a>

- After the plan review information displays, click **View Comments** under **GENERAL** section to view the comments.

GENERAL					<a href="#">Manage Attachments</a>
Department	Review Cycle	Reviewer	Status	Completed	
COMMUNITY DEVELOPMENT	1	Craig Arps	INCOMPLETE SUBMITTAL		<a href="#">View Comments</a>

- Read through the comment and provide necessary requirements to get approved.

Plan Review Comments		
Department	Completed	Comment
COMMUNITY DEVELOPMENT		The construction documents submitted with the permit application shall be accompanied by a plat of survey showing the size and location of new construction, existing structures, any floodplain or wetland areas, and easements on the site and distances from lot lines. [AMC 23.03.6 amending IRC R106.2]

- What is Next?**

- Contact us, if you have questions about the plan review result.  
TEL: (847) 658-2700 option 3  
[permits@algonquin.org](mailto:permits@algonquin.org)