Welcome to the Online Permit Application System
for the City of Waukegan

Visit **https://www.thepermitportal.com**

Select **City of Waukegan** and click **Go**

Register

Enter your User Information in the fields below and accept the Terms & Conditions. Continue to **Submit**. Once you submit you will receive an email to verify your email and continue to login.

Login

Login using **your email address as the User Name** and enter the password you created during registration.

Once logged in select **Buy Permit**.

Permit Application

On the following page proceed to **Select Location** from the list. Choose the Tentative Start Date you need for the permit and select **Buy** once you've identified the permit type you would like to apply for. For further information on a permit type select the question mark icon next to the Buy option.

Description	Duration	Price	Action
City Lots	month	60.00	Buy
City Lots - Downtown Resident	month	40.00	Buy
City Lots - Business Owners FREE	month	0.00	Buy
City Lots - Business Owners	month	40.00	Buy

Complete the permit application. If you buy a permit regularly you may select **Auto Payment**. The card saved to your account will be charged automatically when the auto renewal runs. To cancel Auto Payment in the future, simply return and under **Edit Profile** remove your credit card.

Add **Vehicle Information**. A license plate number is required for all permits. Click the **Select Record** box next to the vehicle you wish to park in the parking lot.

Upload **Document Information**. Reduced rate permits require documents to be uploaded by the user for reduced rate approval.

You will receive an email notification once your permit application is approved. This may occur after one to two business days. **PERMITS ARE NOT VALID UNTIL PAYMENT IS RECEIVED (See Below)**.

When your permit application is approved you must login to your account and go to **My Permits** to submit payment.
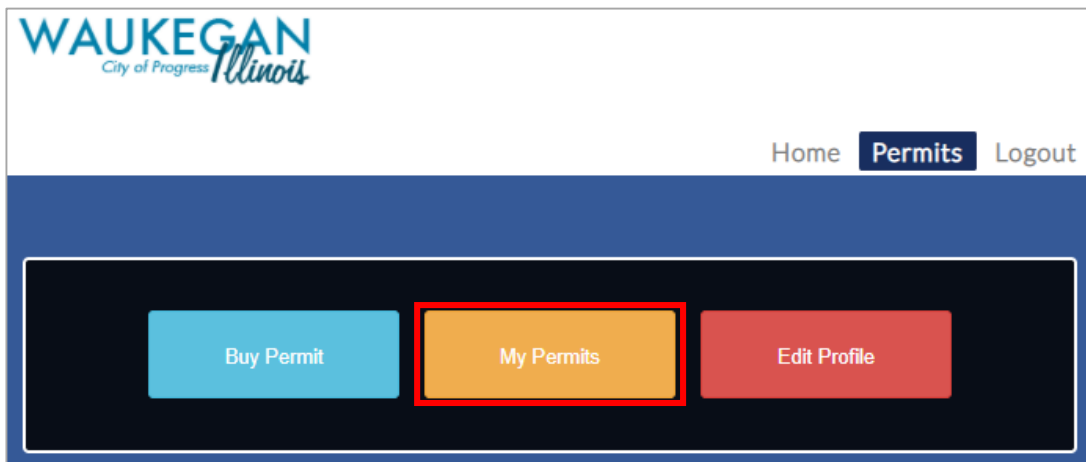
Select the Approved permit and continue to **View** and **Proceed to Checkout**.

MY PERMITS ?

Show Permits :

Current

Permit No	Start Date	End Date	Location	Permit Type	Status	Action
CIT-2162822046			City Lots	City Lots - Downtown Resident	Approved	View

Proceed to Checkout   Cancel Permit

PERMIT DETAILS ?

Permit No : PAL-2292292037

Permit Type : Residential Permit

Email :

ipspermits13@gmail.com

Applied Date : 11/5/2021

Quantity : 1

AutoPayment No

Location : Palisades Park Residential Area - Palisades Park, New Jersey, USA

Permit Sub Type :

Residential Permit

Tentative Start Date :

11/5/2021

Permit Price (Each) $ 20.00

Application Type :

Individual

Status : Approved

Tentative End Date :

11/4/2023

Total Cost $ 20.00

Enter your credit card details below and **Submit Payment**. If you already have a credit card on file, that card will be charged when you select Pay Now.

Check Out Summary

Description	Agency	Amount Due
City Lots	City of Waukegan	$60.00

Subtotal	$60.00
Processing Fee	$0.00
Total	$60.00

Payment Information

Amount

60.00	$

First Name

First Name	👤

Last Name

Last Name	👤

Card Number

Card Number	🖩

Card Expiry

MM ⌄		YYYY ⌄

Card CVV

Card CVV	🖩

Submit Payment

Transaction Completed

Once payment is processed, the Permit Details page below will provide the transaction details. You will also receive an email. Your permit is digital and assigned to your vehicle plate number.

Adding Additional Vehicle(s) to your Profile

Go to **Edit Profile.**

Select Add Vehicle and Save changes.

Updating the Vehicle on an Existing Permit

To update the vehicle on your permit, go to **My Permits**. Select to View the appropriate permit from your list and continue to **View**.

In **Selected Vehicle** choose the vehicle you would like to assign to your permit from the list of options in your profile. Make sure to select Save to update the vehicle to your permit.

Questions

Feel free to contact us for any questions. Call: (847) 599-2627