

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.

The screenshot shows the registration page for the City of Waukegan. At the top left is the logo for Waukegan, Illinois, with the tagline "City of Progress". To the right of the logo is a navigation menu with links for "Home", "Check Status", "Login", "Register" (highlighted with a red box), and "Forgot Password".

The main content area is a dark blue form with two sections:

- TERMS & CONDITIONS**: A checkbox (highlighted with a red box) is checked, indicating agreement with the terms and conditions.
- USER INFORMATION**: A series of input fields for personal data:
 - First Name
 - Last Name
 - Home Address
 - Mobile (format: (xxx)xxx-xxxx)
 - Emergency Contact
 - Emergency Contact Phone (format: (xxx)xxx-xxxx)
 - Email (with a note: "Email address will be assigned as the Username")
 - Confirm Email
 - Password (with a note: "Password must be a minimum of 8 characters, 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character.")
 - Confirm Password

At the bottom of the form are two buttons: "Submit" (highlighted with a red box) and "Cancel".

Login

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

WAUKEGAN
City of Progress *Illinois*

[Home](#) [Check Status](#) [Login](#) [Register](#) [Forgot Password](#)

NOTIFICATION

NOTE TO USER:

- You must REGISTER in order to purchase a permit.
- Once you register, check your email for the verification link.

Posted Date : 19/10/2021

[Contact Us](#) [Support/Video Tutorials](#)

In using this tool, I confirm that the information entered above statement. If it is not, I confirm that I am authorized by the account form on their behalf.

© 2021 IPS Group, Inc. All Rights Reserved | Provide

Parking Permit Secure Login
thepermportal.com

Username
jpspermits5@gmail.com

Password
.....

Remember My Login

Login

Cancel

[Don't remember your password?](#)

Once logged in select **Buy Permit**.

WAUKEGAN
City of Progress *Illinois*

[Home](#) [Permits](#) [Logout](#)

Buy Permit My Permits Edit Profile

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.


CHECK AVAILABILITY ?

Select location to check permit availability.

Select location

City Lots

Zone Available



Please select a Permit Tentative Start Date: 11/16/2021

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.

PURCHASE NEW PERMIT ?

Permit Type City Lots

Location City Lots

Permit Sub Type City Lots - Downtown Resident

Tentative Start Date 11/16/2021

Actual Cost \$40.00

Application Type

Individual ▼

Number of Permits

1

Auto Payment

By checking this box you are authorizing the City to charge the credit card for the above permit renewal.

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.

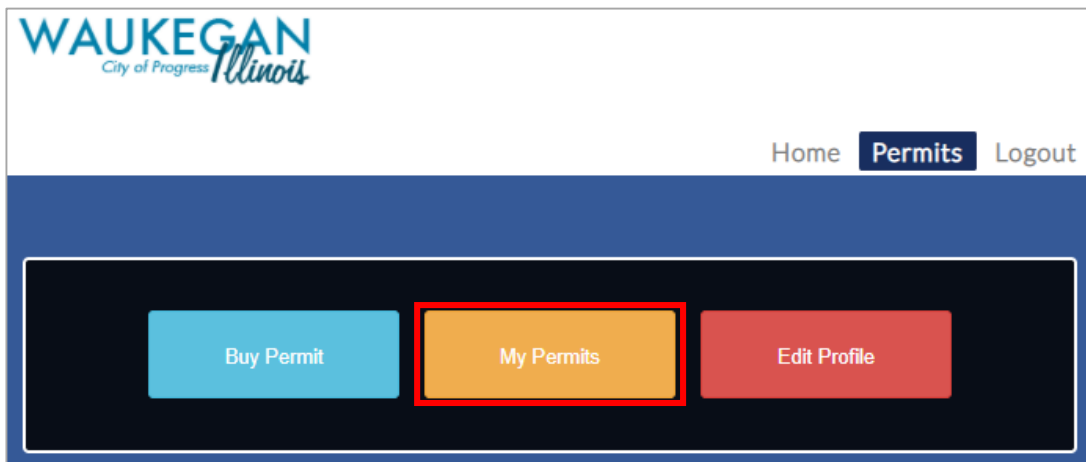
Select Record	Primary	License	Color	Make	Model	Year	State	De
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test		Advance Mixer	Glider	1975	South Carolina	

+ ADD VEHICLE - select plus sign to add vehicle

Proof Type	Required	Document required	Document path
Proof of Residency	Yes	Proof of Residency	<input type="button" value="Choose File"/>

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

Permit Type : Residential Permit Permit Sub Type : Residential Permit


Email : ipspermits13@gmail.com

Applied Date : 11/5/2021 Tentative Start Date : 11/5/2021 Tentative End Date : 11/4/2023

Quantity : 1 Permit Price (Each) \$ 20.00 Total Cost \$ 20.00

AutoPayment No Application Type : Individual

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

 \$

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.

[Proceed to Checkout](#) [Cancel Permit](#)

PERMIT DETAILS ?

Permit No : CIT-2162192046	Location : City Lots - Waukegan, IL, USA	Status : Paid
Permit Type : City Lots	Permit Sub Type : City Lots	
Email : ipspermits12@gmail.com		
Applied Date : 10/18/2021	Quantity : 1	Permit Price (Each) \$ 60.00
Total Cost \$ 60.00	AutoPayment Yes	Application Type : Individual

Adding Additional Vehicle(s) to your Profile

Go to [Edit Profile](#).

WAUKEGAN
City of Progress Illinois

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[Buy Permit](#) [My Permits](#) [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](#).

The screenshot shows a dark-themed interface with the heading "MY PERMITS ?". Below the heading is the text "Show Permits :". Underneath is a white dropdown menu with the text "Current". Below the dropdown is a table with the following columns: Permit No, Start Date, End Date, Location, Permit Type, Status, and Action.

Permit No	Start Date	End Date	Location	Permit Type	Status	Action
CIT-2162822046			City Lots	City Lots - Downtown Resident	Approved	View
CIT-2162192046	10/18/2021	11/17/2021	City Lots	City Lots	Paid	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.

The screenshot shows a dark-themed interface with the heading "SELECTED VEHICLE ?". Below the heading is the text "Please select a vehicle". To the right of the text is a white dropdown menu with the text "TEST789" and a blue "Save" button. Below the dropdown and button is a table with the following columns: Plate Number, Make, Model, and Color.

Plate Number	Make	Model	Color
IPS789	Honda	Accord	Red

Questions

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