

# my.WOODDALE.com Self Service Portal

**Contractor Registration**

<https://my.wooddale.com>





## **Why create an account?**

- Creating an account will allow the system to save your information each time you apply for or renew your contractor license.
- Most applications will require additional attachments that need to be scanned and uploaded into Citizen Self Service (CSS). You may begin an application, save, and resume at a later time, if needed.
- You may log into CSS to check the status of your rental.
- You may pay fees online via the CSS portal.

**Steps for creating and managing an account are on the following pages.**



CITY OF  
WOOD DALE

Good Morning, **Guest** ▾

Log In  
Register



Home Apply Today's Inspections Map 311 Pay Invoices Search Calendar

## 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...

**Step 1. Select "Register" in the "Guest" drop-down box.**

**Note: If you currently have a CSS Log In, please log in and skip to Step 7.**



Good Morning, [Guest](#)

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### Registration

Step 1 of 4: Email Address



Email  [Next](#)  
Email address is required

**Step 2. Enter your email address into the “Email” field and click “Next”.**



You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)



## Can't find your confirmation email?

- Check your Spam and Junk mail folders.
- Your email service may be inadvertently blocking the email. Ensure your account is set up to allow emails from noreply@wooddale.com.
- Sign up using a different email address (Gmail, Yahoo, etc.) and change to your preferred email once you have completed registration.

**Step 3. A verification code will be sent to the email address provided. Click "Confirm" on the email message to confirm your registration.**



Registration

Step 2 of 4: Login information

\*REQUIRED

I'm not a robot   
reCAPTCHA  
Privacy \* Terms

\* Username

Username is required.

\* Password

Password is required.

\* Confirm Password

Email

[Next](#)



**Step 4. Complete your registration by providing the desired credentials and checking the CAPTCHA verification box. Click “Next” to continue.**



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### Registration

Step 3 of 4: Personal Info

**\*REQUIRED**

\* First Name

Middle Name

\* Last Name

Company

\* Contact Preference

\* Email Address

[Additional Contact Information](#)

Next



**Step 5. Provide registration information. Click "Next" to continue**



Step 4 of 4: Address

**\*REQUIRED**

Country Type

\* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite


City

State

Postal Code

County

\* Address Type



**Step 6. Provide your address. Click “Submit” to complete registration.**



Good Morning, [REDACTED]

1

ry.WOOD DALE.com

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

### Application Assistant

Contractor Registration

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

> Show Categories

Show My Templates

#### Contractor Registration

Category Name: Community Development License  
Description: Contractor Registration

Apply

**Step 7. Click "Apply" and search "Contractor Registration". To the right of Contractor Registration, click the blue "Apply" icon.**



Good Afternoon [REDACTED]

cy.WOOD DALE.com

- Dashboard
- Home
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- Utility/Parking Fine Payments
- Pay Invoices
- City Website
- Search

### Apply for License - Contractor Registration

\*REQ

Select or create the business for this application

Select Company Type

Create New Business During Application



**Step 8. Apply for License. Select Company Type by clicking on the Dropdown menu. Then Click "Create New Business During Application".**




## Apply for License - Contractor Registration

\*REQUIRED



### LOCATIONS

The location entered should be the company address.

Add Location

+



Create Template

Save Draft

Next

**Step 9. The location entered should be the company address. Add address.**



 **v.WOOD DALE.com**

[← Back to Application](#)

### Add Location

Address  Parcel

Add Address As

Search  Enter Manually



### Address Information

Search



**Step 10. For Wood Dale locations, please search the address. For all other locations, please enter manually.**



Good Afternoon, [User Name]

my.WOOD DALE.com

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

### Apply for License - Contractor Registration

\*REQUIRED



#### LOCATIONS

The location entered should be the company address.

Type: Location

404 N WOOD DALE WOOD DALE, IL 60191

Main Address

Parcel Number

0309413047

Main Parcel

Remove

Location

Add Location

+

Create Template

Save Draft

Next

**Step 10. After entering or choosing the correct address, click "Next".**



Locations      **Type**      Contacts      More Info      Attachments      Review and Submit

**BUSINESS DETAILS**

\* Company Type

\* Company Name   
Company name is required.

Business Description

DBA

\* Location   
Location is required.

---

**LICENSE DETAILS**

\* License Type

Description

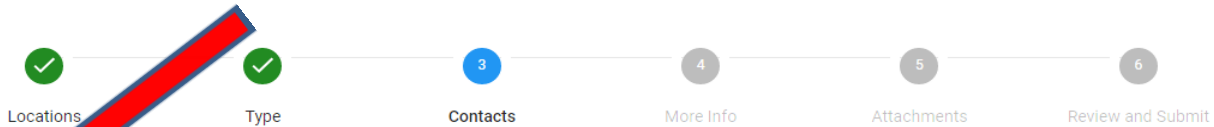
[Back](#)   [Create Template](#)   [Save Draft](#)   [Next](#)



**Step 11. Enter Business Details (company details). Click “Next” to continue.**

### Apply for License - Contractor Registration

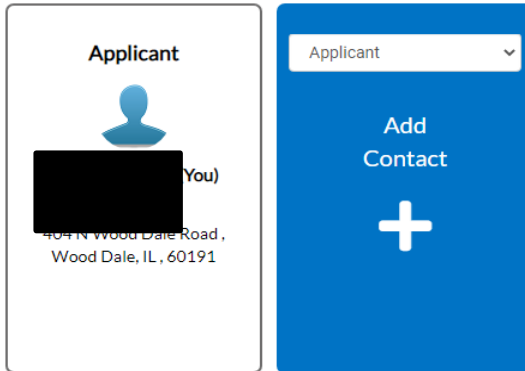
\*REQUIRED



#### CONTACTS

Note: The Applicant contact type should be the information of the person handling the license. The Contractor Company contact type should be the company information

Please include phone numbers and emails for all contacts listed on the application.



The form contains two main components. On the left is a card for the 'Applicant' with a blue person icon, a redacted name '(You)', and the address '404 N Wood Dale Road, Wood Dale, IL, 60191'. On the right is a blue 'Add Contact' button with a white plus sign and a dropdown menu currently set to 'Applicant'.

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**Step 12. Enter contacts. Once contacts are added, click “Next”.**



## REMINDER: DOCUMENTATION NEEDED

All Applicants	A Certificate of Insurance with \$2,000,000 in public liability coverage listing the City of Wood Dale as Certificate Holder is required and must be provide at time of application.
Demolition	\$10,000 bond is required.
Excavation	\$10,000 bond is required.
Fire Alarm	Current state license is required.
Fire Sprinkler	Current state license is required.
Irrigation	\$10,000 bond is required. Current state license is required.
Plumbing	\$10,000 bond is required. Current state license is required. Current IDPH Registration is required.
Roofing	Current state license is required.
Security Alarm	Current state license is required.
Sewer	\$10,000 bond is required.

**Registration fees are calculated based on the Master Fee Schedule.**

PROJECT INFO

General



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\*Trade

<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	Concrete/Paver
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Elevator
<input type="checkbox"/>	Excavation
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Fire Alarm
<input type="checkbox"/>	Fire Sprinkler
<input type="checkbox"/>	General Contractor
<input type="checkbox"/>	HVAC
<input type="checkbox"/>	Irrigation
<input type="checkbox"/>	Masonry
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Roofing
<input type="checkbox"/>	Security Alarm
<input type="checkbox"/>	Sewer
<input type="checkbox"/>	Sign
<input type="checkbox"/>	Electrical

Trade is required.



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**Step 13. Choose appropriate trade. Click “Next” to continue.**



## Apply for License - Contractor Registration

REQUIRED



### Attachments

**Certificate of Insurance**  
Add Attachment  
+  
Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...  
REQUIRED

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

Remember to attach applicable documents:

- ✓ Certificate of Insurance (COI)
- ✓ Current State License (if applicable)
- ✓ \$10,000 Bond (if applicable)
- ✓ Current IDPH Registration (if applicable)

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**Step 14. Add appropriate attachments. Click “Next” to continue.**



### Apply for License - Contractor Registration

**\*REQUIRED**



Submit



#### Locations

Location	404 N WOOD DALE WOOD DALE, IL 60191
Parcel Number	0309413047

#### Basic Info

Company Name	Wendy's Water Fixer
Company Type	Corporation
Business Description	Fixing water mistakes.
DBA	
Location	Commercial
License Type	Contractor Registration
Description	

**Step 15. Review information for correctness. Click “Submit” to apply for your contractor license.**




  
WOOD DALE.com

Dashboard Home Apply My Work Today's Inspections Map 311 Utility/Parking Fine Payments Pay

✔ Your application was successfully submitted!

You application has been submitted and pending review.

 [Continue to license](#)

**Your application was successfully submitted! You can “Continue to License” for available license information.**



License Number: CTR-000957-2022

[Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

**License Details**

License Type:	Contractor Registration	District:	Applied Date:	01/11/2022
Account Number:		Period Start Date:		
Status:	Submitted - Online		Expiration Date:	
Description:				

[Business](#) [Locations](#) [Fees](#)  [Inspections](#) [Attachments](#) [Contacts](#) [Classifications](#) [More Info](#)

To pay for your license, simply “Add to Cart”. The invoice will be added to cart to move forward with payment instructions.



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### Shopping Cart



Total \$100.00  
[Check Out](#)

Invoice: [INV-00001798](#) Description: CTR-000957-2022  
Due Date: 02/10/2022

Case Number	Project	Case Address	Amount Due
<a href="#">CTR-000957-2022</a>		404 N WOOD DALE WOOD DALE IL 60191	\$100.00

\$100.00  
[Remove](#)  
[Top | Main Menu](#)

Total \$100.00  
[Check Out](#)

**Review cart total and “Check Out”.**





**Wood Dale, IL**

Order Number: 965

Tuesday, January 11, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001798	CTR-000957-2022	1	\$100.00	\$100.00
Item Total:				\$100.00
Service Fee:				\$2.95
<b>Order Total:</b>				<b>\$102.95</b>

**Payment Details**

\*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

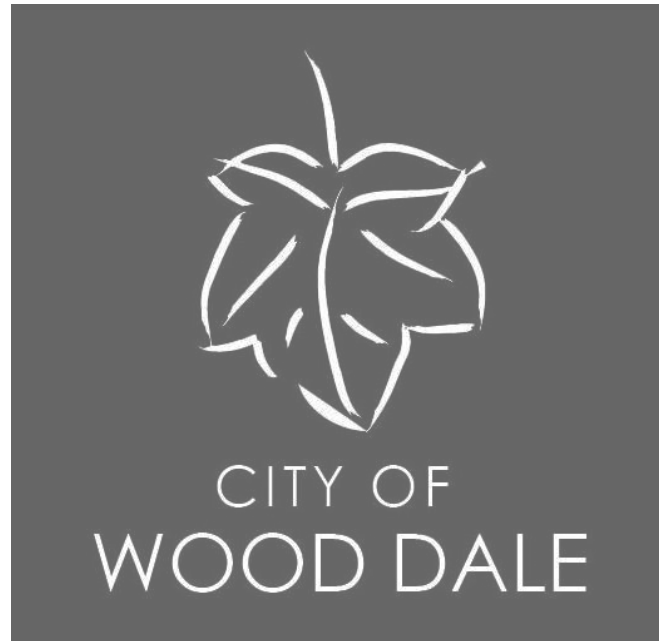
Card Number

Expiration Date

CVV Code

[Pay Now - \\$102.95](#)

**Complete credit card information through the MyGovPay portal.**



Questions or need additional assistance?  
Contact the Community Development  
Department at **(630) 766-5133**