

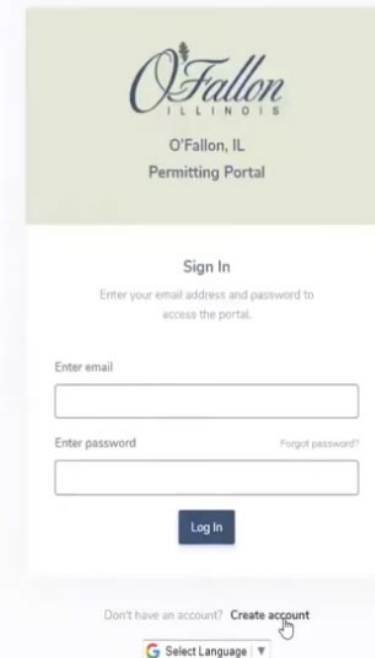
# Renewing your Crime Free Rental Housing License Online:

Create an Account *or* Log into your existing City of O'Fallon Online Permit Portal at <https://permits.ofallon.org/permits>

Need help setting up an account?  
Click on the image to watch our step-by-step  
YouTube tutorial.

## CREATE ACCOUNT

To create a new account in the O'Fallon Permitting Portal, select "Create Account"



The screenshot shows the O'Fallon, IL Permitting Portal login page. At the top, there is a header with the O'Fallon logo and the text "O'Fallon, IL Permitting Portal". Below the header, there is a "Sign In" section with the instruction "Enter your email address and password to access the portal." There are two input fields: "Enter email" and "Enter password". A "Forgot password?" link is located next to the password field. A "Log In" button is positioned below the input fields. At the bottom of the page, there is a link for "Don't have an account? Create account" and a "Select Language" dropdown menu.



NAVIGATION

- Home
  - Create
  - Renew Crime Free
  - Review >
  - Inspections >
  - Pay Permits
- ACCOUNT
- Modify Account
  - Log Out

Select Language | ▼

Search

Now that you are logged in,  
click "Renew Crime Free"  
to get started

Home

### Create

Create a new permit application.



### Inspections

Request and cancel inspections.



### Review/Renew

Review existing permits, renew business licenses and continue incomplete permits.

### Payments

Make payments for permits that you've applied for.



Search...

NAVIGATION

- Home
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- Renew Crime Free
- Review
  - Existing Permits
  - Incomplete Permits
- Inspections
- Pay Permits
- ACCOUNT
  - Modify Account
  - Log Out

My Permits

Select a row from the table and click View Permit Info to view detailed permit information. To link an existing business license to your login, please click on the link in the table to the right.

Show 10 entries

Search:

Permit Number	Project Name	Type	Sub-Type	Status	Site Address	Date Issued	Action
CF-2019-0129		Crime Free		BL - Renewal	255 S LINCOLN AVE		<a href="#">Renew</a>

Look for the "Renew" button to renew your Crime Free License(s).  
Can't find it? No problem!  
Check out the next page for more info.





# O'Fallon ILLINOIS

## Crime Free Rental Housing Program Residential Rental License Renewal

11/21/2021

O'FALLON CITY HALL  
255 S. LINCOLN AVE.  
OFALLON, IL 62269

Dear Property Owner/Manager:

Our records indicate your Residential Rental License(s) below will expire soon. Please review the following information to ensure all items are correct. Make any corrections on this notice and return to our office with your payment so that we may update our records. **Please pay the Grand Total Due found below.** Any outstanding past due balances will be included in your **Grand Total Due.** Payment must be received at City Hall no later than the expiration date.

**Online Portal Renewal Code: D4ZR1HT4**

Residential Rental License # CF-2020-0123  
Expiration Date: **January 01, 2022**

Your annual fee of **\$45.00** (\$45 per unit)  
Rental Address: **123 FAKE STREET, 1.00 unit**

Owner: **CITY OF OFALLON** Phone: 618-624-4500  
Manager: **CITY OF OFALLON** Phone: 618-624-4500

Emergency Contact: **CITY OF OFALLON** Phone: 618-624-4500

Late Fee Total Due: \$45.00  
**Grand Total Due: \$45.00**  
Please make your check payable to  
"The City of O'Fallon"

The Community Development Department will process all applications and renewals. Payments can be made in person or mailed to the address below. Any questions or concerns regarding administrative support or inspections can be answered by calling (618)624-4500, ext. 4.

Any questions regarding the Crime Free Rental Housing Program requirements and training should be directed to Keith Townsend, Program Coordinator, at the O'Fallon Police Department, (618) 624-9511 or [ktownsend@ofallon.org](mailto:ktownsend@ofallon.org).

City of O'Fallon  
Community Development Department  
255 S. Lincoln Ave., 2nd floor  
O'Fallon, IL 62269

If you can't find your Crime Free License on the "My Permits" page, type in the "Online Portal Renewal Code" found on your renewal notice to the right of the license number

Search:

Sub-Type	Status	Site Address	Date Issued	Action
BL - Renewal		123 Fake Street	1/7/2019	<a href="#">Renew</a>



NAVIGATION

Home

Create

Renew Cr

Review

Existing Perm

Incomplete Perr

Inspections

Pay Permits

ACCOUNT

Modify Account

Log Out

Select Language

NAVIGATION

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- Select Language

People

Terms & Conditions

Owner

Add My Info

Name

Company Name

Address 1

Address 2

City

State

Zip

Phone

Email

Comments/License Number

Applicant

Add My Info

Name

Company Name

Address 1

Address 2

City

State

Zip

Phone

Email

Comments/License Number

Verify all contact information is correct and make changes as needed.

Double check your email addresses to make sure it matches the email address you used to create your Portal account.

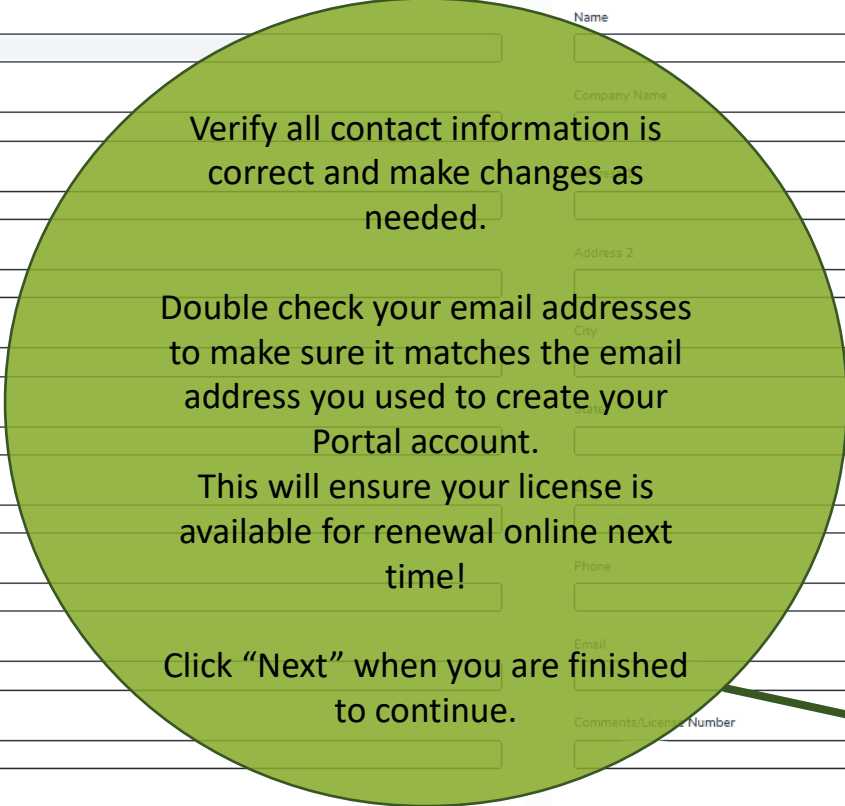
This will ensure your license is available for renewal online next time!

Click "Next" when you are finished to continue.

Previous

Cancel

Next





NAVIGATION

- Home
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- Review >
- Inspections >
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- Log Out

Select Language | ▼

Search...

RENEW LICENSE

People

Terms & Conditions

By clicking to create this [permit/license] you acknowledge this as your electronic signature.

Renew

Previous

Cancel

Click the radio button and then click "Renew" to start the renewal process



NAVIGATION

- Home
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- Review >
- Inspections >
- Pay Permits

ACCOUNT

- Modify Account
- Log Out

Select Language | ▼

Search...

Pay My Permits

**LOCATION:**  
255 S LINCOLN AVE

**PERMIT TYPE:**  
Crime Free -

**PERMIT FEE:**  
\$45.00

**SERVICE FEE:**  
\$2.00

**\$47.00**

**TOTAL DUE**

[View Fees →](#) [Pay Fees →](#)


Click "Pay Fees" to continue to the renewal.

**Important!**

If you do not complete the payment, your license **WILL NOT** renew.

## Make Payment



 Please enter your full billing address, a valid credit card number, expiration date (MM/YY), CVC, and zip code. All fields are required.

### Address

City

State

Zip / Postal Code

### Enter your card information

Enter your payment information and click "Submit"

**Important!**

If you do not click "Submit" your license **WILL NOT** renew.



## Make Payment



### O'Fallon, IL Permitting Portal Payment Receipt



Permit # : CF-2019-

Payment Date : 2021-11-29 12:37

Payment Status : A01 - Approved

Payment Type : Credit

Card Type : Mastercard

Total Amount Charged : \$47.00

Reference # : 4044647

Print Receipt

**Success!**

You have renewed your Crime Free Rental Housing License. You will also receive an emailed receipt with a breakdown of license and service fees.

If you have any questions or concerns, please call Community Development at 618-624-4500 x 4 or email us at [communitydevelopment@ofallon.org](mailto:communitydevelopment@ofallon.org)