



City of Chicago



CDOT Other Transportation and Public Way Permits

Display Vehicle



10/21/2015





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1. Application Type

Signing In to the E-Permit Application

To manage your account, sign in using your credentials and click **Sign In**.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Digger

[Digger Homepage](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

To manage your account, **Sign In**

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



Creating a New Permit

To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**

The screenshot shows the City of Chicago website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The main navigation bar includes 'Documentation' and 'Cart (0)'. Below the navigation, there are icons for 'Permit' and 'Digger'. A 'Create New' dropdown menu is open, showing options: 'Permit Application' (highlighted in green), 'Dig Ticket', 'Hit Report', and 'Joint Meet'. Two callout boxes provide instructions: '1. Click Create New' points to the dropdown, and '2. Select Permit Application' points to the highlighted option. Below the dropdown, there is a search filter section with a 'Search' button and a 'Sort by Date' dropdown set to 'Later Intake Date'. A footer note states: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



On the **Select Application Type** screen:

- Select **Other Transportation and Public Way Permits**

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CGN Tester1 - Documentation Cart (0)

Home > Permits

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- Other Transportation and Public Way Permits**
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys.
- Events**
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

Select **Other Transportation and Public Way Permits**

Note: You may not have as many options of permits dependent on the types of licenses you have.



2. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Type of Work** from the drop-down (required)
 - Select **Display Vehicle**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Description of Work** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sub-header 'Please enter the start and end dates of the work, and select...'. Below this, there is a section for '* Required Information' with the following fields:

- Project Name:** A text input field containing 'Other - Display Vehicle'.
- Type of Work:** A drop-down menu with 'Display Vehicle' selected.
- Start Date:** A date input field containing '10/29/2015'.
- End Date:** A date input field containing '10/30/2015'.
- Description of Work:** A text area containing 'Display Vehicle'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted in blue. The form is surrounded by a navigation bar at the top with 'Home', 'Permits', and 'Apply' links. A sidebar on the left lists the steps of the application process: 1. Application Type, 2. Basic Job Information (highlighted), 3. Application Information, 4. Location Information, 5. Legal Agreements, and 6. Status. The form is annotated with six numbered callouts:

1. Enter the **Project Name**
2. Select from drop-down list
3. Select the **Start Date**
4. Select the **End Date**
5. Enter the **Description of Work**
6. Click the **Next Step** button to proceed



3. Application Information

Emergency Contacts

Add **Emergency Contact** information:

- Click the **+Add Emergency Contact Information** button to display the **Add Emergency Contact Information** dialog box

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Apply

1. Application Type
2. Basic Job Information
3. Application Information
4. Dedication Information
5. Legal Agreements
6. Status

Application Information

Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

** Required Information*

Name	Phone	E-Mail
+ Add Emergency Contact Information		

Previous Step Next Step

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

To **Add Emergency Contact Information**:

- Click **Add Emergency Contact Information** to proceed

Add Emergency Contact Information

Name *

Phone *

E-Mail x

Cancel Add Emergency Contact Information



Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.

The screenshot shows the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation bar includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Dedication Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a sub-section for 'Emergency Contacts'. A table lists one contact: John Doe, (773)674-3678, john.doe@email.com, with 'Edit | Delete' links. Below the table is a '+ Add Emergency Contact Information' button. At the bottom of the form area are 'Previous Step' and 'Next Step' buttons. A callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.'

Application Information
Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

* Required Information

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	Edit Delete

+ Add Emergency Contact Information

Previous Step **Next Step**

Click the **Next Step** button to proceed.

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



4. Vehicle Information

*Note: At this point, your permit application has been saved to your dashboard and the **Application Number** has been created.*

Location Information

Click **+Add Location** to display the **Add Location Information** dialog box:

- Enter the **street number** in the **From** field (required)
- Enter the **street number** in the **To** field (required)
- Select the **Direction** from the drop-down (required)
- Enter/Select the **Street Name** (required)
- Select the **Suffix** from the drop-down (optional)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location [Close]

From: 101 *

To: 101 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Additional Information: [Empty]

Buttons: Cancel, Add Location

Callout: Click Add Location Information to



Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

Edit Dumpster Information

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	101	E	WACKER	DR	

Click **Re-Enter** to edit location information

Click **Confirm** to proceed

Buttons: Cancel, Re-Enter, Confirm



The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps

Display Vehicle Information

- Enter the **Display Vehicle(s) Location** (required)
- Enter the **Number of Vehicles** (required)
- Enter the **Type of Vehicles** (required)
- Click **Next Step** to proceed

The screenshot shows the 'Display Vehicle Information' form on the City of Chicago website. The form is titled 'Display Vehicle Information' and includes the application number 'DOT547306'. It contains several input fields and buttons. Callouts are present: a purple callout points to the 'Location' field with the text 'Location Information has been added'; another purple callout points to the 'Display Vehicle(s) Location' field with the text '1. Enter the Display Vehicle(s) Location'; a third purple callout points to the 'Number of Vehicles' field with the text '2. Enter the Number of Vehicles'; a fourth purple callout points to the 'Type of Vehicles' field with the text '3. Enter the Type of Vehicles'; and a fifth purple callout points to the 'Next Step' button with the text '4. Click Next Step to proceed'. The form also features a sidebar with navigation steps, a top navigation bar, and a footer with 'Previous Step' and 'Next Step' buttons.



5. Legal Agreements

The **Legal Agreements** must be acknowledged:

- Read the **Certification** legal agreement
- Click the **I Agree** checkbox (required)
- Click **Submit** to proceed

The screenshot shows the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The current step in the application process is 'Legal Agreements', with an application number of DOT547306. The page contains a 'Certification' section with the following text:

Legal Agreements
Application Number: DOT547306
In order to finish your application, you must agree to the terms and conditions below.

** Required Information*

Certification

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.

Below the text is a checkbox labeled 'I Agree' with an asterisk. A callout box points to this checkbox with the instruction: '1. Click the **I Agree** checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the instruction: '2. Click the **Submit** button to proceed.'

At the bottom of the page, there is a footer: 'If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



6. Status

Congratulations! You have finished entering the permit application.

The application is being processed and has been sent to CDOT for review.

Note: The remainder of the application can be viewed by scrolling down this page.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > View

1. Basic Job Information
2. Application Information
3. Vehicle Information
4. Legal Agreements
5. Status

Permit Application Status

Application Number: DOT547306

Application Information:

- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

Cancel Permit

Application Number	DOT547306
Type	Other Transportation and Public Way Permits
Current Status	Application Checks

Reviews

Review	Date Completed	Status	Notes
Permit Application Review		Pending	

Important Dates

Creation Date	10/28/2015
Submission Date	
Start Date	10/29/2015



7. Sign Out

When finished, be sure to sign out:

- Click the **drop-down arrow** beside your name
- Click **Sign Out** to log off of the E-Permit application

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information for support.