

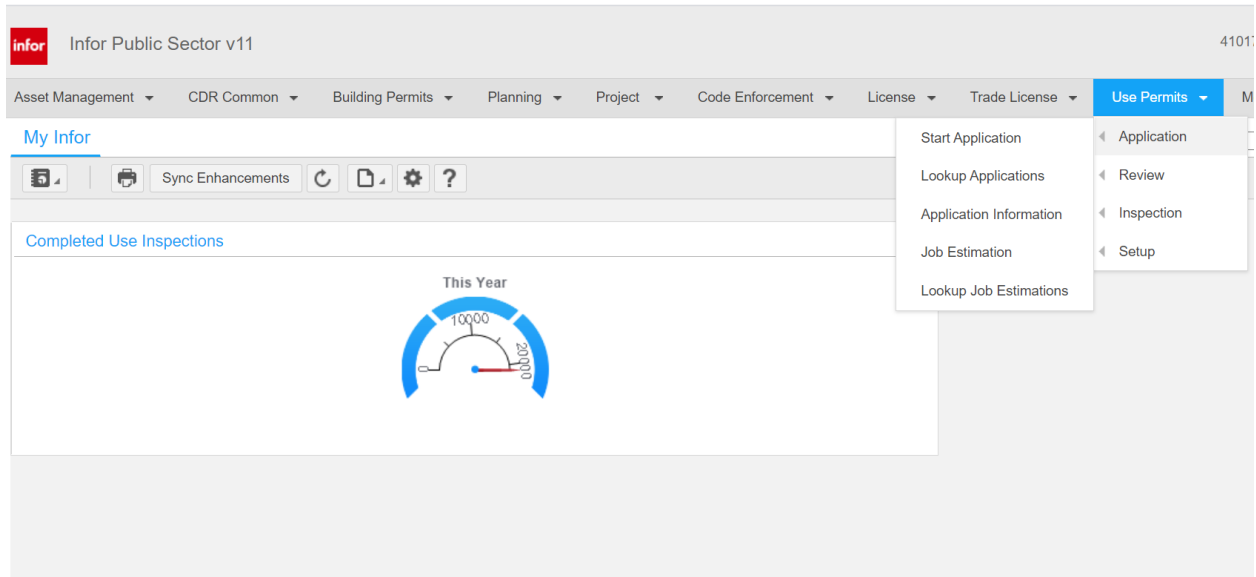
Pages 1 - 18 described how to initiate an driveway application in the IPS 11 back office. Pages 19-37 described how to search for an application the back office.

1. Log into the back office with your City of Chicago AD number and your password



The image shows the login screen for Infor Public Sector. At the top center is the Infor logo, a red square with the word "infor" in white lowercase letters. Below the logo is the text "Infor Public Sector" in a large, black, sans-serif font. Underneath this text are two light blue input fields. The first field contains the number "410176". The second field contains seven black dots, representing a password. Below these fields is a blue button with the text "Sign In" in white.

2. Select User Permits > Application > Start Application



The image is a screenshot of the Infor Public Sector v11 web application interface. At the top left, the Infor logo is followed by the text "Infor Public Sector v11". At the top right, the number "410176" is displayed. Below the header is a navigation menu with several items: "Asset Management", "CDR Common", "Building Permits", "Planning", "Project", "Code Enforcement", "License", "Trade License", and "Use Permits". The "Use Permits" item is highlighted in blue. Below the navigation menu is a "My Infor" section with a toolbar containing icons for home, print, sync enhancements, refresh, document, settings, and help. Below the toolbar is a section titled "Completed Use Inspections" which contains a gauge chart labeled "This Year" with a needle pointing to a value between 100,000 and 200,000. On the right side of the screen, a dropdown menu is open under "Use Permits", showing a list of options: "Start Application", "Lookup Applications", "Application Information", "Job Estimation", and "Lookup Job Estimations". A sub-menu is also visible, showing "Application", "Review", "Inspection", and "Setup".

3. Entre DOT_DRVINS for the application type. This will update the page with only the tabs with information needed to create the application.

My Infor [Start Application \(USA\)](#)

Application Type* DOT_DRVINS

Project #

Sites **Applicants** Job Description Details

Capacity*

Contact

Name* () - x

Day Phone () - x

Evening Phone () - x

Fax () - x

Mobile () - x

E-mail

International Address?

First, MI Title

C/O

Address

City State/Province

ZIP/PC Country

4. Select the Applicants tab. Enter Owner for the Capacity. Select the look-up icon for your applicant.

infor Infor Public Sector v11

Asset Management CDR Common Building Permits Planning Project Code Enforcement Licens

My Infor [Start Application \(USA\)](#)

Application Type* DOT_DRVINS

Project #

Sites **Applicants** Job Description Details

Capacity* Owner

Contact

Name* () - x

Day Phone () - x

Evening Phone () - x

Fax () - x

Mobile () - x

E-mail

First, MI Title

C/O

Address

5. Select your applicant. The click on the Select button.

Search Contact

Name DBA Day Phone () - x
First Name MI Professional ID Evening Phone () - x
C/O Mobile () - x
Address E-mail
 License Type
City
State/Province ZIP/PC
 Is Licensed?
 Is Agency Contractor?
 International Address?

[Add new Contact](#)

Contacts (400+ records)

Name	First Name	Address	City	State/Pr...	ZIP/PC	Day Phone
<input checked="" type="checkbox"/> CHILDRENS MEMORIAL HOSPITAL		155 E SUPERIOR	CHICAGO	IL	60611-291	(773)384-2800
<input type="checkbox"/> ARCHDIOCESE OF CHICAGO		155 E SUPERIOR ST	CHICAGO	IL	60611	(773)384-2800

6. Select the Job Description tab and enter an A/P Name.

infor Infor Public Sector v11

Asset Management ▾ CDR Common ▾ Building Permits ▾ Planning ▾ Project ▾ Code Enforcement ▾ L

My Infor [Start Application \(USA\)](#)

Application Type* DOT_DRVINS

Project #

Sites Applicants **Job Description** Details

A/P Name* Team initiated driveway

Start Date // :
End Date // :

Description Of Work

H2 H3 normal **B** *I* U HTML

7. Select the Details tab. Enter the Number of Units and the Occupancy Type. Select to add an Emergency Contact. Select Yes as primary, enter the name, enter a phone number.

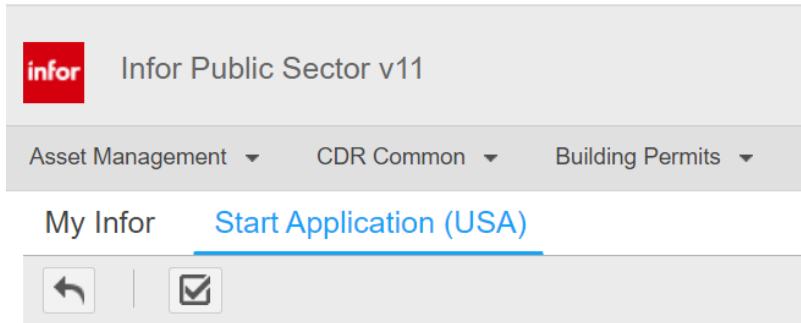
The screenshot shows the Infor Public Sector v11 interface. The top navigation bar includes 'Asset Management', 'CDR Common', 'Building Permits', 'Planning', 'Project', 'Code Enforcement', 'License', and 'Trade License'. Below this is a 'My Infor' section with a 'Start Application (USA)' link. A toolbar contains icons for back, home, save, edit, info, and help. The main form area has tabs for 'Sites', 'Applicants', 'Job Description', and 'Details' (highlighted with a red box). The 'Details' tab contains the following fields: 'Application Type*' (DOT_DRVINS), 'Project #' (empty), 'Property Type (Driveways Only)', 'Number of Units' (5), and 'Occupancy Type' (NonRes). Below these is the 'Emergency Contact Information (1 records)' section, which includes a toolbar with a red box around the 'Add' icon. The table below has columns for 'Is Primary?', 'Name', 'Phone', 'E-Mail', and 'Additional Information'. One record is shown with 'Is Primary?' checked, 'Name' as 'Teri', and 'Phone' as '3125556677'.

	*Is Primary?	*Name	*Phone	E-Mail	Additional Information
★	<input checked="" type="checkbox"/> Yes	Teri	3125556677		

8. After you have completed the above, select the Save button to save the application.

This screenshot is identical to the previous one, showing the same application form. The 'Save' icon in the toolbar is now highlighted with a red box, indicating the next step in the process.

9. You will get a confirmation page with a link to your new application that was just created. Click on the link.




Successfully Started Application # [DOT1287425](#)

- [Start another application with the same information.](#)
- [Start a new application.](#)
- [Pay fees for this application.](#)
- [Check status of this application.](#)
- [Group Add](#)

10. Select the Status Checks button.

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with various menu items: Asset Management, CDR Common, Building Permits, Planning, Project, Code Enforcement, and License. Below this, there are tabs for 'My Infor', 'Lookup Applications (ULA)', and 'Use Application InfoViewer'. A toolbar contains several icons, including a red box highlighting a checkmark icon labeled 'Status Checks'. Below the toolbar, the page title is 'INFORMATION - APPLICATION# DOT1287532'. The main content area displays application details such as 'Application Type: DOT_DRVINS', 'Primary Applicant: CHILDRENS MEMORIAL HOSPIT', and 'Address'. There are also checkboxes for 'Application is Open', 'Current milestone is Incomplete Application', and 'Current unpaid amount of \$0.00'. At the bottom, there is a navigation bar with tabs for 'Job Description', 'Application Details', 'Reviews', 'Inspections', 'Conditions', 'Required Licenses', 'Fees', 'Bonds', 'Valuations', and 'Applicants'. Below this, there is a section for 'Status Dates'.

11. You will get a screen telling you all that is still needed for this application to move forward and what to do for that. (back out of screen to close it - )

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with various menu items: Asset Management, CDR Common, Building Permits, Planning, Project, Code Enforcement, License, Trade License, Use Permits, Customer Service, Billing, Resources, and System. Below this, there are tabs for 'My Infor', 'Lookup Applications (ULA)', 'Use Application InfoViewer', and 'Application Status'. A toolbar contains several icons, including a red box highlighting a back arrow icon. Below the toolbar, the page title is 'Application Status'. The main content area displays application details such as 'Application # DOT1287532', 'Application Status: Open', 'Application Type: DOT_DRVINS', and 'Milestone: Incomplete Application'. Below this, there is a section for 'Miscellaneous (12 records)' with a 'Show All Checks' checkbox. The table below lists various status checks and their corresponding 'Standard Operating Procedures'. The table has two columns: 'Status' and 'Standard Operating Procedures'. The status for all checks is 'Pending'. The 'Standard Operating Procedures' column lists various requirements, such as 'Applicants - BACP account not in good standing', 'Application Details - Accept Legal Agreements', 'Attachments - Certificate Of Insurance Is Required', etc.

Status	Standard Operating Procedures
Pending	Applicants - BACP account not in good standing
Pending	Under Application Details tab, applications originating from the Web Portal require legal acknowledgement from the applicant.
Pending	Under Application Details tab, enter at least one property location for the requested driveway.
Pending	Under Application Details tab, all the required fields on the Driveway Information detail page must be filled in.
Pending	Under Attachments tab, upload a copy of homeowner's insurance to the DOT_INSURANCE catalog.
Pending	Under Attachments tab, upload Copy of Deed to the DOT_DEED catalog.
Pending	Under Attachments tab, upload Elevation/Slope to the DOT_ELEVVSLOPE catalog.
Pending	Under Attachments tab, upload photograph taken from street focused towards property locating a driveway to the DOT_PHOTOGRAPH catalog.
Pending	Under Attachments tab, upload Plat of Survey showing the exact location of driveway to the DOT_PLATSURVEY catalog.
Pending	Under Attachments tab, upload SiteSketch showing the exact location of driveway to the DOT_SKETCH catalog.
Pending	Under Attachments tab, upload Surveyor's Engineers Report to the DOT_ENGRPT catalog.
Pending	Under Attachments tab, upload endorsement to the DOT_ENDORSEMNT catalog.

12. Select the Application Details tab. Select the Driveway Information Details link.

INFORMATION - APPLICATION# DOT1287532

Application Type Application is Open.

Primary Applicant Current milestone is Incomplete Application.

Address

Property Current unpaid amount of \$0.00.

Asset Account: [I0187474](#)

Location

Job Description **Application Details** Reviews Inspections Conditions Required Licenses Fees Bonds Valuations

Application Details (7 records)

+ -	
*Description	Log
<input type="checkbox"/> Emergency Contact Information	Log
<input type="checkbox"/> Property Type Information	Log
<input type="checkbox"/> Driveway Information	Log
<input type="checkbox"/> App Notifications	Log
<input type="checkbox"/> BACP Account Information Details	Log
<input type="checkbox"/> Legal Agreements	Log
<input type="checkbox"/> Location Information	Log

13. For a Non-Residential Only, you will need to fill in the Driveway Information detail page. Select the business to be served by the driveway.

infor Infor Public Sector v11


Asset Management CDR Common Building Permits Planning Project

My Infor Lookup Applications (ULA) Use Application InfoViewer Us


Description* Driveway Information


Details Comments

Non Residential Only

Describe the business to be served by the driveway* 

Describe Other

Does this driveway require alley access? 


Will this driveway service more than one property? 


14. Select the business from the pop-up list. Click on the Select button.

Describe the business to be served by the driveway Pop-up


Code

Description

EffectiveDate // : 

ExpireDate // :  Effective Only

Results (21 records)

* Code ▲	Description	EffectiveDate	ExpireDate	
<input type="checkbox"/> Entertainment	Theater/Stage/Services	7/29/2019		
<input type="checkbox"/> Food Stores	FoodStores/Grocery/Convenience	7/29/2019		
<input type="checkbox"/> Funeral Homes	Funeral Homes/Chapels	7/29/2019		
<input checked="" type="checkbox"/> Furniture	Furniture/Home Furnishings	7/29/2019		
<input type="checkbox"/> Furniture Fixtures	Furniture Fixtures	7/29/2019		
<input type="checkbox"/> Gas Stations	Gas Stations/Services	7/29/2019		
<input type="checkbox"/> HVAC	HVAC Contractor	7/29/2019		
<input type="checkbox"/> Health Services	Health Services	7/29/2019		
<input type="checkbox"/> Laundry	Laundry/Cleaning Services	7/29/2019		
<input type="checkbox"/> Manufacturing	Manufacturing	7/29/2019		
<input type="checkbox"/> Offices	Offices/Office Complex	7/29/2019		
<input type="checkbox"/> Other	Other	7/29/2019		

Displaying: 1 - 21

15. If you select other from the list in the previous step, you will be required to fill in the “Describe Other” text box before saving page. Click on the Save button for the page and then click on the Next button until you get to the BACP Account Information. (this is only for Non-Residential driveways only)

My Infor Lookup Applications (ULA) Use Application InfoViewer Us

← | ◀ ▶ | 📄 | 📄

Description* Driveway Information

Details Comments

Non Residential Only

Describe the business to be served by the driveway* Furniture 🔍

Describe Other

Does this driveway require alley access? 🔍

Will this driveway service more than one property? 🔍

16. Enter You BACP Account Number. Select the save button. This will fill in the other fields.

My Infor Lookup Applications (ULA) Use Application

← | ◀ ▶ | 📄 | 📄

Description* BACP Account Information Details

Details Comments

BACP Account Information

BACP Account Number* 12018

Financial Holds Exist False

Legal Name NORTH WATER MARKET INC.

FEIN Number 363199011

[Click here to look up your BACP Account Number](#)

17. Click on the Next button –

Asset Management ▾ CDR Common ▾ Building Permits ▾

My Infor Lookup Applications (ULA) Use Appl

◀ ▶ ⏪ ⏩

Next

Description* Account Information Details

Details Comments

BACP Account Information

BACP Account Number* 12018

Financial Holds Exist False

Legal Name NORTH WATER MARKET INC.

FEIN Number 363199011

[Click here to look up your BACP Account Number](#)

18. You will be on the Legal Agreements detail page. Click on the pencil to put the page in edit mode.


My Infor Lookup Applications (ULA) Use Application InfoViewer Use Applicat





◀ ▶ ⏪ ⏩

Description* Legal Agreements

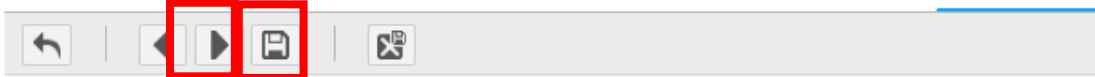
Details Comments

Agreement Forms (1 records)

	Submission Name	* Web	* Staff	By	* Submitted
	<input type="checkbox"/> DOT_SGNREQ	<input type="checkbox"/>	No		

19. Under Staff where it says No, change it to yes. Click in the check box next to the record.  Click on the Approve button.  Click on the save button.  Click on the Next button 


My Infor [Lookup Applications \(ULA\)](#) [Use Application InfoViewer](#) [Use Applica](#)



Description* Legal Agreements

[Details](#) [Comments](#)

Agreement Forms (1 records)

	Submission Name	* Web	* Staff	By	* Submitted
	DOT_SGNREQ	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes		

20. You will be on the Location Information detail page. Add a Property Location by clicking on the Pencil button. The click on the Add button.

My Infor Lookup Applications (ULA) Use Application InfoViewer [Use Applicati...](#)

← ⏪ ⏩ 📄 🖨

Description* Location Information

Details Comments

Location Information




Property Width (ft.)

Property Length (ft.)

Are there any city facilities or trees near the driveway? 🔍

Distance from city facilities or trees near the driveway







Property Location

	*Street Number	*Direction	*Street Name	Suffix	ZIP

21. Fill in the Street Number, Direction and Street Name. Click in the box next to the Street Number and click on the Approve button.




Property Location (1 records)

	*Street Number	*Direction	*Street Name	Suffix	ZIP
<input checked="" type="checkbox"/>	333	s	state		

22. Click on the Pencil on the Driveway Location then click on the Add button.

Driveway Location

	*Street Number	*Direction	*Street Name	Suffix	*Nearest Cross Street


23. Fill in all required fields. (fields that have a RED asterisk *) Click in the box next to the Street Number. Click on the Approve button.

Driveway Location (1 records)

*Street Number	*Direction	*Street Name	Suffix	*Nearest Cross Street	*Distance to Cross Street	*Width of Driveway (ft.)	*Purpose
333	s	State		Jackson	30	16	AccessGar

24. Click on the Save and Close button on the detail page.

My Infor [Lookup Applications \(ULA\)](#) [Use Application InfoViewer](#) [Use Application Detail InfoViewer](#)



Description* **Location Information**

Details Comments

Location Information

Property Width (ft.)

Property Length (ft.)

Are there any city facilities or trees near the driveway?

Distance from city facilities or trees near the driveway

Property Location (1 records)

*Street Number	*Direction	*Street Name	Suffix	ZIP
333	s	state		

Driveway Location (1 records)

*Street Number	*Direction	*Street Name	Suffix	*Nearest Cross Street	*Distance to Cross Street	*Width of D
333	s	State		Jackson	30	16

25. This will take you back to the Application Home page. Click on the Check Status button to see what else is still needed.

My Infor Lookup Applications (ULA) [Use Application InfoViewer](#)

INFORMATION - APPLICATION# DOT1287532

Application Type
 Application is Open.

Primary Applicant
 Current milestone is Incomplete Application.

Address
 Current unpaid amount of \$0.00.

Property
 Account: [I0187474](#)

Asset

Location

26. This will give a list of what is still needed. At this point, all that is needed is the documentation for this application. In the Standard Operating Procedures, you can see what is needed and the 'Catalog' where you need to store them. To get out of this page, you can click on the Back button.

My Infor Lookup Applications (ULA) Use Application InfoViewer [Application Status](#)

Application # Application Status

Application Type Milestone

Show All Checks

Miscellaneous (8 records)

Title	Status
<input type="checkbox"/> Attachments - Certificate Of Insurance Is Required	Pending
<input type="checkbox"/> Attachments - Copy of Deed Is Required	Pending
<input type="checkbox"/> Attachments - Elevation Or Slope Is Required	Pending
<input type="checkbox"/> Attachments - Photograph Of Driveway Is Required	Pending
<input type="checkbox"/> Attachments - Plat Of Survey Is Required For All Proposed Driveways	Pending
<input type="checkbox"/> Attachments - Site Sketch Is Required For All Proposed Driveways	Pending
<input type="checkbox"/> Attachments - The Surveyor's Engineers Report Is Required	Pending
<input type="checkbox"/> Attachments - Endorsement Upload Is Required	Pending

Standard Operating Procedures

Under Attachments tab, upload a copy of homeowner's insurance to the DOT_INSURANCE catalog.

Under Attachments tab, upload Copy of Deed to the DOT_DEED catalog.

Under Attachments tab, upload Elevation/Slope to the DOT_ELEVSLOPE catalog.

Under Attachments tab, upload photograph taken from street focused towards property locating a driveway to the DOT_PHOTOGRAPH catalog.

Under Attachments tab, upload Plat of Survey showing the exact location of driveway to the DOT_PLATSURVEY catalog.

Under Attachments tab, upload SiteSketch showing the exact location of driveway to the DOT_SKETCH catalog.

Under Attachments tab, upload Surveyor's Engineers Report to the DOT_ENGRPT catalog.

Under Attachments tab, upload endorsement to the DOT_ENDORSEMNT catalog.

27. Select the Attachments tab. Select the wheel on the tab. ⚙️ Select to Add an Attachment.

The screenshot shows the Infor Public Sector v11 application interface. The top navigation bar includes the Infor logo and the text "Infor Public Sector v11". Below this, there are several menu items: Asset Management, CDR Common, Building Permits, Planning, Project, Code Enforcement, License, Trade License, Use Permits, Customer Service, Billing, Resources, System, and Portal. The main content area displays "My Infor" with a search bar and a "Use Application Info/Viewer" link. Below this, there are navigation icons and a "RE-GENERATE PERMIT" button. The main content area is titled "INFORMATION - APPLICATION# DOT1287425". It contains a form with fields for Application Type, Primary Applicant, Address, Property, Asset, and Location. The Attachments tab is selected and highlighted with a red box. A pop-up menu is visible, showing "Add New Attachment" and "Add Existing Attachment" options, also highlighted with a red box.

28. On the Add New Attachment pop-up, select the look up for the Catalog ID to use.

The screenshot shows the "Add New Attachment" pop-up form. The form has a title "Add New Attachment" and a "Set Default Category" button. The "Catalog ID*" field is populated with "DOT_DEED" and has a search icon highlighted with a red box. Below this, there are fields for "File Details": "Title", "File*" (with a folder icon), and "Description". At the bottom of the form, there is a dashed line and the text "Drag & Drop files here".

29. Our application needs the Alderman Approval letter, so that is the Catalog we need to find. Select the option box next to the Catalog ID and click on the Select button.

Attachment Catalog Popup

CatalogID

Description

Attachment Catalogs (90 records)

<input type="checkbox"/>	Catalog ID	Description	
<input type="checkbox"/>	DOE_WASTE	DOE Waste Handling Attachments	
<input checked="" type="checkbox"/>	DOT_ALDERMANAPP	Approval letter form the alderman	
<input type="checkbox"/>	DOT_ALDLTR	Alderman Letter	
<input type="checkbox"/>	DOT_ALLEYACCESS	If an alley access is required upload a letter of approval from the alderman or else up	
<input type="checkbox"/>	DOT_APPLLTR	DOT_APPLLTR – Letter to the applicant	
<input type="checkbox"/>	DOT_DEED	Copy of deed	
<input type="checkbox"/>	DOT_DIAGRAM	A diagram detailing the building, sidewalk, street, proposed location of the zone and	
<input type="checkbox"/>	DOT_DRAWINGS	Canopy Structural Drawings	
<input type="checkbox"/>	DOT_EASEMENT	Easement agreement	
<input type="checkbox"/>	DOT_ELEVSLOPE	Elevation or Slope	
<input type="checkbox"/>	DOT_ENDORSEMNT	Document the insurance company must provide	
<input type="checkbox"/>	DOT_ENGCERT	Engineering Certification Report for over sized driveways	
<input type="checkbox"/>	DOT_ENGRPT	Surveyor's Engineers Report	

Displaying: 1 - 90

30. Select the folder to find your document to upload on your computer.

Add New Attachment

Catalog ID*

File Details

Title

File*

Description

31. After you have found your file, click on the Save button. This will attach your document to the application. Upload all documents needed using the proper catalog.

Add New Attachment

Catalog ID* DOT_ALDERMANAPP

File Details

Title Alderman Letter.jpg

File* C:\fakepath\Alderman Letter.jpg

Description

Drag & Drop files here

Added Files

Job Description Application Details Reviews Inspections Conditions Required Licenses Fees Bonds Valuations Applicants Sites Employees Related Records Log **Attachments**

Attachments(1)

Alderman Letter.jpg

32. Click the Check Status button again on the Application home page. This will add the fees to the application.

The screenshot shows the Infor Public Sector v11 web portal. The top navigation bar includes 'Asset Management', 'CDR Common', 'Building Permits', 'Planning', 'Project', and 'Code Enforcement'. Below this, there are links for 'My Infor', 'Lookup Applications (ULA)', and 'Use Application InfoViewer'. A toolbar contains various icons, including a checkmark icon highlighted with a red box. The main content area displays 'INFORMATION - APPLICATION# DOT1287532' with the following details:

Application Type	DOT_DRVINS	DOT Driveway Install Permit	<input type="checkbox"/> Application is Open.
Primary Applicant	CHILDRENS MEMORIAL HOSPIT.		<input type="checkbox"/> Current milestone is Application Fee.
Address			<input type="checkbox"/> Current unpaid amount of \$200.00.
Property			<input type="checkbox"/> Account: I0187474
Asset			
Location	333-333 S STATE ST		

At this point, the applicant can log into the web portal and pay their application fee. The process after this will follow the same process as the training manual starting with page 20.

Driveway Permit Process

Back Office

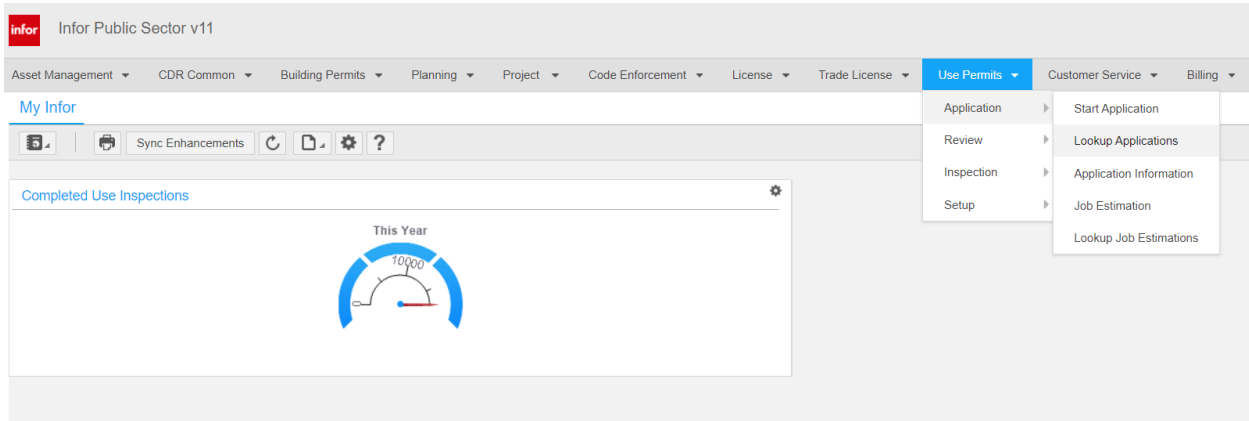
Searching for your application

- Bring up the application using Google Chrome
- Enter your user ID (your COC AD#)
- Enter your password
- Click on 'Sign In' button

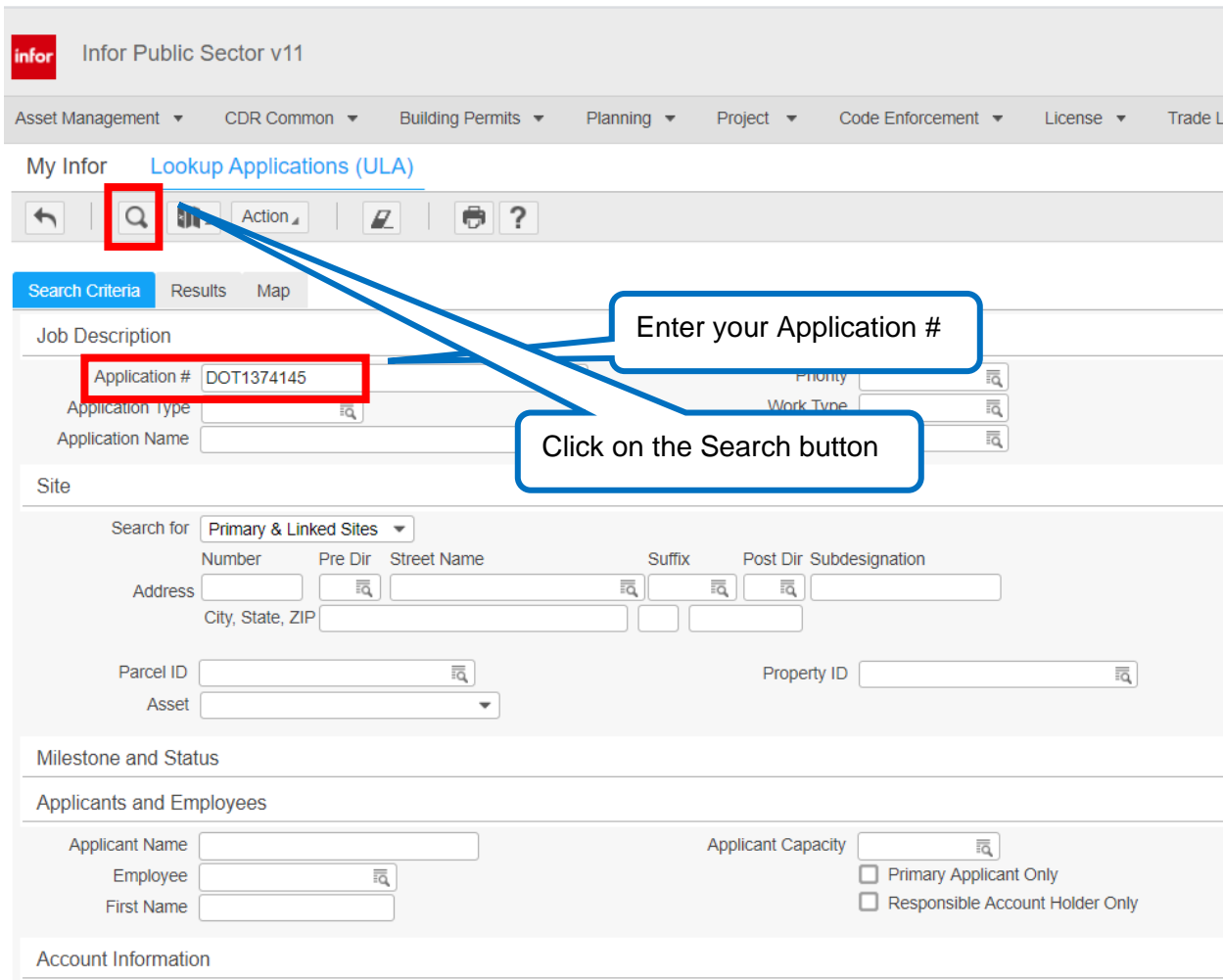


Driveway Permit Process

- Select Use Permits > Application > Lookup Applications



- Enter your application number in the 'Application #' field
- Click on the search icon



Driveway Permit Process

Open Application in Back Office

- Click on Application #

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with the Infor logo and the text "Infor Public Sector v11". Below this is a secondary navigation bar with dropdown menus for "Asset Management", "CDR Common", "Building Permits", "Planning", "Project", and "Code En". The main content area has a header "My Infor" and a link "Lookup Applications (ULA)". Below the header is a toolbar with icons for back, search, list, action, edit, print, and help. A tabbed interface shows "Search Criteria", "Results (1 records)", and "Map". The "Results (1 records)" tab is active, displaying a table with the following data:

<input type="checkbox"/>	A/P #	A/P Name		Application
<input type="checkbox"/>	(A) [input]	(A) [input]	[input]	(A) [input]
<input type="checkbox"/>	DOT1374145	My Facility Permit	9/3/2020 17:22	DOT_DRVINS

A blue callout box with the text "Click on your Application #" points to the application number "DOT1374145" in the table.

Driveway Permit Process

BO - Application information

infor Infor Public Sector v11

Asset Management | CDR Common | Building Permits | Planning | Project | Code Enforcement | License

My Infor | Lookup Applications (ULA) | **Use Application InfoViewer**

Application Status

INFORMATION - APPLICATION# DOT1374145

Application Type: DOT_DRVINS | DOT Driveway Install Permit | Application is Open.
Primary Applicant: JAMES MCHUGH CONSTRUCTIC | Current milestone is Intake Review.
Address: | Current unpaid amount of \$0.00.
Property: | Account: [I0124241](#)
Asset: |
Location: 1153-1153 W VERNON PARK PL

Application Information

Job Description | Application Details | Reviews | Inspections | Conditions | Required Lic | nts

Dates and Description

Status Dates

Processed	9/3/2020	00:00	by	WEBPERMIT WEBPERMIT	Expires	//
Issued	//	:	by		Original Permit Issued Date	// : :
Final	//	:	by		Renewal Date	// : :
Temp COO	//	:	by			
COO	//	:	by			

Job Description

Work Type		# of Plans	0
Occupancy Type		# of Pages	0
Square Footage	0.00	Declared Valuation	\$0.00
A/P Name	My Facility Permit	Calculated Valuation	\$0.00
Priority		Actual Valuation	\$0.00
Start Date	9/3/2020 00:00		

Driveway Permit Process

BO - Application Details

- Below are the detail pages that get created from the information entered in the Web Portal

INFORMATION - APPLICATION# DOT1374145

Application Type	<input type="text" value="DOT_DRVINS"/> <input type="text" value="DOT Driveway Install Permit"/>	<input type="checkbox"/> Application is Open.
Primary Applicant	<input type="text" value="JAMES MCHUGH CONSTRUCTIC"/>	<input type="checkbox"/> Current milestone is Intake Review.
Address	<input type="text"/>	<input type="checkbox"/> Current unpaid amount of \$0.00.
Property	<input type="text"/>	<input type="checkbox"/> Account: I0124241
Asset	<input type="text"/>	
Location	<input type="text" value="1153-1153 W VERNON PARK PL"/>	

Job Description	Application Details	Reviews	Inspections	Conditions	Required Licenses	Fees	Bonds	Val
-----------------	----------------------------	---------	-------------	------------	-------------------	------	-------	-----

Application Details (7 records)

<input type="button" value="+"/> <input type="button" value="🗑"/>	
*Description	Log
<input type="checkbox"/> App Notifications	Log
<input type="checkbox"/> Legal Agreements	
<input type="checkbox"/> Location Information	Log
<input type="checkbox"/> Emergency Contact Information	Log
<input type="checkbox"/> Property Type Information	Log
<input type="checkbox"/> Driveway Information	Log
<input type="checkbox"/> GIS Spatial Data Conflicts and Implications	Log

The Descriptions are hyperlinks that when clicked on will open the detail page.

Driveway Permit Process

GIS Spatial Data Conflicts and Implications detail page

- Conflicts are based on the location of your application

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with the Infor logo and the text "Infor Public Sector v11". Below this is a menu bar with several dropdown menus: "Asset Management", "CDR Common", "Building Permits", "Planning", "Project", "Code Enforcement", and "License". Underneath the menu bar are several tabs: "My Infor", "Lookup Applications (ULA)", "Use Application InfoViewer", and "Use Application Detail InfoViewer". Below the tabs is a toolbar with icons for back, forward, search, and print. The main content area has a "Description*" field containing "GIS Spatial Data Conflicts and Implications". There are two tabs: "Details" (selected) and "Comments". Below the tabs, there are two input fields: "Last Service Call" with the value "9/7/202 11:43" and "Error Code" with an empty field. Below these fields is another toolbar with icons for edit, add, and delete. The main content area contains a table with the following columns: "Conflict Type", "Implication", "Attributes", and "Expiration date". The table has two rows:

Conflict Type	Implication	Attributes	Expiration date
<input type="checkbox"/> Street Resurfaced		View Attributes	
<input type="checkbox"/> Driveways Permit	Other DOT Permit Conflict	View Attributes	

Property Type Information detail page

- Property Type (Driveways Only) information page

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with the Infor logo and the text "Infor Public Sector v11". Below this is a menu bar with several dropdown menus: "Asset Management", "CDR Common", "Building Permits", "Planning", "Project", and "Code Enforcement". Underneath the menu bar are several tabs: "My Infor", "Lookup Applications (ULA)", "Use Application InfoViewer", and "Use Application Deta". Below the tabs is a toolbar with icons for back, forward, search, and print. The main content area has a "Description*" field containing "Property Type Information". There are two tabs: "Details" (selected) and "Comments". Below the tabs, there is a section titled "Property Type (Driveways Only)". Below this section are two input fields: "Number of Units*" with the value "4" and "Occupancy Type*" with the value "NonRes".

Driveway Permit Process

Location Information Detail Page

- Location Information
- Property Location
- Driveway Location
- Zoning District

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Asset Management | CDR Common | Building Permits | Planning | Project | Code Enforcement | License | Trade License | Use Permits | Customer Service | Billing | Re

My Infor | Lookup Applications (ULA) | Use Application InfoViewer | [Use Application Detail InfoViewer](#)

Navigation icons: back, forward, search, print, refresh

Description * Location Information

Details | Comments

Location Information

Property Width (ft.)

Property Length (ft.)

Is there a tree near the driveway?

Diameter of the tree trunk at grade (ft.)

Property Location (1 records)

Navigation icons: edit, print, check, delete

	*Street Number	*Direction	*Street Name	Suffix	ZIP
<input type="checkbox"/>	1153	W	VERNON PARK	PL	60607

Driveway Location (1 records)

Navigation icons: edit, print, check, delete

	*Street Number	*Direction	*Street Name	Suffix	*Nearest Cross Street	*Distance to Cross Street	*Width of Driveway (ft.)	*Purpose	*Is there a 20 ft setback?	Describe Other	Slope Ratio
<input type="checkbox"/>	100	N	MICHIGAN	AVE	HURON	30	20	AccessGar	No		10

Zoning District (1 records)

Navigation icons: edit, print, check, delete

	Zones
<input type="checkbox"/>	PD 143

Driveway Permit Process

Legal Agreements

- Legal Agreements were accepted on the Web Portal

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with the Infor logo and the text 'Infor Public Sector v11'. Below this is a menu bar with several dropdown menus: Asset Management, CDR Common, Building Permits, Planning, Project, Code Enforcement, and License. The main navigation area includes links for 'My Infor', 'Lookup Applications (ULA)', 'Use Application InfoViewer', and 'Use Application Detail InfoViewer'. Below the navigation is a toolbar with icons for back, forward, refresh, and print. The main content area has a 'Description*' field containing 'Legal Agreements'. There are two tabs: 'Details' (selected) and 'Comments'. Below the tabs, it says 'Agreement Forms (1 records)'. There is a table with one record:

Submission Name	*Web	*Staff	By	*Submitted
<input type="checkbox"/> DOT_DRVINS	<input checked="" type="checkbox"/>	No	WEBPERMIT	9/3/2020 17:31

Driveway Information detail page

- Information entered from the web portal about the driveway will be listed here

The screenshot shows the Infor Public Sector v11 interface. At the top, there is a navigation bar with the Infor logo and the text 'Infor Public Sector v11'. Below this is a menu bar with several dropdown menus: Asset Management, CDR Common, Building Permits, Planning, and Project. The main navigation area includes links for 'My Infor', 'Lookup Applications (ULA)', 'Use Application InfoViewer', and 'Use A'. Below the navigation is a toolbar with icons for back, forward, refresh, and print. The main content area has a 'Description*' field containing 'Driveway Information'. There are two tabs: 'Details' (selected) and 'Comments'. Below the tabs, it says 'Non Residential Only'. There are three form fields:

Describe the business to be served by the driveway*

Describe Other

Does this driveway require alley access?

Will this driveway service more than one property?

Driveway Permit Process

Logs tab

- Changes to the application will be listed on the logs tab

Application Type: DOT_DRVINS DOT Driveway Install Permit Application is Open.

Primary Applicant: JAMES MCHUGH CONSTRUCTIC Current milestone is Intake Review.

Address: Current unpaid amount of \$0.00.

Property: Account: [I0124241](#)

Asset:

Location: 1153-1153 W VERNON PARK PL

Job Description Application Details **Reviews** Inspections Conditions Required Licenses Fees Bonds Valuations Applicants Sites Employees Related Records **Logs** Attachments

Log (18 records)

* Log Type	Description	* Started	* Started By	Stopped By	Total Time	Stopped	Review #	Inspection #	Comments
<input type="checkbox"/> CritcAdd	Contact Add	9/3/2020 17:22	WEBPERMIT		0.00				Name: John Doe Phone: (555)555-5555 Email: email@email.com Additional I
<input type="checkbox"/> APModified	Application Modified	9/3/2020 17:22	WEBPERMIT		0.00				This application has been modified through the web portal
<input type="checkbox"/> LocChange	Location Change	9/3/2020 17:28	WEBPERMIT		0.00				Added location 100 N MICHIGAN AVE to the application
<input type="checkbox"/> APModified	Application Modified	9/3/2020 17:30			0.00				DOT_ALLEYACCESS attachment added
<input type="checkbox"/> APModified	Application Modified	9/3/2020 17:30			0.00				DOT_PASSLETTER attachment added
<input type="checkbox"/> APModified	Application Modified	9/3/2020 17:30			0.00				DOT_INSURANCE attachment added

Resulting Reviews

- Select the Reviews tab
- Click the check box next to the Review
- Click the Record Results hyperlink

Application Type: DOT_DRVINS DOT Driveway Install Permit Application is Open.

Primary Applicant: JAMES MCHUGH CONSTRUCTIC Current milestone is Intake Review.

Address: Current unpaid amount of \$0.00.

Property: Account: [I0124241](#)

Asset:

Location: 1153-1153 W VERNON PARK PL

Job Description Application Details **Reviews** Inspections Conditions Required Licenses Fees Bonds Valuations Applicants Sites Employees Related Records

[Record Results](#)

Reviews (2 records)

<input type="checkbox"/>	Review #	Description	Type	Started By	Completed By	Issued
<input type="checkbox"/>	1530567	DrivIntake	Intake Review			9/7/2020 11:43
<input type="checkbox"/>	1530566	OtherPerm	Intake Review			9/7/2020 11:43

Driveway Permit Process

- Enter Started Date
- Set Result to 'Approved'
- Click the Save and Close button

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Asset Management ▾ CDR Common ▾ ing ▾ Project

My Infor Lookup Applications (ULA) Use Application InfoViewer

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[A/P #](#) DOT1374145

Review # 1530567

Review Type DrvIntake Driveway Installation

Results Comments Plan Tracking Problems Log Conditions Attachments A

Started Date* 9/7/2020 12:02 📅

Completed Date // : 📅

Result* Approved 🔍 // :

Actual Time 0.00 📊

Click the Save and Close button when complete

Enter Started Date

Set Result to 'Approved'

Driveway Permit Process

BO Application status - Zoning Review

- Result the Zoning Review same as above
 - Click on the option box next to the Zoning review
 - Select the record Results button
 - Result Zoning Review with approved and save

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Asset Management CDR Common Building Permits Planning Project Code Enforcement License Trade License Use Permits

My Infor Lookup Applications (ULA) [Use Application InfoViewer](#)

← ↶ ↷ 🏠 📄 Action 🔍 📄 RE-GENERATE PERMIT ?

INFORMATION - APPLICATION# DOT1374145

Application Type	DOT_DRVINS	DOT Driveway Install Permit	<input type="checkbox"/> Application is Open
Primary Applicant	JAMES MCHUGH CONSTRUCTIC		<input type="checkbox"/> Current milestone is Zoning Review.
Address			<input type="checkbox"/> Current unpaid amount of \$0.00.
Property			<input type="checkbox"/> Account: I0124241
Asset			
Location	1153-1153 W VERNON PARK PL		

Current milestone is Zoning Review

Job Description Application Details Reviews Inspections Conditions Required Licenses Fees Bonds Valuations Applicants Sites Employees Related f

[Record Results](#)

Reviews (4 records)

<input type="checkbox"/>	Review #	Review Type	#	Result	Result By	Review Description	Started By	Completed By	Issued
<input type="checkbox"/>	1530569	Zoning	1			DOT Zoning Review			9/7/2020 12:03
<input type="checkbox"/>	1530568	Alderman	1			Alderman Review			9/7/2020 12:03
<input type="checkbox"/>	1530567	DrvIntake	1	Approved	410176	Driveway Installation Application Review	410176	410176	9/7/2020 11:43
<input type="checkbox"/>	1530566	OtherPerm	1	Approved	410176	DOT Other Permit Conflict Review	410176	410176	9/7/2020 11:43

Driveway Permit Process

BO Application status – Inspection

- Inspector Results detail page has been added to the Application Details tab

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Asset Management ▾ CDR Common ▾ Building Permits ▾ Planning ▾ Project ▾ Code Enforcement ▾

My Infor Lookup Applications (ULA) [Use Application InfoViewer](#)

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INFORMATION - APPLICATION# DOT1374145

Application Type Application is Open.

Primary Applicant Current milestone is Inspection.

Address Current unpaid amount of \$0.00.

Property Account: [10124241](#)

Asset

Location

Job Description **Application Details** Reviews Inspections Conditions Required Licenses Fees Bonds Valuations

Application Details (8 records)

	* Description	Log
<input type="checkbox"/>	App Notifications	Log
<input type="checkbox"/>	Legal Agreements	Log
<input type="checkbox"/>	Location Information	Log
<input type="checkbox"/>	Emergency Contact Information	Log
<input type="checkbox"/>	Property Type Information	Log
<input type="checkbox"/>	Driveway Information	Log
<input type="checkbox"/>	GIS Spatial Data Conflicts and Implications	
<input type="checkbox"/>	Inspector Results	

Inspector Results detail page has been added

Driveway Permit Process

Web Portal Status - Inspection

Dear Invoiced Customer, City has decided to turn off invoicing and you would no longer be receiving invoices going forward and the fees needs to be paid for the permit to be issued.....

Permit Application Status

CDOT Proposed Driveway Permit
Application Number - DOT1374145

Application Information:

- Application Details: Inspector Result Detail Page must be completed

Application Type	CDOT Proposed Driveway Permit
Status	Inspection
Applicants	JAMES MCHUGH CONSTRUCTION CO - Owner more info...

[Cancel Application](#)

Inspection

Inspector Results Detail Page

- Select the Inspector Results detail page

Job Description **Application Details** Reviews Inspections Conditions Required Licenses

Application Details (8 records)

*Description	Log
<input type="checkbox"/> App Notifications	Log
<input type="checkbox"/> Legal Agreements	Log
<input type="checkbox"/> Location Information	Log
<input type="checkbox"/> Emergency Contact Information	Log
<input type="checkbox"/> Property Type Information	Log
<input type="checkbox"/> Driveway Information	Log
<input type="checkbox"/> GIS Spatial Data Conflicts and Implications	
<input type="checkbox"/> Inspector Results	

Driveway Permit Process

- Answer Yes or No as to whether the application needs to be reviewed by another department based on inspection of the driveway
- Select the Save and Close button

The screenshot shows the Infor Public Sector v11 interface. The top navigation bar includes 'Asset Management', 'CDR Common', 'Building Permits', and 'Pla'. Below this, there are tabs for 'My Infor', 'Lookup Applications (ULA)', and 'Use Application'. A toolbar contains several icons, with the 'Save and Close' icon (a document with a checkmark) highlighted by a red box. A blue callout bubble points to this icon with the text: 'When all information is entered, click the Save and Close button'. Below the toolbar, the 'Description*' field is set to 'Inspector Results'. There are two tabs: 'Details' (selected) and 'Comments'. The 'Inspector Results' form contains several fields with dropdown menus:

Field	Value
Sewer*	Yes
BOE*	No
IDOT*	Yes
Forestry*	No
Signs*	Yes
Water*	No

A second blue callout bubble points to the form fields with the text: 'Answer with Yes or No. Yes means a review is needed by the department. No means a review is not needed by the department.'

Driveway Permit Process

Result Inspection Review

- Select the Inspections tab
- Click the box next to the Inspection #
- Click on the Record Results hyperlink

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Asset Management ▾ CDR Common ▾ Building Permits ▾ Planning ▾ Project ▾ Code Enforcement ▾ License ▾

My Infor Lookup Applications (ULA) [Use Application InfoViewer](#)

Navigation icons: Back, Forward, Home, Search, Action, Info, Checkmark, Print, RE-GENERATE PERMIT, Help

INFORMATION - APPLICATION# DOT1374145

Application Type: DOT_DRVINS DOT Driveway Install Permit Application is Open.
Primary Applicant: JAMES MCHUGH CONSTRUCTIC Current milestone is Inspection.
Address: Current unpaid amount of \$0.00.
Property: Account: [I0124241](#)
Asset:
Location: 1153-1153 W VERNON PARK PL

Job Description Application Details Reviews **Inspections** Conditions Required Licenses Fees Bonds Valuations Applica

[Record Results](#)

Inspections (1 records)

<input checked="" type="checkbox"/>	Inspection # ▾	Inspection Type	#	Result	Resulted By	Resulted By Provider	Assigned To	Started
<input checked="" type="checkbox"/>	1599851	DOT_DRVINS	1					

Callout 1: Select the Inspections tab (points to the 'Inspections' tab)

Callout 2: Click the box next to the Inspection # (points to the checkbox next to 1599851)

Callout 3: Click the Record Results hyperlink (points to the 'Record Results' link)

Driveway Permit Process

- Enter Inspected by ID
- Enter Started Date
- Enter Completed Date
- Enter Result
- Save and Exit

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Asset Management ▾ CDR Common ▾ Building Permits ▾ Planning ▾ Project ▾ Code Enforcement ▾

My Infor **Lookup Applications (ULA)** Use Application InfoViewer [Use Inspection - Record](#)

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Inspection # [A/P #](#)

Inspection Type #

Location

Results Comments Code Violations Log Conditions Attachments Application Details Inspection Details

Inspected By* 🔍

Started Date* 📅

Completed Date* 📅

Result* 🔍 // :

Inspection Hours 📅

Odometer Start 📅 Stop 📅

Same Trip As Insp # 🔍

Supervisor Review ^

Inspector Result

Supervisor Comments

Driveway Permit Process

Reviews from Inspection results

- Each department that had a 'Yes' has a review
- A final review has been added for the Driveways Department

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Asset Management ▾ CDR Common ▾ Building Permits ▾ Planning ▾ Project ▾ Code Enforcement ▾ License ▾ Trade License ▾ Use Per

My Infor Lookup Applications (ULA) [Use Application InfoViewer](#)

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INFORMATION - APPLICATION# DOT1374145

Application Type: **DOT_DRVINS** DOT Driveway Install Permit Application is Open.

Primary Applicant: **JAMES MCHUGH CONSTRUCTIC** Current milestone is Application in Review.

Address: _____ Current unpaid amount of \$0.00.

Property: _____ Account: [I0124241](#)

Asset: _____

Location
1153-1153 W VERNON PARK PL

Job Description Application Details **Reviews** Inspections Conditions Required Licenses Fees Bonds Valuations Applicants Sites Employees Ret

[Record Results](#)

Reviews (8 records)

<input type="checkbox"/>	Review # ▾	Review Type	#	Result	Result By	Review Description	Started By	Completed By	Issued
<input type="checkbox"/>	1530573	Final	1			DOT Final Driveway Review			9/7/2020 12:26
<input type="checkbox"/>	1530572	Signs	1			DOT Signs Review			9/7/2020 12:26
<input type="checkbox"/>	1530571	Sewer	1			DOT Sewer Review			9/7/2020 12:26
<input type="checkbox"/>	1530570	IDOT	1			IDOT Review			9/7/2020 12:26
<input type="checkbox"/>	1530569	Zoning	1	Approved	410176	DOT Zoning Review	410176	410176	9/7/2020 12:03
<input type="checkbox"/>	1530568	Alderman	1			Alderman Review			9/7/2020 12:03
<input type="checkbox"/>	1530567	DrvIntake	1	Approved	410176	Driveway Installation Application Review	410176	410176	9/7/2020 11:43
<input type="checkbox"/>	1530566	OtherPerm	1	Approved	410176	DOT Other Permit Conflict Review	410176	410176	9/7/2020 11:43

Driveway Permit Process

Web Portal Status

Permit Application Status

CDOT Proposed Driveway Permit

Application Number - DOT1374145

Application Information:

- Your application is currently under review by CDOT and other Departments. You will receive an email when the review is complete.

Application Type	CDOT Proposed Driveway Permit	Application Status
Status	Application in Review	
Applicants	JAMES MCHUGH CONSTRUCTION CO - Owner	more info

New Reviews added

Reviews

Review	Date Completed	Status	Notes
DOT Sewer Review		Pending	
DOT Signs Review		Pending	
DOT Final Driveway Review		Pending	
IDOT Review		Pending	
Alderman Review		Pending	
DOT Zoning Review	9/7/2020	Approved	
Driveway Installation Application Review	9/7/2020	Approved	
DOT Other Permit Conflict Review	9/7/2020	Approved	