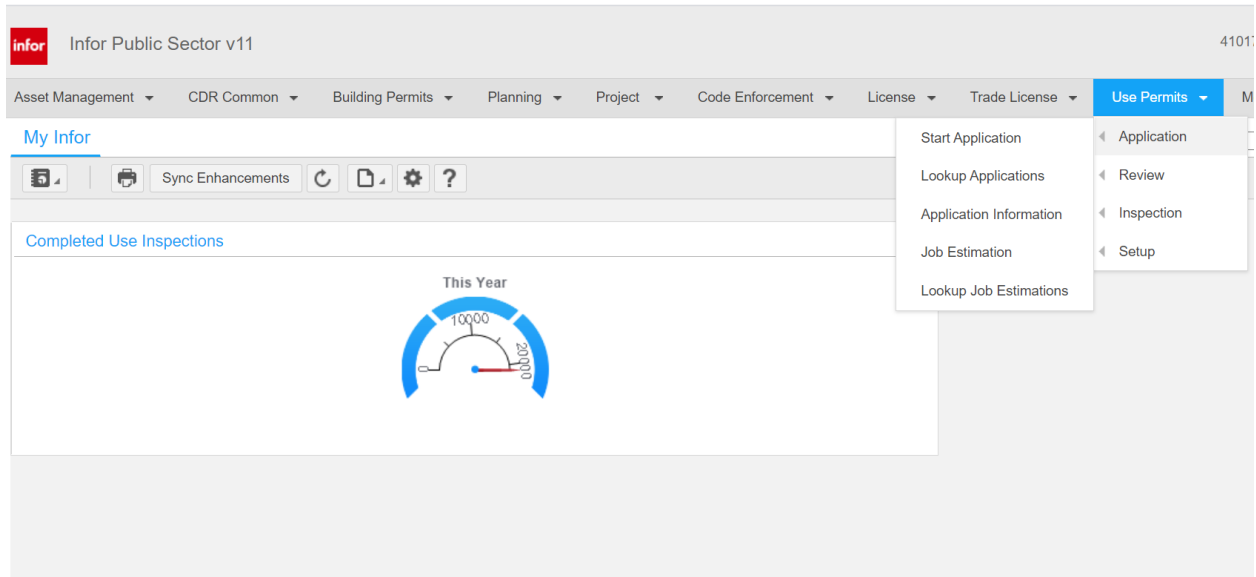Pages 1 - 18 described how to initiate an driveway application in the IPS 11 back office. Pages 19-37 described how to search for an application the back office.

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

2. Select User Permits > Application > Start Application

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

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

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

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

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.

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

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

infor   Infor Public Sector v11

Asset Management ▼   CDR Common ▼   Building Permits ▼

My Infor   Start Application (USA)

↩ | ☑
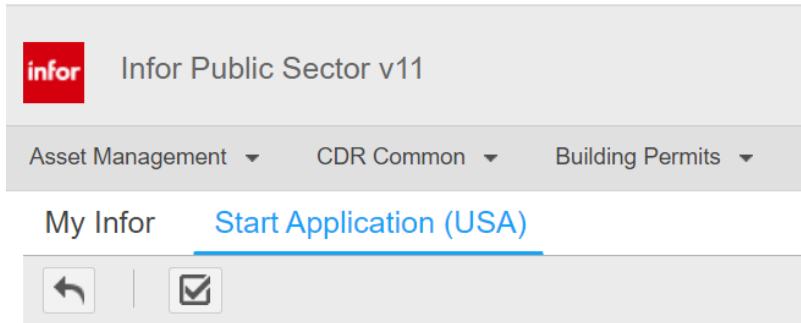
Successfully Started Application #   DOT1287425

☐ 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.

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 -)

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

INFORMATION - APPLICATION# DOT1287532

Application Type	DOT_DRVINS	DOT Driveway Install Permit	☐ Application is Open.
Primary Applicant		CHILDRENS MEMORIAL HOSPIT.	☐ Current milestone is Incomplete Application.
Address			☐ Current unpaid amount of $0.00.
Property			☐ Account: I0187474
Asset			

Location

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

Application Details (7 records)

*Description	Log	
☐ Emergency Contact Information	Log	
☐ Property Type Information	Log	
☐ Driveway Information	Log	
☐ App Notifications	Log	
☐ BACP Account Information Details	Log	
☐ Legal Agreements	Log	
☐ 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.

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

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

Descripti   **Next**   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 Applicati

Description* Legal Agreements

Details   Comments

Agreement Forms (1 records)

	Submission Name	*Web	*Staff	By	*Submitted	
☐	DOT_SGNREQ	☐	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
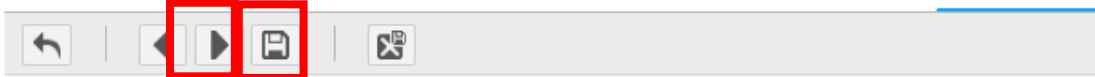
Description* Legal Agreements

Details   Comments

Agreement Forms (1 records)

	Submission Name	*Web	*Staff	By	*Submitted
☑	DOT_SGNREQ	☐	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.

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.

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

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.)	0
Property Length (ft.)	0
Are there any city facilities or trees near the driveway?	No
Distance from city facilities or trees near the driveway	0

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.

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.

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

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

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)

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

Displaying: 1 - 90

Close   Select   Search   Clear   Print

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

Add New Attachment

Catalog ID* [DOT_ALDERMANAPP   ] 🔍   [Set Default Category]

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.

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

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

infor

Infor Public Sector

410176   Enter your User ID

••••••••   Enter your password

Sign In   Click on the 'Sign In' button

Driveway Permit Process

- Select Use Permits > Application > Lookup Applications
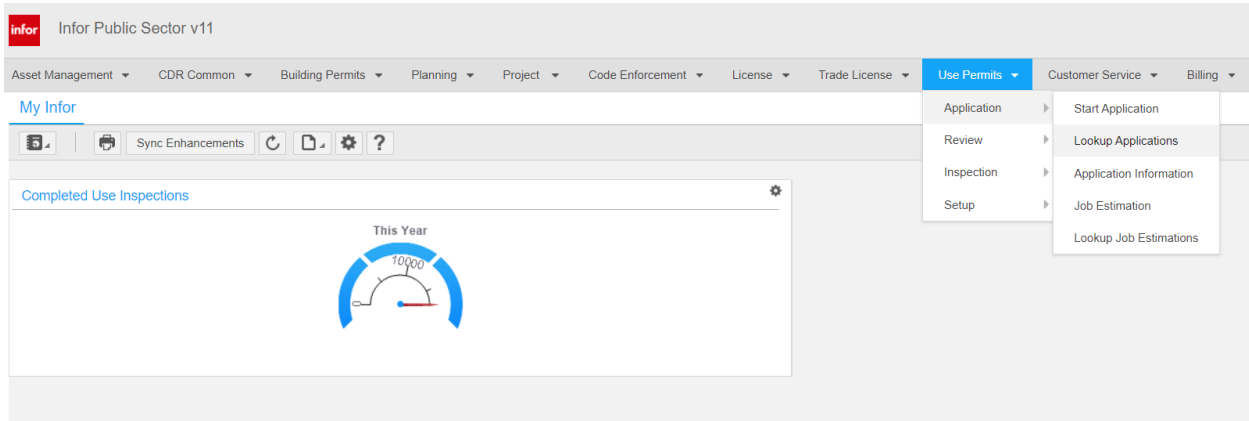
- Enter your application number in the 'Application #' field
- Click on the search icon

Driveway Permit Process

Open Application in Back Office

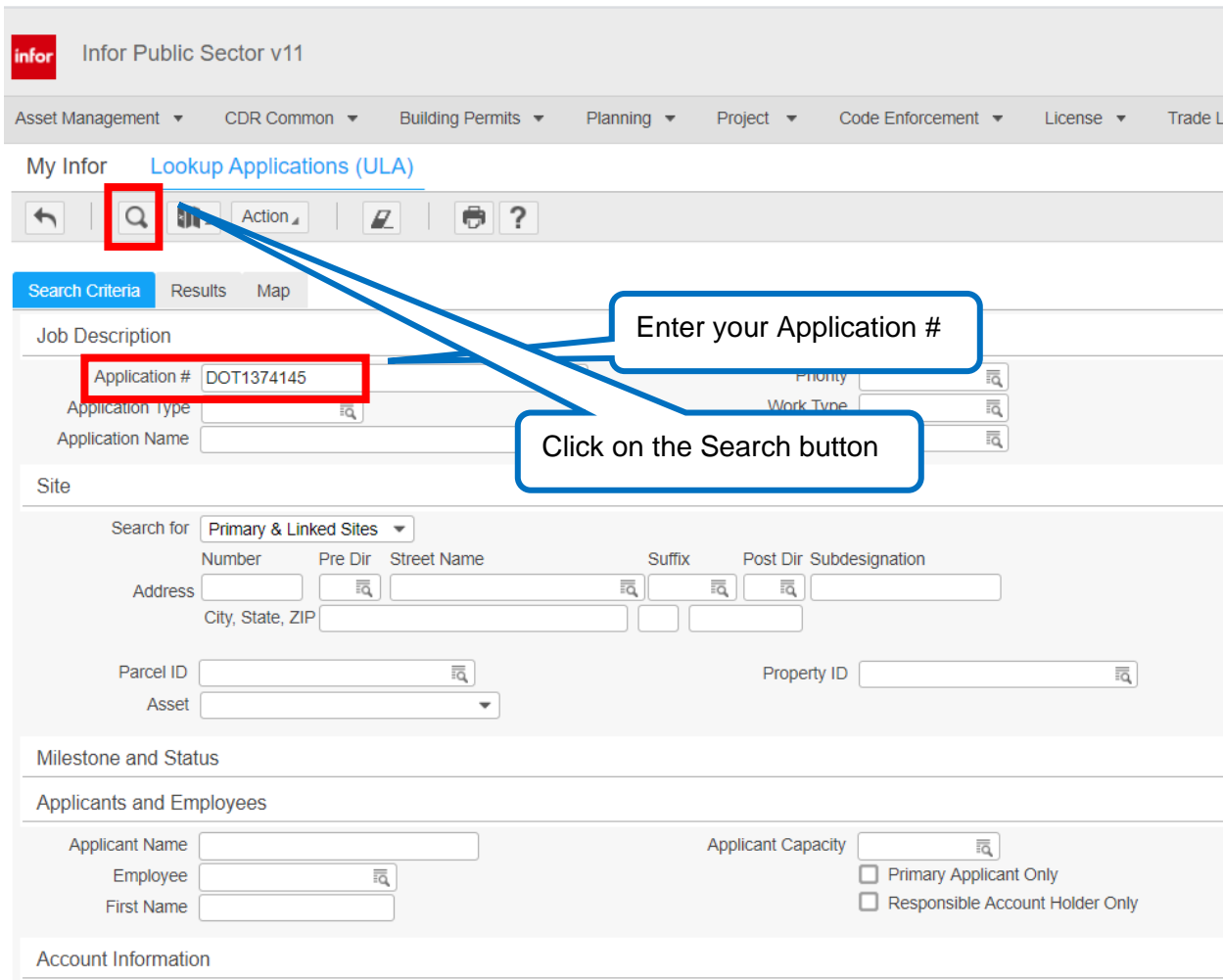- Click on Application #

Driveway Permit Process

BO - Application information

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

My Infor   Lookup Applications (ULA)   Use Application InfoViewer

↩ | ◀ ▶ | 📖▾ 🗐▾ Action▾ | _i_ ☑ ← 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   ← 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	DOT_DRVINS	DOT Driveway Install Permit
Primary Applicant		JAMES MCHUGH CONSTRUCTIC
Address		
Property		
Asset		

Location

1153-1153 W VERNON PARK PL

☐ Application is Open.

☐ Current milestone is Intake Review.

☐ Current unpaid amount of $0.00.

☐ Account: I0124241

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

Application Details (7 records)

* Description	Log
☐ App Notifications	Log
☐ Legal Agreements	
☐ Location Information	Log
☐ Emergency Contact Information	Log
☐ Property Type Information	Log
☐ Driveway Information	Log
☐ 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

Property Type Information detail page

- Property Type (Driveways Only) information page

Driveway Permit Process

Location Information Detail Page

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

Page 27 of 38

Driveway Permit Process
Legal Agreements

- Legal Agreements were accepted on the Web Portal

Driveway Information detail page

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

Driveway Permit Process

Attachments

- All attachments that were uploaded on the web portal will be here

Driveway Permit Process

Logs tab

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

Resulting Reviews

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

Driveway Permit Process

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

Driveway Permit Process

BO Application status - Zoning Review

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

Current milestone is Zoning Review

Driveway Permit Process

BO Application status – Inspection

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

Inspector Results detail page has been added

Driveway Permit Process

Web Portal Status - Inspection

Home ⟩ **Permits** ⟩ View	

1. Application Type
2. Basic Job Information
3. Application Information
4. Applicants
5. Driveway Information
6. Documentation
7. Legal Agreements
8. Status

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

Application Status

Inspection

Inspector Results Detail Page

- Select the Inspector Results detail page

Job Description	**Application Details**	Reviews	Inspections	Conditions	Required Lice...

Application Details (8 records)

*Description	Log
App Notifications	Log
Legal Agreements	Log
Location Information	Log
Emergency Contact Information	Log
Property Type Information	Log
Driveway Information	Log
GIS Spatial Data Conflicts and Implication	
Inspector Results	

Click on the Inspector Results hyperlink

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

Driveway Permit Process

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

Driveway Permit Process

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

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

	Review # ▾	Review Type	#	Result	Result By	Review Description	Started By	Completed By	Issued
☐	1530573	Final	1			DOT Final Driveway Review			9/7/2020 12:26
☐	1530572	Signs	1			DOT Signs Review			9/7/2020 12:26
☐	1530571	Sewer	1			DOT Sewer Review			9/7/2020 12:26
☐	1530570	IDOT	1			IDOT Review			9/7/2020 12:26
☐	1530569	Zoning	1	Approved	410176	DOT Zoning Review	410176	410176	9/7/2020 12:03
☐	1530568	Alderman	1			Alderman Review			9/7/2020 12:03
☐	1530567	DrvIntake	1	Approved	410176	Driveway Installation Application Review	410176	410176	9/7/2020 11:43
☐	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	
Status	Application in Review	
Applicants	JAMES MCHUGH CONSTRUCTION CO - Owner	more info

Application Status

Cancel Application

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	