



Driveway Rules and Regulations

CDOT Driveway Office
121 N. LaSalle Street, Room 905
Chicago, IL 60602
Monday-Friday
8:30 a.m. to 4:30 p.m.

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I. Introduction

A. Background

Chicago Department of Transportation (CDOT), Division of Infrastructure Management (DIM) issues driveway permits in the city of Chicago. The following document describes the permitting process and fees. This document is issued in conjunction with Municipal Code of Chicago (MCC) § 10-20-390,¹ and defers to the Ordinance in the event of conflicting information. Please be advised that regulations and permit fees may change year-to-year. It is incumbent upon permittees to review the Driveway Rules and Regulations and Ordinance prior to applying for a permit. By applying for a permit, permittees acknowledge and accept all applicable regulations and fees. Additional laws, rules, and regulations may apply.

In October 2020, CDOT migrated driveway permits from a legacy database to the web-based system in which other CDOT permits are maintained. The new system allows permittees to manage and pay annual permit fees electronically. It also allows permittees to “claim” valid driveway permits managed in the previous database. With the migration, CDOT will no longer issue permittees hardcopy invoices; all driveway permit fees must be paid online.

B. Commonly Used Acronyms and Phrases

BACP	Department of Business Affairs and Consumer Protection
CDOT	Chicago Department of Transportation
CRC	Commercial Refuse Container
DIM	Division of Infrastructure Management
DOB	Department of Buildings
DPD	Department of Planning and Development
DSS	Department of Streets and Sanitation
ICC	Illinois Commerce Commission
IDOT	Illinois Department of Transportation
MCC	Municipal Code of Chicago

II. Driveway Rules and Regulations

1. Any legal entity, sole proprietor, or individual that owns or operates a driveway in the city of Chicago is required to obtain a driveway permit from CDOT.
2. As it relates to CDOT, a driveway (or private road) “means every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner but not by other persons.”²

¹ City of Chicago, Municipal Code of Chicago, § 10-20-390, accessed March 15, 2021, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2492271.

² City of Chicago, Municipal Code of Chicago, § 9-4-010, accessed December 16, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2486426.

3. Per Ordinance, entities must obtain and maintain a valid permit from CDOT authorizing the entity to construct and maintain a driveway that crosses the public way (e.g., sidewalk or parkway).³
4. Any entity applying for a driveway permit must provide proof of insurance naming the City, its officers, employees, and agents as additional insured against any liability, loss, or claim along with their permit application. Driveway permittees must maintain valid insurance on file with the City for the entire lifespan of driveway ownership. As described below, driveway permittees are required to update their insurance information annually.
5. Driveway permittees or grantees of a permit are required to construct and maintain their driveways in accordance with plans approved by CDOT, and in a manner that comports with all applicable rules, regulations, ordinances, laws, and statutes, including those described within this document.
6. The Department of Buildings (DOB) may require entities applying for a building permit to provide proof of a CDOT driveway permit, prior to issuing a construction permit. DOB reviews all driveway construction permit applications if proposed driveway conflicts with a sewer, fire hydrant, or water control valve (B-Box). Applicants should contact DOB with additional questions.⁴
7. The Department of Business Affairs and Consumer Protection (BACP) may require entities applying for a business license to obtain a driveway release letter from CDOT prior to issuing the business license.⁵
8. CDOT's Division of Engineering reviews all driveway construction permit application if the proposed driveway conflicts with an electrical pole in the public way. Applicants should contact the Division of Engineering with additional questions.
9. The Department of Streets and Sanitation (DSS), Bureau of Forestry reviews all driveway construction permit applications if the proposed driveway conflicts with a tree in the public way.
10. The Department of Planning and Development (DPD), Bureau of Zoning reviews all proposed driveway permit applications and all existing driveway permit applications for driveways less than 25 feet in width at the property line. CDOT will automatically distribute the driveway permit application to the Department of Zoning as part of its permit application review process. The Bureau of Zoning may require driveway

³ City of Chicago, Municipal Code of Chicago, § 10-20-405, accessed December 16, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2492281.

⁴ For more information on DOB permits, please see *Guide to Permits* at <https://www.chicago.gov/content/dam/city/depts/bldgs/general/Homeowner/GuidetoPermits110119.pdf>.

⁵ For more information on business licenses, please visit the BACP website at https://www.chicago.gov/city/en/depts/bacp/sbc/business_licensing.html.

permits applicants to submit additional information. Applicants should contact the Bureau of Zoning with additional questions.⁶

11. Driveway permit applications must be completed through the CDOT permit portal at <https://ipi.cityofchicago.org/Profile>.
12. Driveways are categorized as “residential” (type A) or “commercial” (type B).⁷
 - a. Residential driveways are those that allow access to residential properties of less than four living units.
 - b. Commercial driveways include, but are not limited, to those that allow access to a property that contains a commercial business(es), more than four residential units, a combined residential and commercial business, a non-profit, or a government institution.
13. The minimum width of a driveway is,
 - a. 8 feet at property line for a single-family residence;
 - b. 16 feet at property line for residential parking lot of six cars or fewer; or
 - c. 20 feet at property line for a commercial driveway with two-way traffic.
14. Distance from public assets and other structures.
 - a. Above Ground Public Assets —Driveways must be constructed at least five feet away from any above ground public asset including, but not limited to, street lighting, trees, manhole and sewer catch-basins, fire hydrants, water control valves (B-Box), and parking meter pay boxes.
 - b. Intersections – Driveway must be constructed at the following minimum distances from intersections,⁸
 - i. 10 feet from property line of residential street;
 - ii. 20 feet from property line of arterial street (far side of intersection); or
 - iii. 30 feet from property line of arterial street (near side of intersection)
 - c. Railroads⁹ – Individuals or entities seeking to construct or maintain a driveway within the vicinity of railroad tracks must seek approval from the Illinois Commerce Commission (ICC) prior to submitting the permit application.¹⁰
 - d. Adjacent Driveway – The minimum distance between driveways is 10 feet, measured at the property line.
 - e. Trees – Driveway are typically required to be constructed a minimum of 5 feet from the face of tree trunk. However, the Bureau of Forestry will review the

⁶ Please contact DPD Senior Zoning Plan Examiner Alicia Duplaga at (312)744-2387 or Alicia.Duplaga@cityofchicago.org with questions.

⁷ City of Chicago, Municipal Code of Chicago, § 10-20-420, accessed December 16, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2492295.

⁸ “‘Intersection’ means the area embraced within the prolongation or connection of the property lines of two or more streets which join at an angle, whether or not one such street crosses the other. Where a highway includes two roadways 40 feet or more apart, every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection.” City of Chicago, Municipal Code of Chicago, § 9-4-010, accessed December 29, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2486426.

⁹ “‘Railroad’ means a carrier of persons or property upon cars operated upon stationary rails.” City of Chicago, Municipal Code of Chicago, § 9-4-010, accessed December 29, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2486426.

¹⁰ For more information, see the ICC website at <https://www.icc.illinois.gov/>.

driveway permit application and will decide on a case-by-case the minimum distance of construction.

15. Alley Access¹¹ - An “alley access ordinance” is required to allow motor vehicles to use an alley to access a property. An alley access ordinance may be obtained from the alderman of the ward in which the property is located. Applicants seeking a commercial driveway permit for a property which requires an alley access ordinance must submit the alderman’s approval with their driveway permit application. Written approval from the alderman on aldermanic letterhead pending passage of the ordinance is acceptable.

- a. If the alderman objects to alley access, an entity may apply for a driveway permit on the condition that the site plans indicate a barrier, either steel guard rail or fence, will be installed to eliminate alley access within 60 days of issuance of the commercial driveway construction permit.
- b. If the permit application is approved, the driveway must be constructed a minimum of 10 feet from the edge of the alley to edge of the driveway measured along the property line.

III. Driveway Permit Requirements

A. New Driveway Permit Requirements

The information relates to the questions and requirements for driveway permits on the CDOT permit portal at <https://ipi.cityofchicago.org/Profile>. See IV for visual explanation of the permit application process. Driveway permittees are required to construct and maintain the driveway in accordance with the dimensions approved by CDOT.

Please note, if CDOT approves the driveway permit, the permittee has one calendar year to obtain a CDOT “public way opening permit” and construct the driveway.¹² Only licensed contractors can apply for opening permits.

- If an opening permit is created referencing the driveway permit application number, CDOT will assume the driveway is constructed and will automatically create a “periodic permit” (see below for details).
- If, after one calendar year, no opening permit referencing the driveway permit application number is created, CDOT will assume the driveway was not constructed. Permittees will need to reapply for a new residential driveway permit.
- If a driveway owner (commercial or residential) seeks to alter their existing driveway, they will need to apply for a new driveway permit. If approved, the permittee will need to abide by the public way opening permit requirements, including applying for a new

¹¹ “Alley” means a public way intended to give access to the rear or side of lots or buildings and not intended for the purpose of through vehicular traffic.” City of Chicago, Municipal Code of Chicago, § 9-4-010, accessed December 29, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2486426.

¹² For information on opening permits, please visit CDOT’s permitting website at https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information.html.

periodic permit. The driveway owner shall notify the Driveway Office (see FAQ for contact information) of their intent to alter the driveway.

The following section describe the New Driveway Permit Requirements for residential and commercial properties as observed on the web portal.

1. Residential Driveway Requirements - Individuals or entities applying for a new residential driveway permit are required to provide the following information.

a. Required Documents

- i. Plat of Survey or Site Plan¹³ – Applicants applying for a permit to construct a new driveway (both commercial and residential) must submit a plat of survey and a fully dimensioned site plan with their application.
 - a. A *plat of survey* “is [a] drawing that represents a single property that has been surveyed in the field and certified by an Illinois licensed land surveyor.”¹⁴ Entities applying for a driveway permit must submit a copy of a plat of survey showing the exact location of the driveway(s) and the entire site. If required, the plat of survey should also include any easement agreements. The plat of survey must be current and can be combined with the site plan (see below). Please note, the City of Chicago does not consider plats of survey public records, and, thus will not issue copies.
 - b. A *site plan* “is a plan of the entire property, drawn to scale, that shows the location and dimensions of all property lines, any existing and proposed structures, and any proposed exterior work.”¹⁵ Entities applying for a driveway permit must submit a copy of a current site plan showing the exact location of the driveway(s) and the entire site. The site plan can be combined with the plat of survey (see above).
- ii. Photograph - At least one photograph demonstrating the location of the proposed driveway including the curb and sidewalk area.
- iii. Notarized Letter from Adjacent Neighbors – If a proposed driveway encroaches upon an adjacent neighbor’s property, the driveway applicant must upload a notarized letter confirming that the adjacent neighbor accepts the driveway installation as planned.

¹³ If permittee seeks to remove a driveway(s), the plat of survey or site plan must show existing driveway. The Bureau of Zoning may require specific details on the plat of survey or site plan depending on the type of business the driveway serves. Applicants should contact the Bureau of Zoning with questions.

¹⁴ County of DuPage, “GIS Frequently Asked Questions,” accessed March 15, 2021, <https://www.dupageco.org/GIS/1731/#:~:text=A%20plat%20of%20survey%20is,an%20Illinois%20licensed%20land%20surveyor.&text=Most%20plats%20of%20surveys%20are,land%20surveyor%20that%20prepared%20it.>

¹⁵ City of Pittsburg, Department of City Planning, “Site Plan Requirements,” accessed March 15, 2021, [https://pittsburghpa.gov/dcp/surveys#:~:text=A%20site%20plan%20\(also%20named,and%20any%20proposed%20exterior%20work.](https://pittsburghpa.gov/dcp/surveys#:~:text=A%20site%20plan%20(also%20named,and%20any%20proposed%20exterior%20work.)

- iv. Elevation and Slope Calculation – Applicants must submit a Plat of Survey or Site Plan to satisfy this requirement. The Plat of Survey or Site Plan can be the same document uploaded for the previous question.
- v. Justification for Oversized Driveway - If the proposed driveway’s width is greater than 25 feet at the property line, then the driveway is considered “oversized.” All permit applications for an oversized driveway must be accompanied by a written explanation why a driveway greater than 25 feet in width is required, and, if turning radius is the reason, include an auto-turn exhibit. The justification can be created using word processing software and converted to a PDF prior to upload.
- vi. Certificate of Insurance – Homeowners applying for a residential driveway permit must upload a certificate of insurance or copy of their homeowner’s insurance policy (can be uploaded under “certificate of insurance”). The name on the permit application should be the same as the name on the certificate of insurance.¹⁶ The homeowner’s insurance policy must display the amount of their Dwelling Protection (property owner’s). The certificate of insurance must name the City of Chicago, its officers, employees, and agents as additional insured or additional interests. The Certificate must also include the driveway addresses or property address as the address listed on the application and the certificate holder’s address as the address shown below. If the tenant is responsible for the insurance (according to the lease agreement), or if a tenant has a long-term lease (10 years or longer), the tenant can apply for the permit. Applicants should be able to obtain a certificate of insurance from their insurance agency.¹⁷

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As described in the “Periodic Driveway Permit” section below, driveway permittees are required to update their insurance information annually. Permittees must use the driveway web portal to submit updated insurance information.

b. Property Specific Questions

- i. Owner - The individual or entity who owns the property on which the driveway will be installed or maintained.

¹⁶ Any entity planning on excavating in the public way—related to a driveway or otherwise—must first obtain an Opening Permit and dig ticket from CDOT prior to breaking ground. Only licensed contractors may obtain an Opening Permit. While a licensed contractor will conduct the driveway installation work, the homeowner or owner of the driveway, must apply for the driveway permit.

¹⁷ For an example of a certificate of insurance, see the City and County of Denver’s website at <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/Recreation/Sample%20Certificate%20of%20Insurance.pdf> or search for “CG 20 13 11 85.”

- ii. Tenant – The individual or entity residing in or conducting business on the property associated with the public way on which the driveway will be installed or maintained.¹⁸
- iii. Property Width – The width of the property on which the driveway will be constructed, measured from lot line to lot line.
- iv. Property Length – The length of the property on which the driveway will be constructed, measured from lot line to lot line.
- v. City Facilities (Public Assets) – See 14 above for description.
- vi. Property Location – The street number, direction, name, and suffix of the property (as shown on the deed) within Chicago on which the driveway will be installed or maintained.¹⁹
- vii. Alley Access (see 15 above for description)

c. Driveway Specific Questions

- i. Driveway Location – The street number, direction, name, and suffix that describes the approximate location of the driveway based on where that driveway intersects a valid City street.²⁰ Please enter a new location for every driveway associated with the property.
- ii. Cross Street – The name of the closest public street that crosses the public street intersected by the driveway.
- iii. Width of Driveway – The width of the driveway measured at its widest point.

- d. Complete the legal agreement and submit the application. CDOT Driveway staff will review the application. To check the status of the application review, please log into the permitting website and peruse the dashboard. The dashboard contains permits and applications related to the logged in user only.

2. Commercial Driveway Requirements - Individuals or entities applying for a new commercial driveway permit are required to provide the following information.

- a. Required Documents (unless otherwise noted, descriptions of the required documents can be found in section 1.a above)
 - i. Plat of Survey or Site Plan.²¹
 - ii. Alley Access Approval (Ordinance) Letter (if necessary)
 - iii. Photograph
 - iv. Elevation and Slope Calculation
 - v. Justification for Oversized Driveway

¹⁸ “Tenant” means a person entitled by written or oral agreement, subtenancy approved by the landlord or by sufferance, to occupy a dwelling unit to the exclusion of others.” City of Chicago, Municipal Code of Chicago, § 5-12-030, accessed December 29, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2480796.

¹⁹ For an inventory of valid streets in Chicago, please visit the *Chicago Street Names* dataset hosted on the Chicago Data Portal at <https://data.cityofchicago.org/Transportation/Chicago-Street-Names/i6bp-fvbx/data>.

²⁰ For an inventory of valid streets in Chicago, please visit the *Chicago Street Names* dataset hosted on the Chicago Data Portal at <https://data.cityofchicago.org/Transportation/Chicago-Street-Names/i6bp-fvbx/data>.

²¹ If permittee seeks to remove a driveway(s), the plat of survey or site plan must show existing driveway.

- vi. Property Deed – A property deed is a legal document that transfers the ownership of real estate from a seller to a buyer. A valid and current deed must state the name of the buyer and the seller, describe the property that is being transferred, and include the signature of the party that is transferring the property. Driveway permittees are required to maintain current property ownership information for the property on which the driveway will be constructed or is built. Permittees applying to construct a new commercial driveway(s) will need to upload a copy of their deed.²² If necessary, and unless included in the plat of survey, the deed should include any easement agreements.
- vii. A Certificate of Insurance – Individuals and entities applying to install a driveway to access commercial or mixed-use properties must upload a certificate of insurance (property owner’s) naming the City of Chicago, its officers, employees, and agents as additional insured with regards to General Liability Policy for the driveway(s) located at the property location or naming the City of Chicago as an interested party. The name on the permit application should be the same as the name on the certificate of insurance. If the tenant is responsible for the insurance (according to the lease agreement), or if a tenant has a long-term lease (10 years or longer), the tenant can apply for the permit. Applicants should be able to obtain a certificate of insurance from their insurance agency.²³ Regarding commercial driveways, the certificate of insurance must include,
 - a. a combined single limit in the amount of no less than \$1,000,000 in general liability;
 - b. the City of Chicago, its officers, employees and agents as an additional insured;
 - c. the driveway addresses or property address as the address listed on the application; and
 - d. the certificate holder’s address as the address shown below,

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- e. Endorsement Page – Applicants must submit an endorsement that demonstrates the City of Chicago has been added as an additional insured party consistent with MCC § 10-20-415. The Endorsement page can be

²² See the Cook County Clerk’s Office’s website for more information on obtaining a deed - <https://www.cookcountyclerk.il.gov/>.

²³ For an example of a certificate of insurance, see the City and County of Denver’s website at <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/Recreation/Sample%20Certificate%20of%20Insurance.pdf> or search for “CG 20 13 11 85.”

uploaded as part of the certificate of insurance or as a separate document.

As described in the “Periodic Driveway Permit” section below, driveway permittees are required to update their insurance information annually. Permittees must use the driveway web portal to submit updated insurance information.

- b. Property Specific Questions – See section 1.b above.
- c. Driveway Specific Questions – See section 1.c above.
- d. Permit Requirements for Driveway Installation – See section 0 above.

B. Periodic (Existing) Driveway Permit Requirements

1. Individuals or entities which possess a driveway in the city of Chicago, but do not have a permit for that driveway, can apply for a “periodic driveway permit.”
2. Similar to new driveway permit applications, periodic permit applicants must apply for a residential or commercial driveway.
3. Individuals or entities applying for a periodic driveway permit will be required to upload the following documents with their application. Unless otherwise noted, descriptions of the required documents can be found in section 1.a above.
 - a. Plat of Survey or Site Plan.²⁴
 - b. Alley Access Approval (Ordinance) Letter (if necessary)
 - c. Photograph
 - d. Property Deed – A property deed is a legal document that transfers the ownership of real estate from a seller to a buyer. A valid and current deed must state the name of the buyer and the seller, describe the property that is being transferred, and include the signature of the party that is transferring the property. Driveway permittees are required to maintain current property ownership information for the property on which the driveway will be constructed or is built. If the deed information associated with a driveway permit is not accurate, the applicant will need to upload a copy of their current deed.²⁵
 - e. A Certificate of Insurance – Applicants applying for a periodic permit must review any insurance documents associated with their driveway permit account (if those documents are available). It is the permittee’s responsibility to maintain current insurance information with CDOT. Insurance information should be updated annually. See sections 1.a.vi (residential) and a.vii (commercial) above for specific insurance requirements. The driveway permit

²⁴ The Bureau of Zoning will accept either a plat of survey or a site plan for periodic driveway permit applications. Applicants should contact the Bureau of Zoning with questions (see previous footnote for contact information).

²⁵ See the Cook County Clerk’s Office’s website for more information on obtaining a deed - <https://www.cookcountyclerk.gov/>.

database will automatically notify permittees when it is time to submit updated insurance information.

- f. “Non Compliant” permits – A driveway permit in a “non compliant” status means there are outstanding tasks associated with the application. Those tasks can be determined by the messages in the “Application Information” or “Reviews” windows (see VI).
 - i. “Fees” indicates that there are outstanding fees associated with the driveway permit which need to be paid.
 - ii. “Reviews” indicates that City staff are reviewing the application.
 1. In the case of a “renewal review,” driveway permittees must upload a valid certificate of insurance (COI) and endorsement every year for their active driveway permit. The permit database creates an annual notification—or “review”—to alert the Permit Office to check the validity of COI and endorsement documentation associated with the permit. If you have already uploaded a COI and endorsement, the Permit Office is in the process of checking your documentation. If your COI and endorsement are accepted, the Permit Office will complete the review and the “Reviews” message on the web portal will go away; if there are issues with your COI or endorsement, the Permit Office will contact you. If you have not uploaded a valid COI and endorsement, please do so.

4. See *New Driveway Permit Requirements* section A above for an explanation of additional periodic permit application requirements.
5. Once a driveway owner has secured a periodic permit, they can manage driveway details, pay driveway fees, and update insurance information electronically.

C. Claiming an Existing Driveway

1. Following the October 2020 driveway database migration, individuals or entities which possessed a driveway permit may have received a letter notifying them to visit the CDOT permitting site and “claim” their driveway.
2. Claiming the driveway notifies CDOT that the driveway is active and operated by an individual or entity.
3. Once a driveway has been claimed, the permittee can manage driveway details, pay driveway fees, and update insurance information electronically.

IV. Applying for Driveway Permit

A. Applying for a New Driveway Permit

1. CDOT issues driveway permits through its online permit portal at <https://ipi.cityofchicago.org/Permits>. First time users will need to create an account before they can begin the permit application process.

2. Log into the permit system and select “Create Permit / Application” and select “CDOT Proposed Driveway Permit.”
3. Complete the application (see III above).
4. See Appendix A for screenshots demonstrating how to apply for a new driveway permit.

B. Applying for a Periodic Driveway Permit

1. CDOT issues driveway permits through its online permit portal at <https://ipi.cityofchicago.org/Permits>. First time users will need to create an account before they can begin the permit application process.
2. Log in to the permit system and select “Create Permit / Application” and select “CDOT Driveway Periodic Application Process.”
3. Complete the application including uploading all required document (see section III above for a description of the documents required).
4. See Appendix A for screenshots demonstrating how to apply for a new driveway permit.
5. See section 3.f for an explanation of “non compliant” driveways.

C. Claiming a Driveway Permit

1. See “Claim your Permit Application” tutorial on the CDOT permitting website - <https://ipi.cityofchicago.org/Resources/Information/CDOT/Claim%20your%20Permit%20Application.pdf>.

D. Fees and Invoicing

1. Driveway Permit Fees²⁶
 - a. See CDOT’s Permit Fee Schedule for fees associated with new residential driveway permits (onetime application fee) and periodic commercial driveway permits (annual fee).²⁷
 - b. Annual fees are determined by the width of a driveway at its widest point.²⁸
 - c. Individuals and entities may be subject to additional fees for permits and services.

²⁶ See MCC § [10-20-420](#)

²⁷ See the CDOT Permit Fee Schedule at https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/permit-fee-schedule.html.

²⁸ City of Chicago, Municipal Code of Chicago, § 10-20-420, accessed December 24, 2020, https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2492295.

- d. Please be advised that permit fees may change year-to-year. It is incumbent upon permittees to review the Permit Fee Schedule prior to applying for a permit.
 - e. Permit fees are waived for the City of Chicago, sister agencies,²⁹ Cook County, and State of Illinois agencies. Entities which have a valid franchise agreement with the City of Chicago that specifically allows for an exemption from driveway permit fees may also receive a fee waiver provided they can produce a valid copy of the franchise agreement if requested.
 - f. See section 3.f for an explanation of “non compliant” driveways.
2. Driveway Permit Invoicing
 - a. All fees associated with driveway permits must be paid electronically. Permit applicants will be directed to the City of Chicago’s online payment portal during the application process. Periodic permit holders will receive an electronic notification directing them to transmit annual permit fees electronically. Permittees will need to log into their web account and pay fees online.
 - b. Annual driveway permit fee invoices will be transmitted electronically to the permittee based on the driveway ownership information associated with the driveway permit record. Permittees will need to log into their web account and pay fees online.
 - c. Individuals or entities may be required to pay past due driveway fees upon claiming a driveway.
 - d. Failure to pay permit fees or outstanding debt in a timely manner may result in penalties, including a hold on the permittee’s business license.
 - e. See section 3.f for an explanation of “non compliant” driveways.

V. Frequently Asked Questions

1. **Can I process a name change instead of reapplying for a permit?** Driveway permits do not transfer from one owner to the next owner.
2. **How long does it take for approval of an existing/proposed driveway application?** For periodic applications, it may take as few as two weeks, provided that the applicant submits an accurate and complete application. For new driveways, application approval will take a minimum of 30 days.
3. **Do I need an IDOT permit?** Driveways on streets under the jurisdiction of the Illinois Department of Transportation (IDOT) must also have IDOT driveway permits. The applicant is responsible for determining whether an IDOT permit is required.
4. **Whom can I contact with questions?** Contact the CDOT Driveway Office at cdotdriveways@cityofchicago.org, or (312) 744-9148. The Driveway Office location and hours are posted on the cover page of this document.

²⁹ Chicago sister agencies include Chicago Park District, Chicago Housing Authority, Chicago Public Schools, and City Colleges of Chicago. Per MCC § [10-20-420](#), “Chicago Public School or City College of Chicago shall, after payment of the first year's permit fee, be exempt from payment of the annual permit fee thereafter.”

VI. Appendix A: Applying for a Driveway Permit

(for more information on using the driveway web portal, please see https://www.chicago.gov/city/en/depts/cdot/supp_info/driveway_permits.html)

1. Create an account or login if you already have an account.

City of Chicago The City of Chicago's Official Site Inspection

Home

Sign In

Please enter your username and password. [Register here](#) if you don't already have an account.

* Required Information

Username * The Username field is required.

Password * The Password field is required

[Sign In](#)

[Forgot Username/Password?](#)

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

2. Create an application

Home Permits

Permits / Applications

Click the "Create New Permit / Application" button below if you wish to submit a new application using this website. If you would like to renew an existing permit that is not already in your [list of permits](#), click the "Find Existing Permit / Application" button below. Use the links at the right if you would like more information about the permits and services offered on this site.

[Create Permit / Application](#) [Find Permit / Application](#)

IMPORTANT INFORMATION REGARDING OPERATIONS DURING COVID-19

Please be advised that permit fees may change year-to-year. It is incumbent upon permittees to review the [Permit Fee Schedule](#) (see link in the sidebar of this page) prior to applying for a permit. By applying for a permit, permittees acknowledge and accept the fees posted in the [Permit Fee Schedule](#).

BACP

- Collection Bins Municipal Code 7-28-785

DCASE Information

- Expanded Outdoor Dining Permits
- Farmers Market Registrations
- Festival and Athletic Event Permits

CDPH Information

- Air Quality Control Permits
- Asbestos / Demolition Permits
- Liquid Waste Reporting

CDOT Information

- General Permit Office Information
- Public Way Opening Permits
- Occupy the Public Right-Of-Way Permits
- Dumpster Permits
- Construction Canopy Permits
- Trucking Permits
- Miscellaneous Permits
- Filming Permits
- Sidewalk Sales and Block Parties
- Fee Schedule
- Block Party Information
- Commercial Refuse Container Permits
- Driveway Permits

3. For new driveway permits, select “CDOT Proposed Driveway Permit.” For a periodic permit, select “CDOT Driveway Periodic Application Process”

Annual reporting of liquid waste disposal for the City of Chicago Department of Public Health.

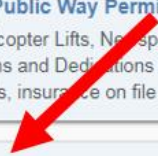
Other Transportation and Public Way Permits
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys. Please note, with the exception of Newspaper Stands, insurance on file is needed prior to requesting these permits.

CDOT Proposed Driveway Permit
Apply for a permit that grants permission for you to install a new driveway or modify an existing driveway. Note that once approved, a separate CDOT Public Way Opening Permit is required to complete the work.

CDOT Driveway Periodic Application Process
Apply for a permit that grants permission for use of existing driveway(s) at your property.

CDOT DAS or Conduit Periodic Application Process
Apply for a DAS or Conduit periodic process at your property.

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs



Annual reporting of liquid waste disposal for the City of Chicago Department of Public Health.

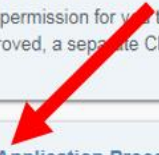
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4. Complete the Application

a. Select residential or commercial

Home | Permits | Apply

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

Application Information

CDOT Proposed Driveway Permit

Provide emergency contact and property type information in the form below.

** Required Information*

Emergency Contacts *

Name	Phone	E-Mail	
test	(123)456-7891	test@test.com	Edit Delete

[+ Add Emergency Contact Information](#)

Property Type Information

Number of Units: *

Occupancy Type: *

[Previous Step](#) [Next Step](#)

Home | Permits | Apply

1. Application Type
2. Basic Job Information
3. Application Information
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Application Information

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[+ Add Emergency Contact Information](#)

Property Type Information

Number of Units: *

Occupancy Type: *

[Previous Step](#) [Next Step](#)

b. Complete the questions

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

Driveway Information

CDOT Proposed Driveway Permit
Application Number - DOT1393474

Enter the details about the number, type and location of the driveways. Permit applications are for single properties but one application can have multiple driveways.

** Required Information*

Location Information

Property Width: ft.

Property Length: ft.

Are there any city facilities or trees near the driveway? Yes No ?

What is the distance of the city facility to the driveway?

Property Location

Location: [Edit](#) | [Delete](#)

[+ Add Property Location](#)

Driveway Location

Location	Distance to Cross Street (ft.)	Width of Driveway (ft.)	Purpose	Describe Other	
65 E 21ST ST	6	5	Access into garage		Edit Delete

[+ Add Driveway Location](#)

4. Complete the Application Cont.

c. Upload Documents

Home Permits Edit

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

Documentation

CDOT Proposed Driveway Permit
Application Number - DOT1393387

Upload any relevant documentation. Find an example of what is needed on your Certificate of Insurance [here](#).

The following documentation is required for this application:

- Certificate of Insurance Upload Required - This action can be completed on the Documentation page
- Engineering Certification Report Upload Required - This action can be completed on the Documentation page
- Lease Agreement Upload Required - This action can be completed on the Documentation page
- Photograph of Driveway Upload Required - This action can be completed on the Documentation page
- Plat of Survey Upload Required - This action can be completed on the Documentation page
- Site Sketch Upload Required - This action can be completed on the Documentation page
- Surveyor's Engineers Report Upload Required - This action can be completed on the Documentation page

Document	Categories
----------	------------

[+ Add Document](#)

[Previous Step](#) [Next Step](#)

5. Complete the legal agreement and submit the application

Home Permits Edit

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

Legal Agreements

CDOT Proposed Driveway Permit
Application Number - DOT1393471

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 agree" will be deemed the equivalent of a signature in electronic form.

* I Agree

[Previous Step](#) [Submit](#)

6. Non Compliant Status

Permit Application Status

CDOT Driveway Periodic Application Process - Driveway

Application Number - DOT14 [REDACTED]

Type	CDOT Driveway Periodic Application Process	
Status	Non Compliant	
Applicants	[REDACTED] er LLC - Owner	

Reviews

Review	Date Completed	Status
DOT Non Compliance Review		Pending
DOT Driveway Renewal Review		Pending
DOT Zoning Review	2/26/2021	Approved
DOT Driveway Periodic Application Intake Review	2/25/2021	Approved

7. Application Information

Permit Application Status


CDOT Driveway Periodic Application Process - Driveway

Application Number - DOT14 [REDACTED]

Application Information:

- Fees - Fee Payment Required
- Reviews - All Applicable Reviews Must Be Completed

Type	CDOT Driveway Periodic Application Process	
Status	Non Compliant	
Applicants	[REDACTED] s-Owner	more info...

Add to Cart (\$240.00) 

Reviews

Review	Date Completed	Status	Notes
DOT Non Compliance Review		Pending	
DOT Driveway Renewal Review		Pending	
DOT Non Compliance Review		Pending	
DOT Driveway Renewal Review		Pending	