



CDOT Events Permits

Athletic Event







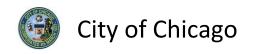
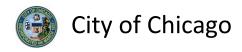


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1. Application Type

Signing In to the E-Permit Application

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





Creating a New Permit

To create a new permit:

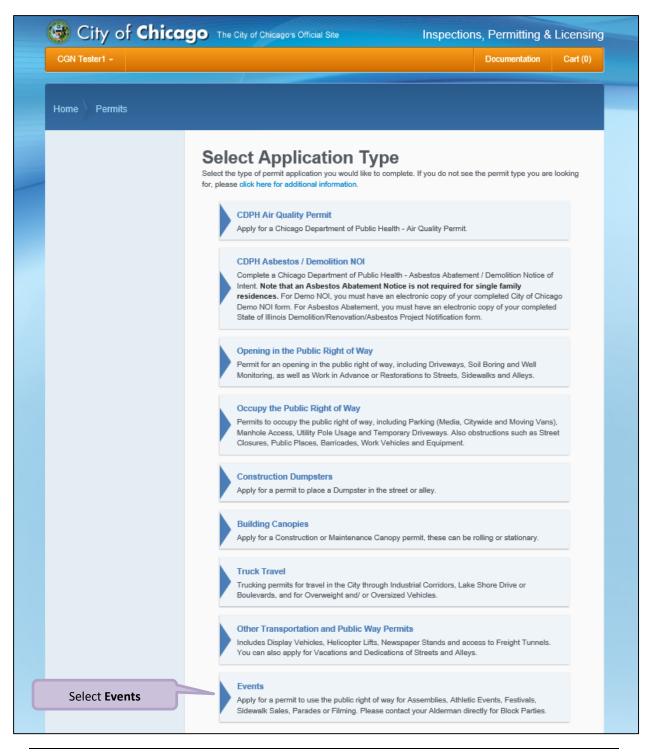
- Click the Create New drop-down
- Select Permit Application

🕲 City of Chicage	The City of Chicago's Official Site	Inspections, Permitting & Licensing
CGN Tester1 -		Documentation Cart (0)
Permit Digger	1. Click Create New	
Create New -		
Permit Application Dig Ticket	2. Select Permit Application	nd Digger sections of the website, or you
Hit Report S Joint Meet	can cack a green button at the fer to get started. After you'll see them here on your dashboard.	you nave created Permits, Dig Tickets, or other items
Set your filters and click search to update your dashboard.		
Search Filter by Search		
Search		
Sort by Date Later Intake Date		
	you need assistance, please contact support for the appro existing permit application, please include your application	



On the **Select Application Type** screen:

• Select Events



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



2. Basic Job Information

Enter the Basic Job Information:

- Enter the Event Name (optional)
- Select the Type of Event from the drop-down (required)

 Select Athletic Event
- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter the **Description of Event** (optional)
- Click Next Step to proceed

🕹 City of Chice	The City of Chicago's Offic	tial Site	Inspections, Permitting 8	& Licensing
CGN Tester1 👻			Documentation	Cart (0)
Home Permits Apply				
1. Application Type	Decis Informe		1. Enter the Event	
2. Basic Information	Basic Informa Please enter the dates when the		Name	
3. Application Information	* Required Information			
 Event Information Legal Agreements 	Event Name	Events - Athletic Event		2. Select from drop-down list
6. Status	Type of Event	Athletic Event		~
	Start Date	11/09/2015	*	3. Select the Start Date
	End Date	11/13/2015	*	Start Date
	Description of Event	Events - Athletic Event		4. Select the End Date
	Previous Step Next Step		5. Enter the	
	Previous Step		Description of Ev	ent
	6	. Click the Next Step		
If your question is ab	If you need assistance, pleas out an existing permit application,	button to proceed	tment. the address of your application.	



3. Application Information

Emergency Contacts

Add **Emergency Contact** information:

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

lome Permits Apply				
 Application Type Basic Information Application Information Event Information Legal Agreements Status 	Application Provide the names and contact * Required Information Emergency Contact Name	t information of anyone who	o should be contacted in the event of an emerge	ency.
	+ Add Emergency Contact Previous Step Next Step		Click the +Add Emergen Contact Information but	-

To Add Emergency Contact Information:

• Click Add Emergency Contact Information to proceed

Add Emergency Co	ntact Information	×
Name	John Doe	* m
Phone	(773)123-4567	*
E-Mail	john.doe@email.com	Click the +Add Emergency Contact Information button
	Cancel Add Emer	gency Contact Information



Your **Emergency Contacts** have been added:

• Click Next Step to proceed.

CGN Tester1 -				Documentation	Cart (0)
Home Permits Apply					
 Application Type Basic Information Application Information 			ation anyone who should be contacted	d in the event of an emerg	ency.
 Event Information Legal Agreements 	Emergency Name	y Contacts Phone			
6. Status	John Doe	(773)674-3678	john.doe@email.com	Edit Delete	
	+ Add Emerge	ency Contact Information			
	Previous Step	Next Step	Click the Next Step b to proceed.	utton	



4. Event Information

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

Route Information

• Enter the **Textual Route Description** (required)

CON Tester1 - Documentation Cart (0) Home Permits Apply 1. Application Type The Application Number has been created 2. Basic Information Event Information 3. Application Information Application Number: DOT547589 6. Status Frequired Information 6. Status Your permit application has been saved to your dashboard. 1. Enter the Textual Route Description Moute Description Textual Route Description *	😼 City of Chica	The City of Chicago's Official Site	Inspections, Permitting & Licensing
1. Application Type 2. Basic Information 3. Application Information 4. Event Information 5. Legal Agreements 6. Status The Application Number has been created Deen created D	CGN Tester1 -		Documentation Cart (0)
 Application Type Basic Information Application Information Event Information Legal Agreements Status been created Content of the sporting event below, including the address where event will occur. * Required Information Your permit application has been saved to your dashboard. Route Information Route Information	Home Permits Apply		
 Application Type Basic Information Application Information Event Information Event Information Legal Agreements Status Content of the sporting event below, including the address where event will occur. * Required Information Your permit application has been saved to your dashboard. Route Information			
 Application Information Event Information Legal Agreements Status Application Number: DO154/389 Enter the details of the sporting event below, including the address where event will occur. Required Information Your permit application has been saved to your dashboard. Route Information 		Event Information	
 Application Information Event Information Legal Agreements Status Route Information Route Information 	2. Basic Information		
 5. Legal Agreements 6. Status Your permit application has been saved to your dashboard. 1. Enter the Textual Route Description Route Information 	3. Application Information	Enter the details of the sporting event below, including the add	dress where event will occur.
6. Status Route Information Route Information	4. Event Information	* Required Information	
Route Information	5. Legal Agreements	Your permit application has been saved to your dashboard.	1. Enter the Textual
	6. Status		Route Description
Textual Route Description Chicago Half Marathon		Route Information	
		Textual Route Description Chicago Half Marath	non *



1. Select the Event

Athletic Information

- Select the **Event Type** from the drop-down (required)
- Enter the Event Name (required)
- Enter the Assembly Time from the Clock pop-up (required)
- Enter the Step-off Time from the Clock pop-up (required)
- Enter the Number of Participants (required)
- Enter How was this Number Determined (optional)
- Click + Add Location Information

		Туре	
Athletic Information	7		2. Enter the Event
Event Type	Walkathon Athletic Event	✓ *	Name
Event Name	Chicago Half Marathon	* @	3. Enter the
Assembly Time	8:00 AM	6	Assembly Time
Step-off Time	9:00 AM	0	4. Enter the Step-off
Number of Participants	150	* 6	Time
How was this Number Determined:	Registrations		5. Enter the Number of Participants
Location Information	osure Additional I	6. Enter How was Number Determi	
+ Add Location Information Previous Step Next Step	7. Click + Add Locatio		
	Information		



Location Information

Enter the following in the Add Location Information dialog box:

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

Event Type	Walkathon Athletic Event	
Add Location Information		× ,
From	100	* *
То	371	* *
Direction	E	* *
Street Name	WACKER	*
Suffix	DRIVE	
Street Closure	Full Street Closure	*
Additional Information		
	Click Add Location Information to	
Flevious Step Mexico	Cancel Add Location In	formation



Review and confirm the address you entered:

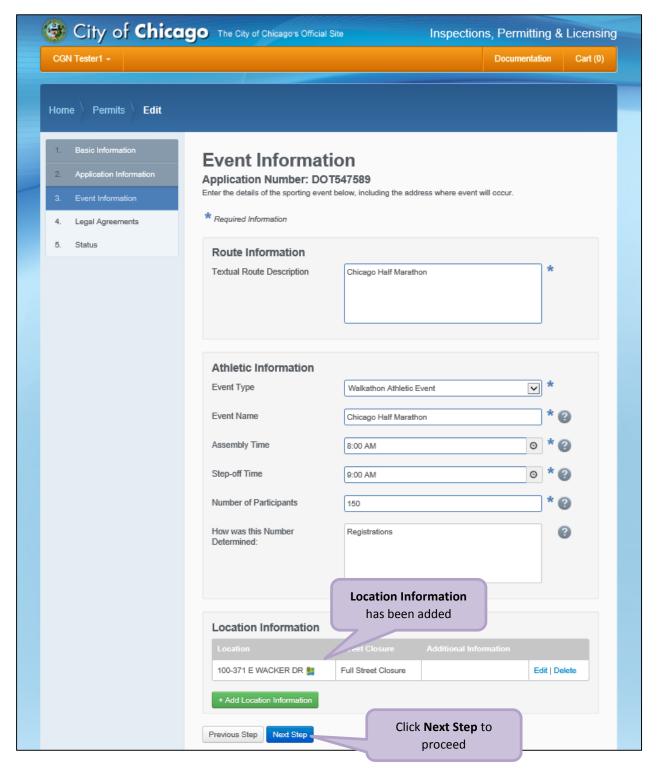
- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

100 371	W	alkathon Athlet	ic Event		× *
100 371	Please confirm that i	t is correct.			*
Near North Side	t Number High	Direction	Street Name	Suffix	Мар
Grand-Ave		E	WACKER	DR	83
rievious otep ivez	Stark Star Stark Stark	and a second	Enter to edit information Cancel Re-E	nter C	+ - - - - - - - - - - - - - - - - - - -



The Location Information has been added:

- Click Add Location Information as needed, and repeat previous steps
- Click Next Step to proceed





5. Legal Agreements

The Legal Agreements must be acknowledged:

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

CGN Tester1 -	Documentation Cart (0)
Home Permits Apply	
 Application Type Basic Information Application Information Event Information 	Legal Agreements Application Number: DOT547589 In order to finish your application, you must agree to the terms and conditions below. * Required Information
 Legal Agreements Status 	 Certification By accepting this agreement you are certifying that: 1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.
	 Click the I Agree checkbox to accept the agreement ✓ * I Agree
	Previous Step Submit 2. Click the Submit button to proceed.



6. Status

Congratulations! You have finished entering the permit application.

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

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

😼 City of Chic o	The City of Chicago's Official S	ite Insp	ections, Permitti	ng & Licensing
CGN Tester1 -			Documental	tion Cart (0)
Home Permits View				
Basic Information Application Information	Permit Applicat			
3. Event Information	Application Number: DOT	547589		
4. Legal Agreements	Application Information:	paid before permit review can beg	in	
5. Status		der review by CDOT. Please chec		eview is
			Add to Cart (\$50) 🛒	Cancel Permit
	Application DOT547589 Number			
	Type Events			
	Current Application Check	⁽⁵		
	Reviews			
	Review	Date Completed	Status	Notes
	Special Events Review		Pending	
	Important Dates			
	Creation Date 11/5/2015			
	Submission Date			
	Start Date 11/9/2015			
	End Date 11/13/2015			



7. Sign Out

When finished, be sure to sign out:

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

CGN Tester1 -	1. Click the drop-down arr	ow	Documentation	Cart (0)
Account				
ange Password				
Company Digger				
pice History				
w v			Application	
n Out	2. Click Sign Out	ublic Way Opening - General	Checks	0
	Doronzio	,		
Search				
Set your filters and click search to				
update your dashboard.				
Search				
Filter by Search				
Search				
Filter by Status				
Application Checks				
Filter by Type				
Permit 1				
Sort by Date				
Later Intake Date				