City of Chicago

CDOT Building Canopies Permit

Maintenance

cgn blackwell

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1. Application Type

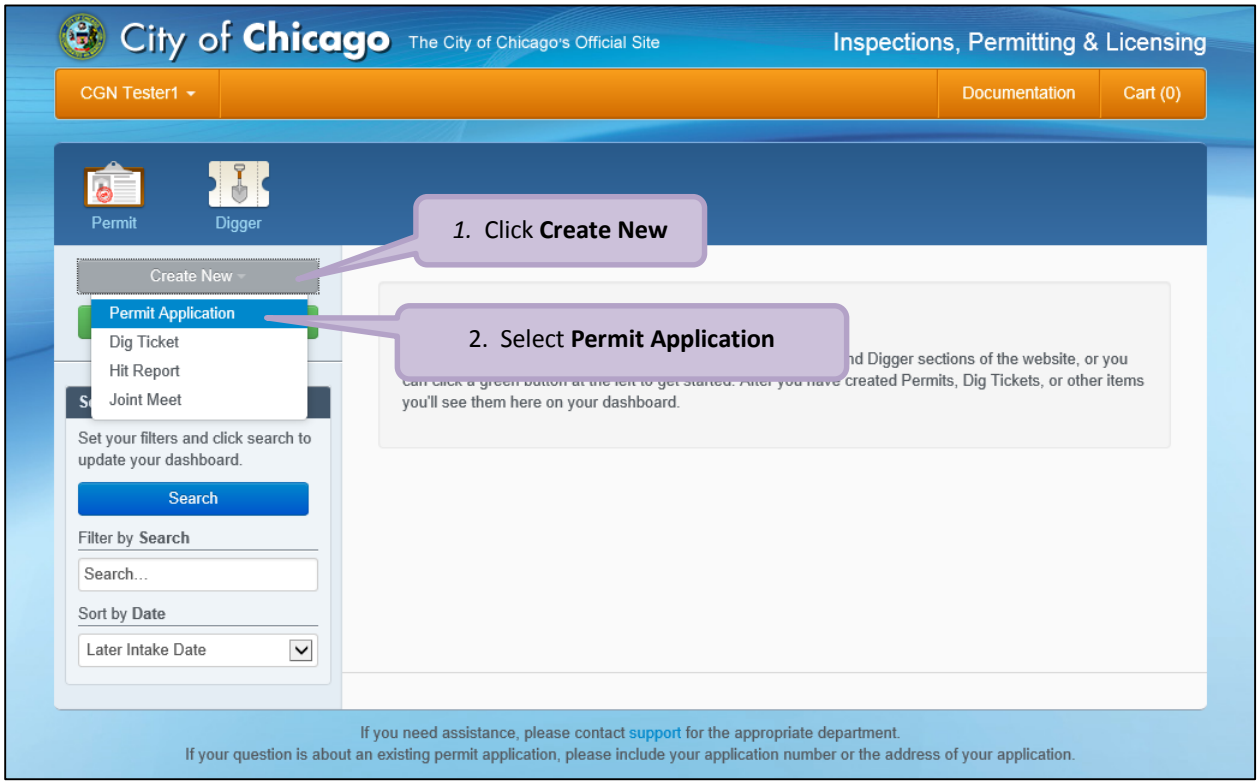
Signing In to the E-Permit Application

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

Creating a New Permit

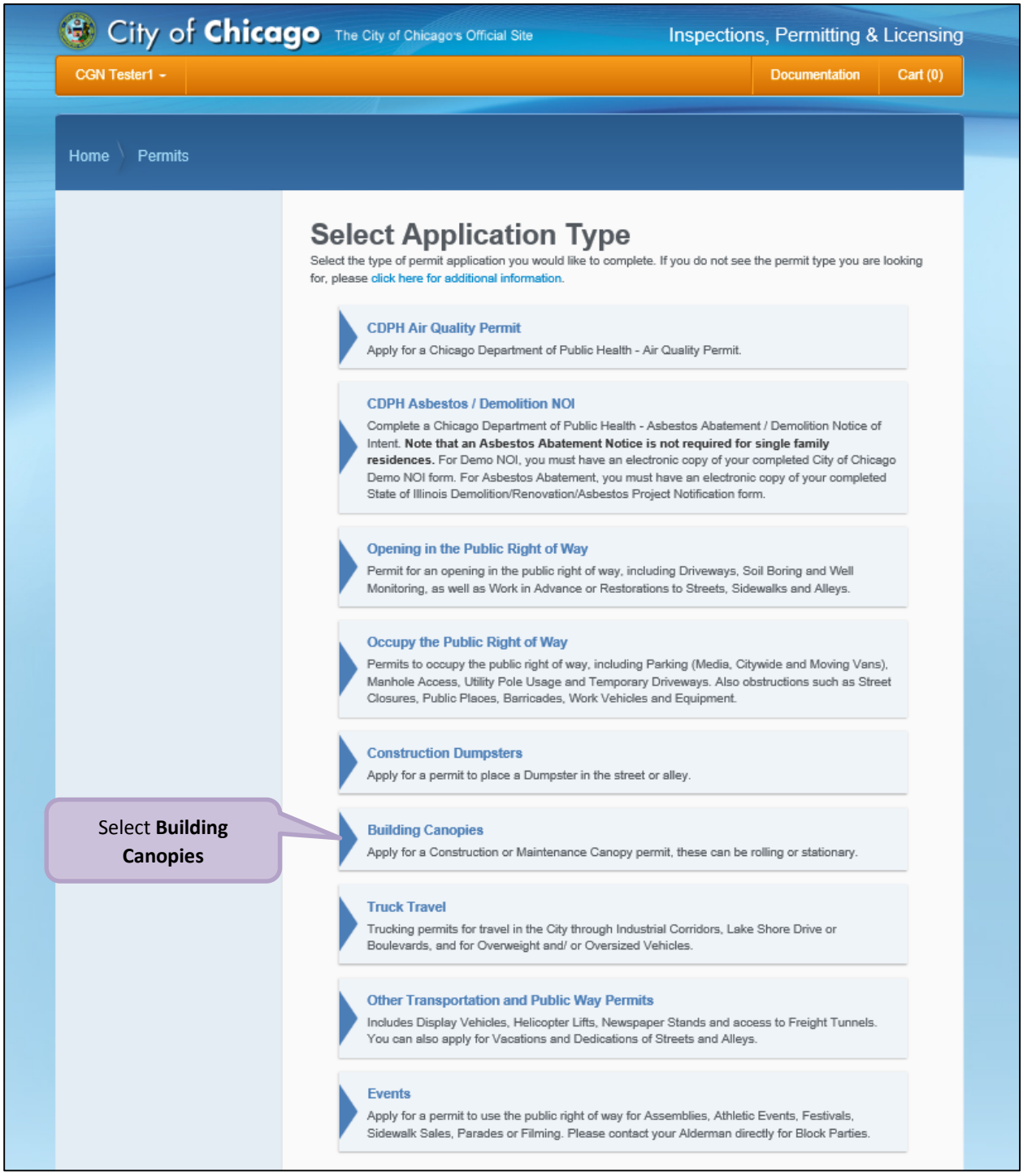
To create a new permit:

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



On the **Select Application Type** screen:

- Select **Building Canopies**

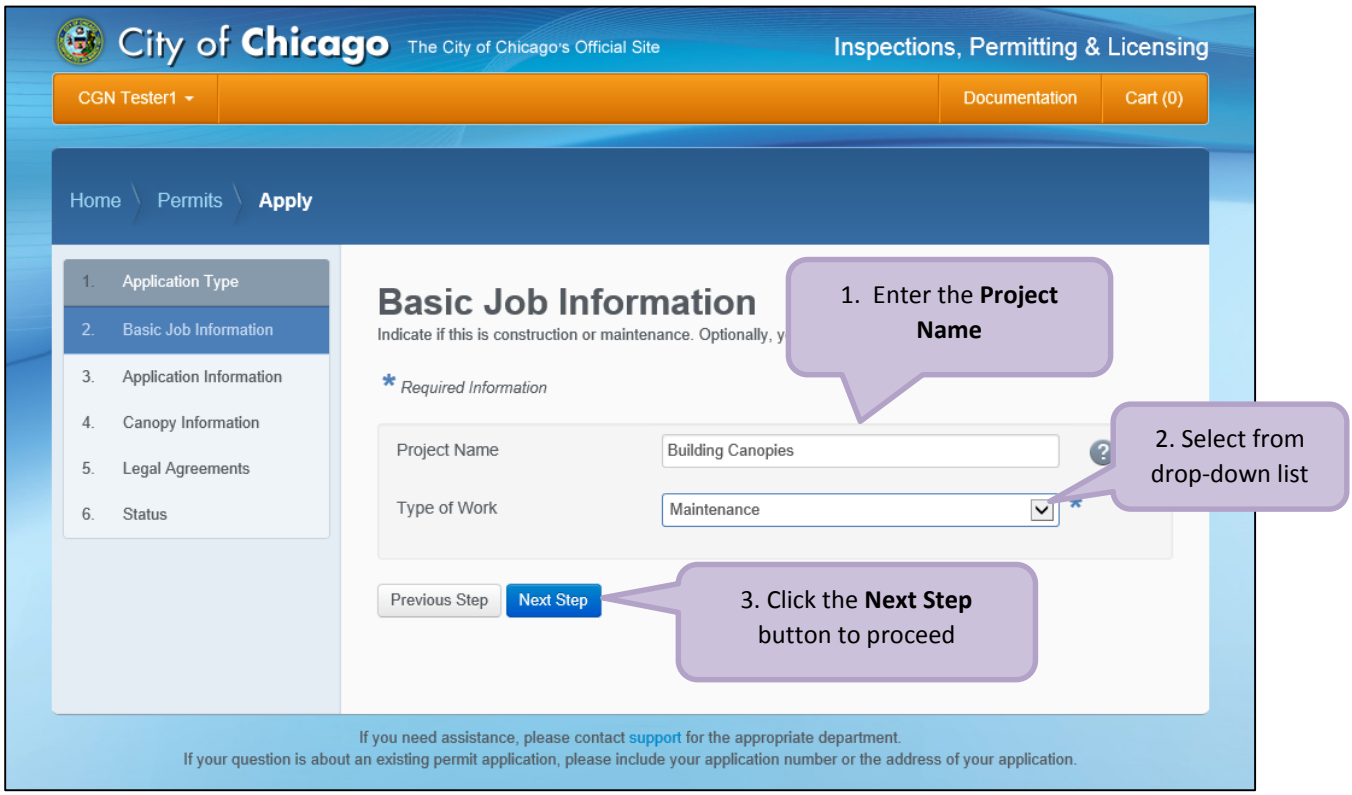


Note: You may not have as many options of permits dependent on the types of licenses you have.

2. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Type of Work** from the drop-down (required)
    - Select **Maintenance**
- Click **Next Step** to proceed

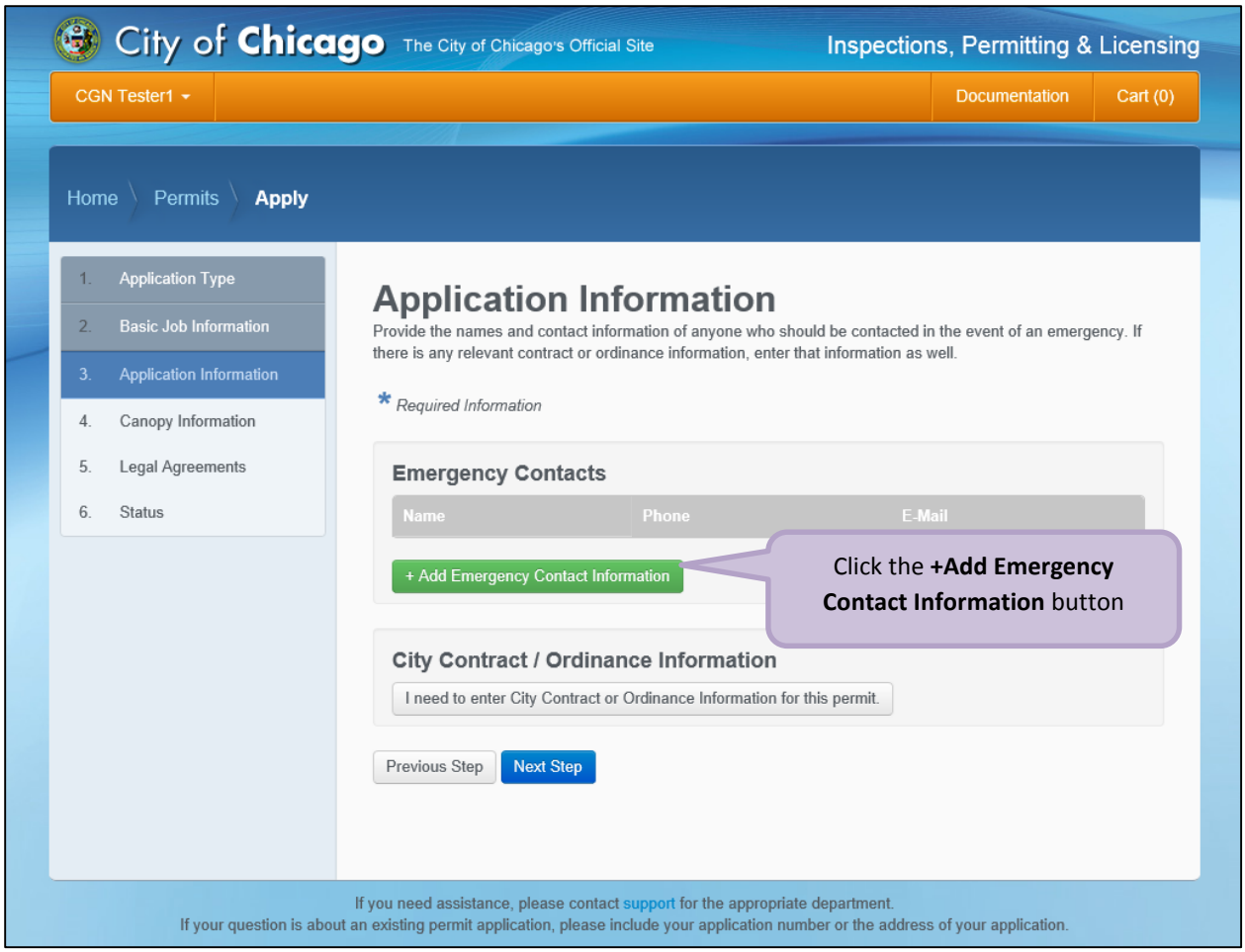


3. Application Information

Emergency Contacts

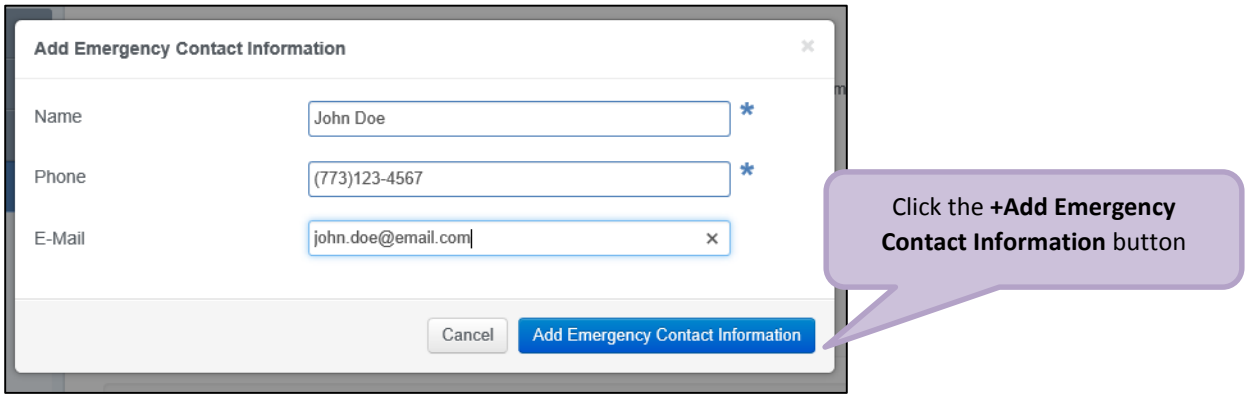
Add **Emergency Contact** information:

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



To **Add Emergency Contact Information**:

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



City Contract / Ordinance Information

Click the **City Contract / Ordinance Information** button to display the **City Contract / Ordinance Information**.

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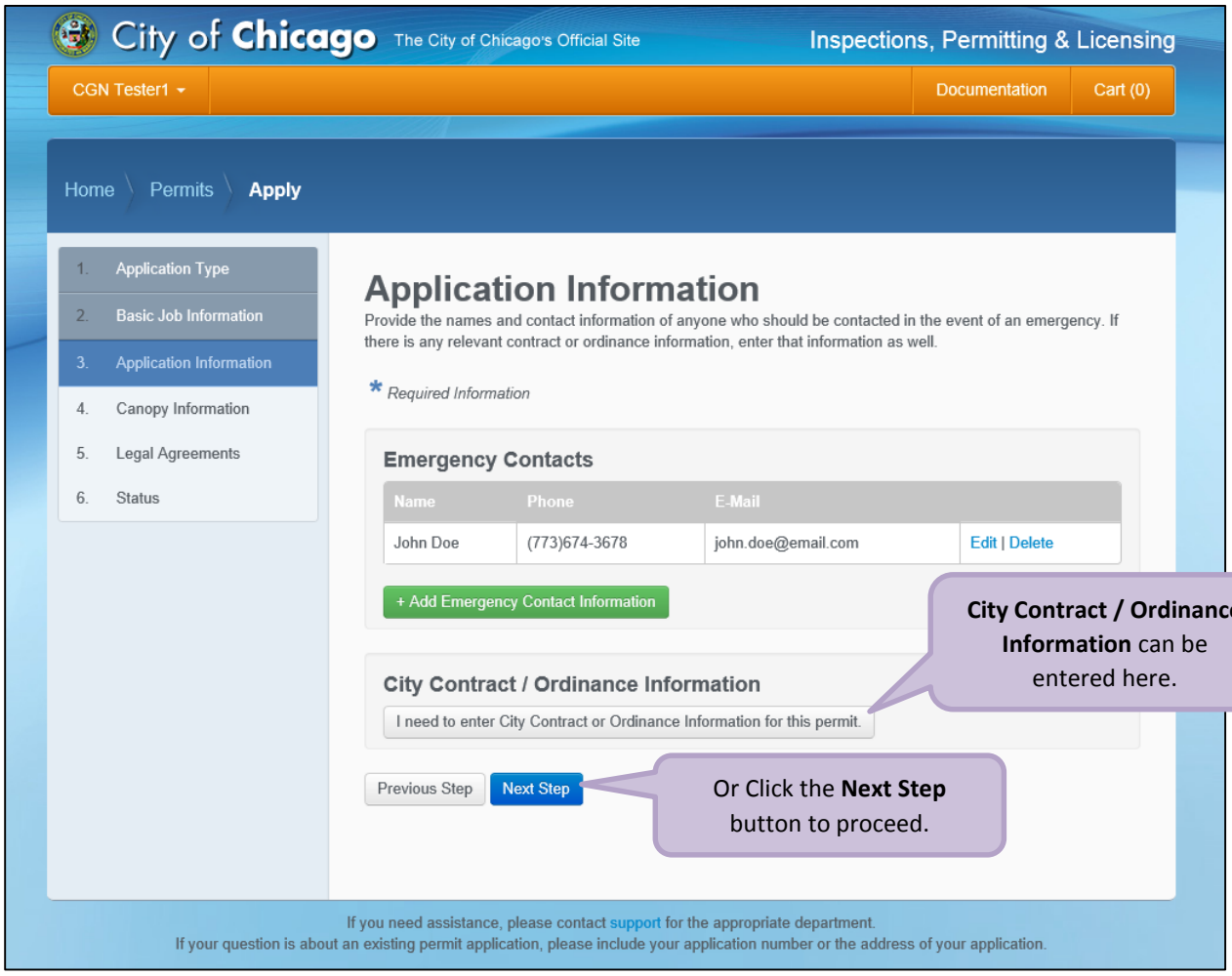
*Note: The **City Contract / Ordinance Information** is not required. If you do not have a City Contract or Ordinance information for this permit, please leave these fields blank.*

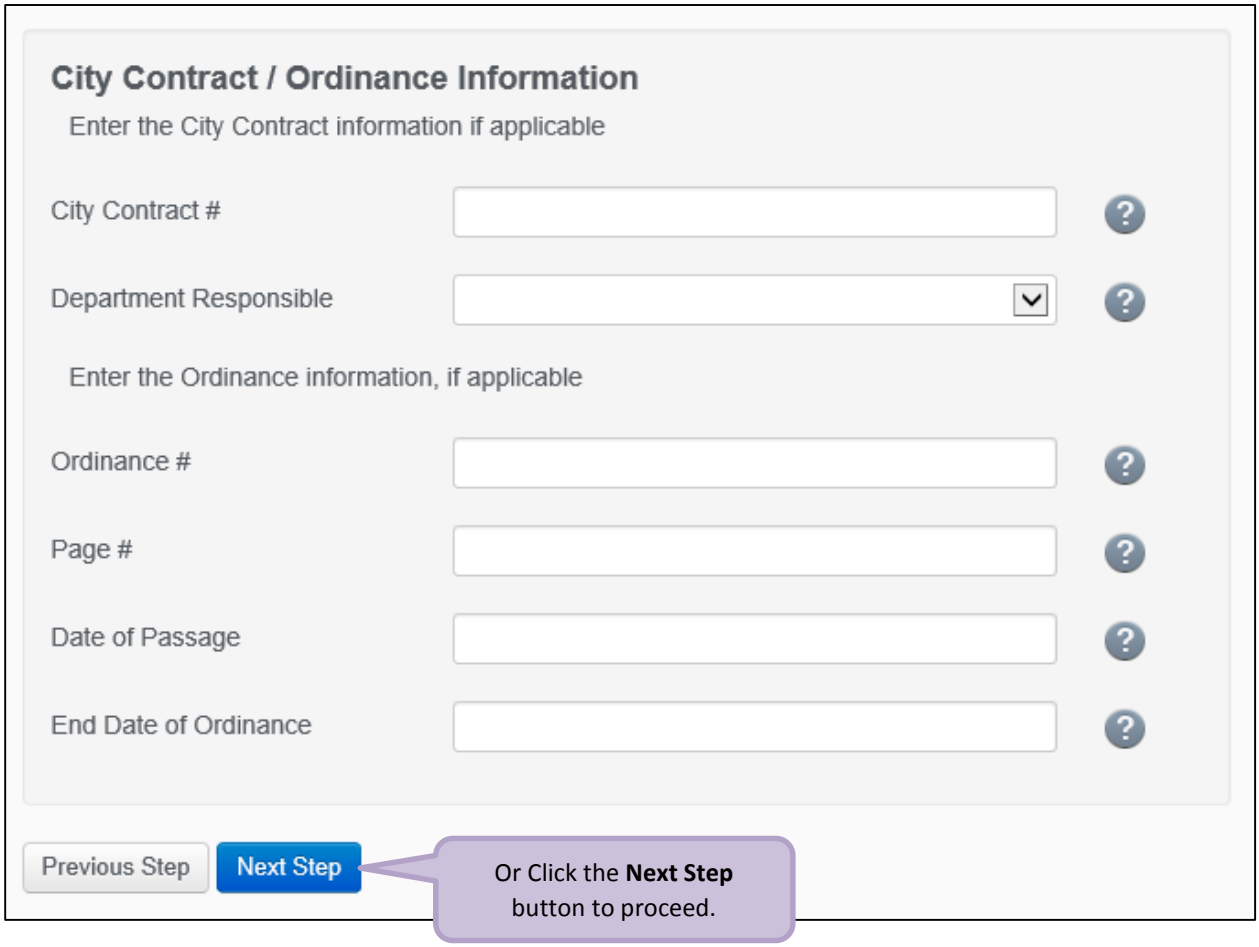
Otherwise, click **Next Step** to proceed.



Enter the **City Contract / Ordinance Information**:

- Enter the **City Contract #**
- Select the **Department Responsible** from the drop-down:
  - **Chicago City Colleges**
  - **Chicago Public Building Commission**
  - **Chicago Public Schools**
  - **Department of Aviation**
  - **Department of Streets and Sanitation – Forestry Division**
  - **Department of Transportation**
  - **Department of Water Management – Sewer Division**
  - **Department of Water Management – Water Division**
- Enter the **Ordinance #**
- Enter the **Page #**
- Select the **Date of Passage** of the ordinance that applies from the **Calendar** pop-up
- Select the **End Date of Ordinance** of the ordinance that applies from the **Calendar** pop-up
- Click **Next Step** to proceed

Note: Only enter Ordinance information if this permit is being carried out under a City ordinance.

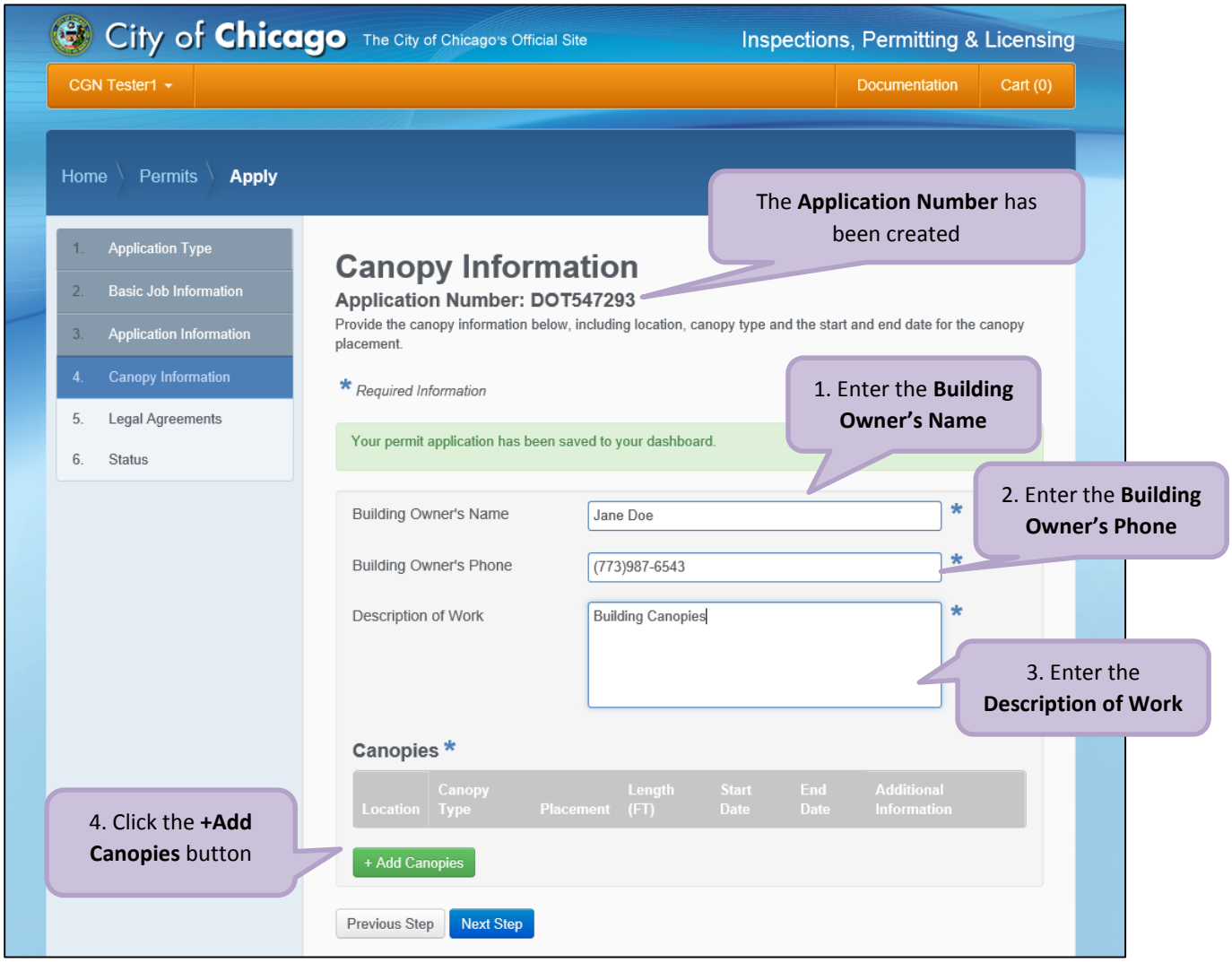


4. Canopy Information

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

Enter the **Canopy Information**:

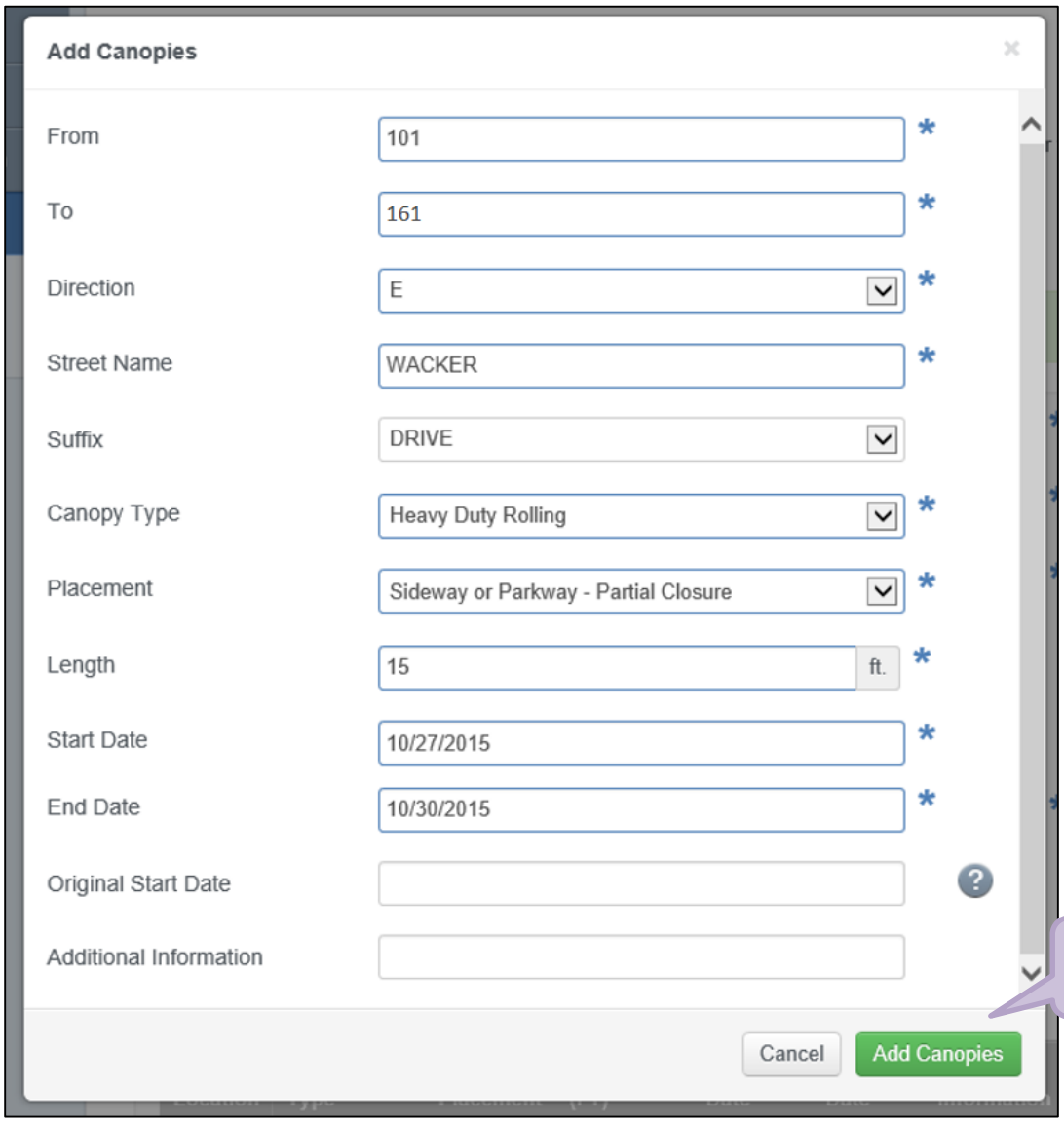
- Enter the **Building Owner's Name** (required)
- Enter the **Building Owner's Phone** (required)
- Enter the **Description of Work** (optional)
- Click **+Add Canopies** to display the **Add Canopies** dialog box



Add Canopies

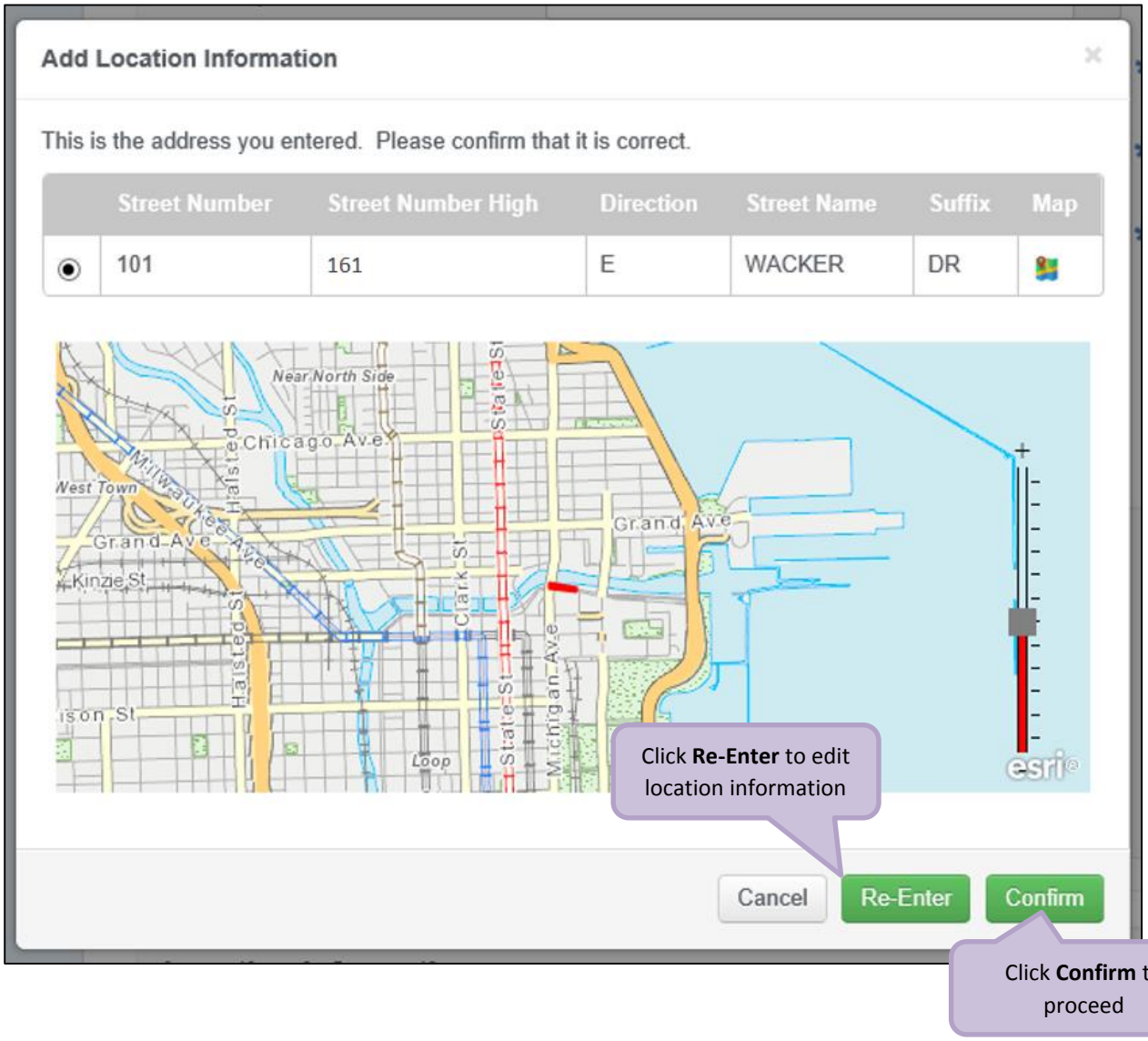
Enter the following in the **Add Location Information** dialog box:

- 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 **Canopy Type** from the drop-down (required)
- Select the **Placement** from the drop-down (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Select the **Original Start Date** from the **Calendar** pop-up (optional)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed



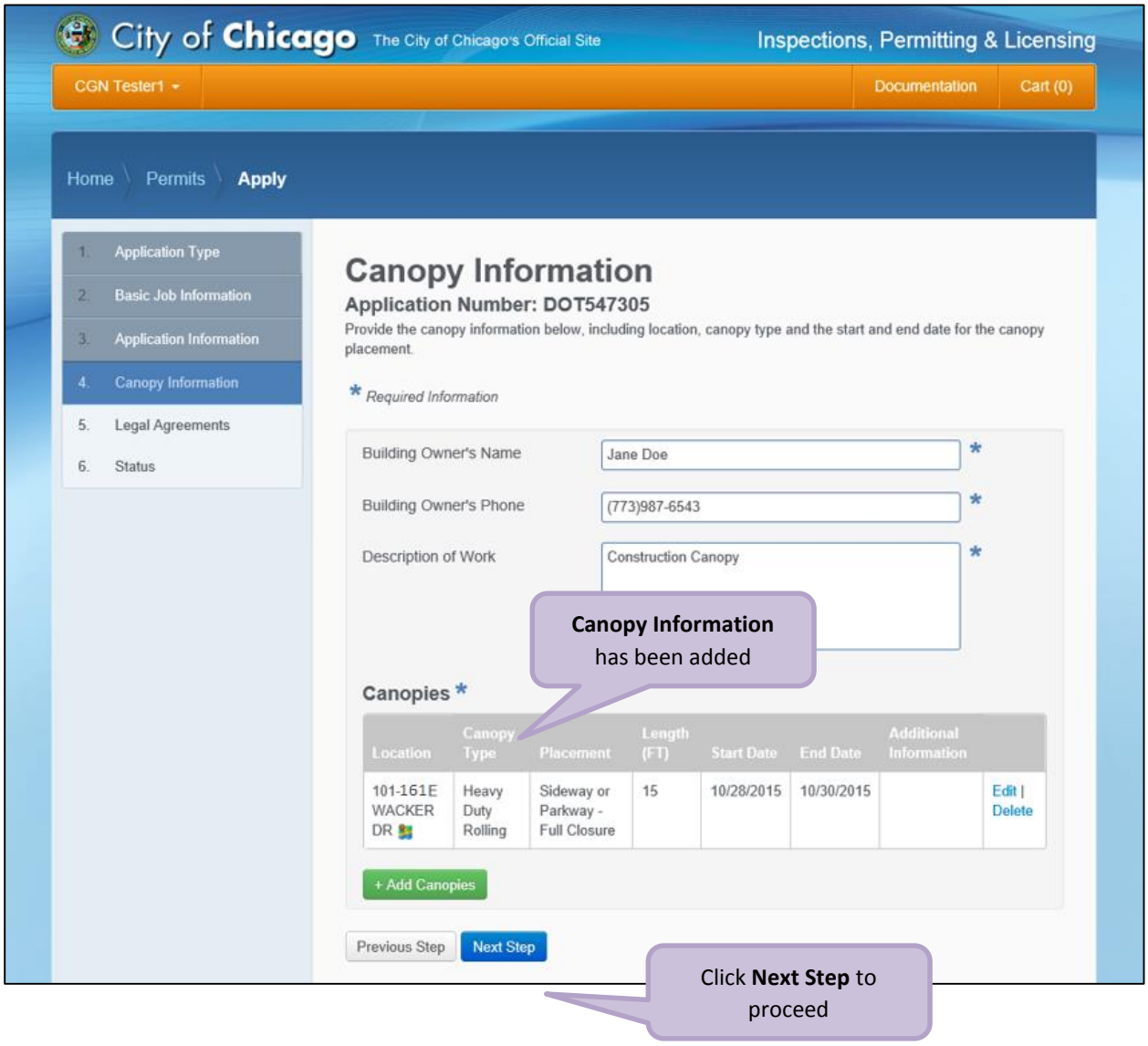
Review and confirm the address you entered:

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



The **Canopy Information** has been added:

- Click **Add Canopies** 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

6. Status

Congratulations! You have finished entering the permit application.

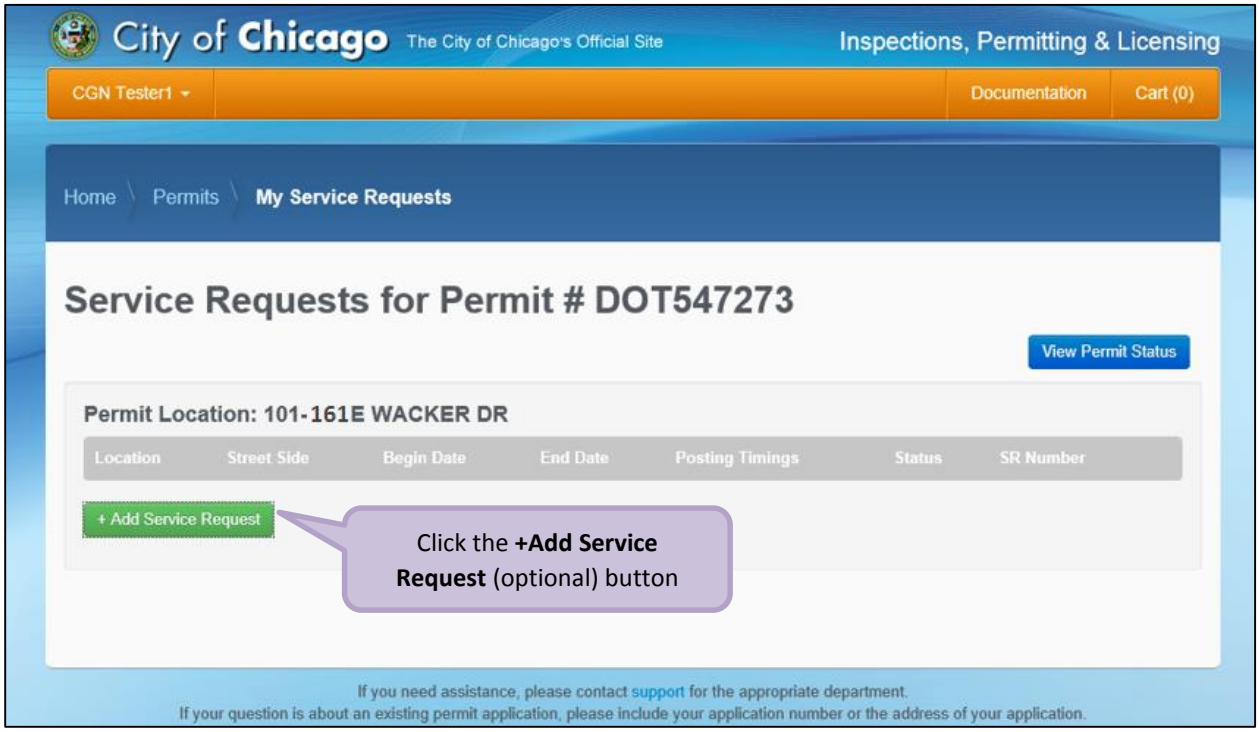
The application is being processed and has been sent to CDOT for review.

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

Manage Parking Restrictions

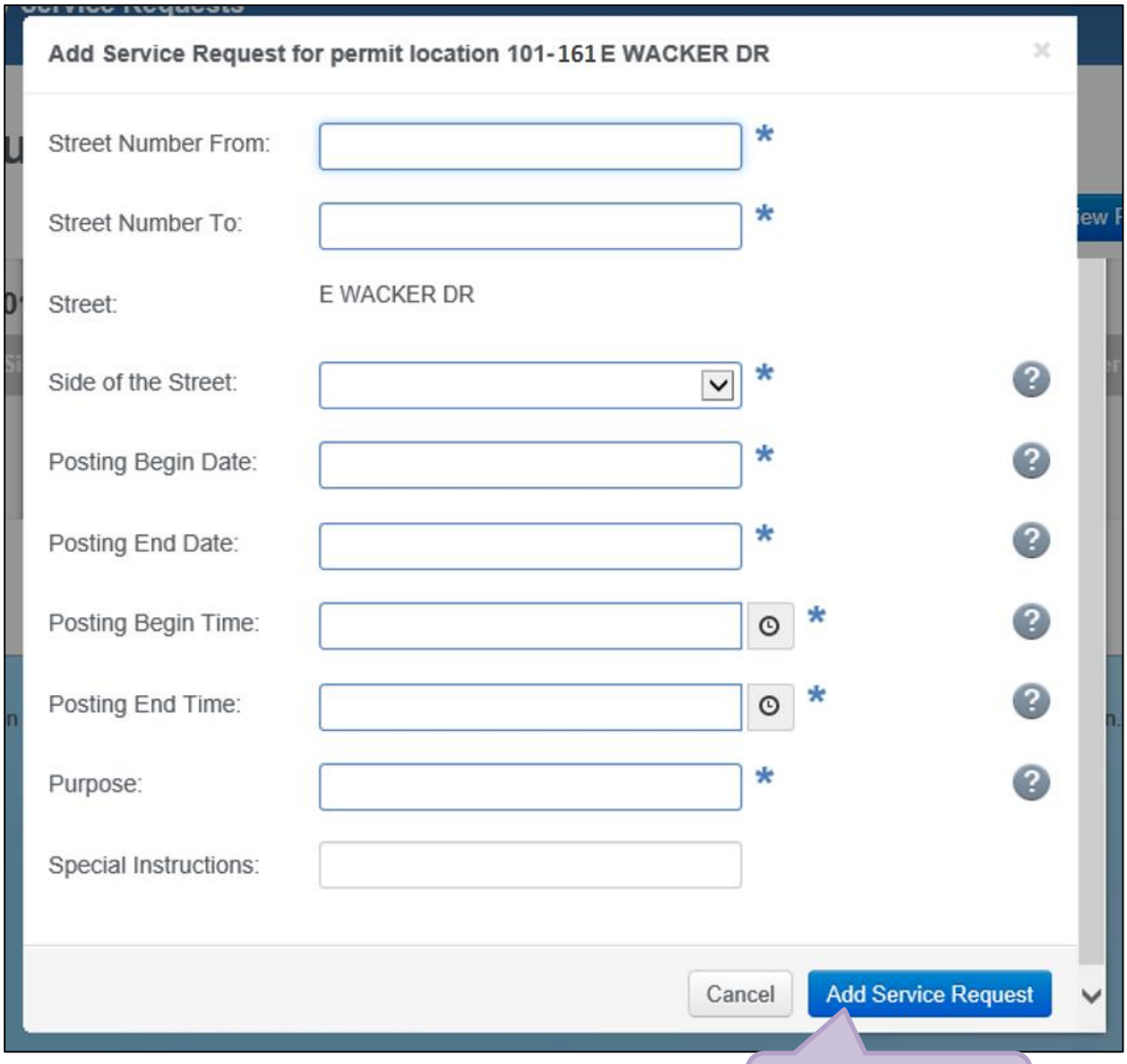
Click **Manage Parking Restrictions** to add service requests (optional).

To add a **Service Request**, click **+Add Service Request** to display the **Add Service Request** dialog box.



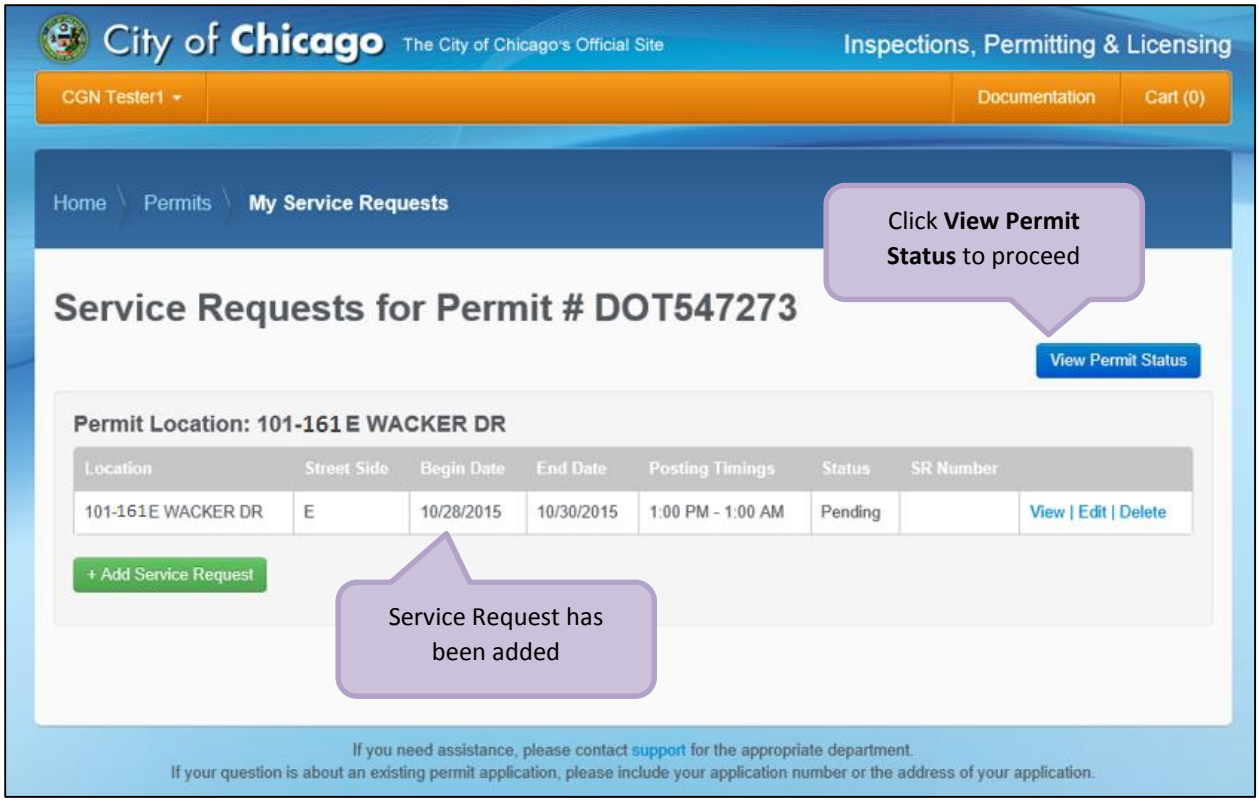
Enter the service request information:

- Enter **Street Number From** (required)
- Enter **Street Number To** (required)
- Enter **Purpose** (required)
- Select the **Side of the Street** from the drop-down (required)
- Select **Posting Begin Time** from the **Clock** pop-up (required)
- Select **Posting End Time** from the **Clock** pop-up (required)
- Select **Posting Begin Date** from the **Calendar** pop-up (required)
- Select **Posting End Date** from the **Calendar** pop-up (required)
- Enter **Special Instructions** (optional)

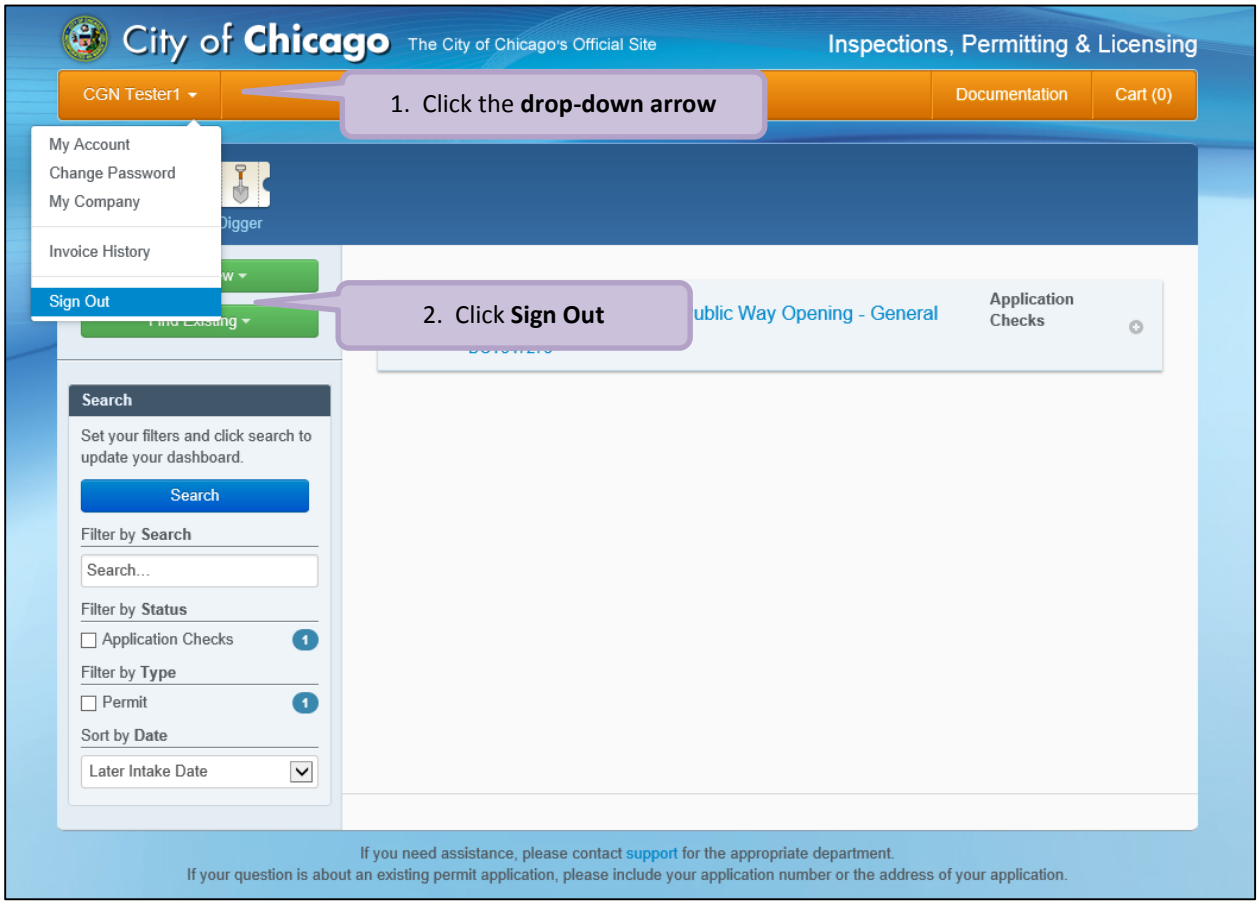


Your **Service Request** has been added:

- Click **View Permit Status** to proceed



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