



City of Chicago



CDOT Building Canopies Permit Maintenance



10/21/2015





Table of Contents

1. Application Type	1
Signing In to the E-Permit Application	1
Creating a New Permit	2
2. Basic Job Information.....	4
3. Application Information.....	5
Emergency Contacts	5
City Contract / Ordinance Information	6
4. Canopy Information	8
Add Canopies	9
5. Legal Agreements.....	12
6. Status	13
Manage Parking Restrictions	13
7. Sign Out.....	17



1. Application Type

Signing In to the E-Permit Application

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

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Digger

[Digger Homepage](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

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



Creating a New Permit

To create a new permit:

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

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "CGN Tester1" and buttons for "Documentation" and "Cart (0)". The main content area has two tabs: "Permit" and "Digger". A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively. Below the dropdown is a search and filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake Date". At the bottom of the page, there is a footer with support information: "If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application."



On the **Select Application Type** screen:

- Select **Building Canopies**

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- 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.
- Events**
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

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

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Basic Job Information (highlighted), 3. Application Information, 4. Canopy Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Job Information' and includes the instruction: 'Indicate if this is construction or maintenance. Optionally, you may also indicate if this is a repair or replacement project.' Below this is a section for '* Required Information' with two fields: 'Project Name' (text input with 'Building Canopies') and 'Type of Work' (drop-down menu with 'Maintenance' selected). At the bottom are 'Previous Step' and 'Next Step' buttons. Three callout boxes provide instructions: 1. 'Enter the Project Name' points to the Project Name field. 2. 'Select from drop-down list' points to the Type of Work drop-down menu. 3. 'Click the Next Step button to proceed' points to the Next Step button. A footer note states: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or 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

Application Information
Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

** Required Information*

Emergency Contacts

Name	Phone	E-Mail
+ Add Emergency Contact Information		

City Contract / Ordinance Information

I need to enter City Contract or Ordinance Information for this permit.

Previous Step **Next Step**

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

To **Add Emergency Contact Information**:

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

Add Emergency Contact Information

Name: John Doe *

Phone: (773)123-4567 *

E-Mail: john.doe@email.com x

Cancel **Add Emergency Contact Information**

Click the **+Add Emergency Contact Information** button



City Contract / Ordinance Information

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

*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.

The screenshot shows the 'Application Information' step of a permit application process. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Canopy Information, 5. Legal Agreements, and 6. Status.

The main content area is titled 'Application Information' and includes the instruction: 'Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.' Below this is a section for '* Required Information' containing an 'Emergency Contacts' table with columns for Name, Phone, and E-Mail. One contact is listed: John Doe, (773)674-3678, john.doe@email.com, with 'Edit | Delete' links. A '+ Add Emergency Contact Information' button is below the table.

Below the emergency contacts is the 'City Contract / Ordinance Information' section, which contains a text input field with the placeholder text: 'I need to enter City Contract or Ordinance Information for this permit.' A callout bubble points to this field with the text: 'City Contract / Ordinance Information can be entered here.'

At the bottom of the form are 'Previous Step' and 'Next Step' buttons. A callout bubble points to the 'Next Step' button with the text: 'Or Click the **Next Step** button to proceed.'

At the very bottom of the page, there is a footer note: 'If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



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.

City Contract / Ordinance Information

Enter the City Contract information if applicable

City Contract # ?

Department Responsible ?

Enter the Ordinance information, if applicable

Ordinance # ?

Page # ?

Date of Passage ?

End Date of Ordinance ?

Or Click the **Next Step** button to proceed.



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

The **Application Number** has been created

Canopy Information
Application Number: DOT547293

Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.

* Required Information

Your permit application has been saved to your dashboard.

1. Enter the **Building Owner's Name**

2. Enter the **Building Owner's Phone**

3. Enter the **Description of Work**

4. Click the **+Add Canopies** button

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
+ Add Canopies						

Previous Step Next Step



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

Add Canopies

From: 101 *

To: 161 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Canopy Type: Heavy Duty Rolling *

Placement: Sideway or Parkway - Partial Closure *

Length: 15 ft. *

Start Date: 10/27/2015 *

End Date: 10/30/2015 *

Original Start Date: ?

Additional Information:

Cancel Add Canopies

Click **Add Canopies** to proceed



Review and confirm the address you entered:

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

Add Location Information ✕

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	161	E	WACKER	DR	

esri®

Click **Confirm** to proceed



The **Canopy Information** has been added:

- Click **Add Canopies** as needed, and repeat previous steps
- Click **Next Step** to proceed

Canopy Information
Application Number: DOT547305
Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.

** Required Information*

Building Owner's Name: Jane Doe *

Building Owner's Phone: (773)987-6543 *

Description of Work: Construction Canopy *

Canopies *

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
101-161E WACKER DR	Heavy Duty Rolling	Sideway or Parkway - Full Closure	15	10/28/2015	10/30/2015	Edit Delete

+ Add Canopies

Previous Step **Next Step**



5. Legal Agreements

The **Legal Agreements** must be acknowledged:

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

The screenshot shows the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The application process is at the 'Apply' stage, specifically the 'Legal Agreements' step (Application Number: DOT547293). The 'Certification' section requires the user to agree to terms and conditions. A callout box points to the 'I Agree' checkbox, and another points to the 'Submit' button.

Legal Agreements
Application Number: DOT547293
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 accept" will be deemed the equivalent of a signature in electronic form.

1. Click the **I Agree** checkbox to accept the agreement

* I Agree

2. Click the **Submit** button to proceed.

Previous Step **Submit**

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



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).

Permit Application Status
Application Number: DOT547293

Application Information:

- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

Cancel Permit **Manage Parking Restrictions**

Application Number	DOT547293
Type	Building Canopies
Current Status	Application Checks

Reviews

Review	Date Completed	Status	Notes
Standard Canopy Review		Pending	

Important Dates

Creation Date	10/27/2015
Submission Date	
Start Date	10/27/2015
End Date	10/30/2015

Click the **Manage Parking Restrictions** (optional) button



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

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. Below this is a user profile bar showing 'CGN Tester1' and 'Documentation' and 'Cart (0)'. The main content area has a breadcrumb trail: 'Home > Permits > My Service Requests'. The title of the page is 'Service Requests for Permit # DOT547273'. There is a 'View Permit Status' button. Below the title, the permit location is listed as '101-161E WACKER DR'. A table with columns 'Location', 'Street Side', 'Begin Date', 'End Date', 'Posting Timings', 'Status', and 'SR Number' is shown. A green button labeled '+ Add Service Request' is highlighted with a callout box that says 'Click the +Add Service Request (optional) button'. At the bottom, there is a footer with contact information: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



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)

Add Service Request for permit location 101-161 E WACKER DR

Street Number From: *

Street Number To: *

Street: E WACKER DR

Side of the Street: * ?

Posting Begin Date: * ?

Posting End Date: * ?

Posting Begin Time: * ?

Posting End Time: * ?

Purpose: * ?

Special Instructions:

Cancel Add Service Request

Click the **Add Service Request** button to add



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home \ Permits \ My Service Requests

Click **View Permit Status** to proceed

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-161 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-161E WACKER DR	E	10/28/2015	10/30/2015	1:00 PM - 1:00 AM	Pending	View Edit Delete

[+ Add Service Request](#)

Service Request has been added

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



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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information for support.