



City of Chicago



# CDOT Occupy Right-of-Way Permit

Media Parking



10/21/2015





## Table of Contents

1. Application Type .....	1
Signing In to the E-Permit Application .....	1
Creating a New Permit .....	2
2. Applicants.....	4
Primary Applicant.....	4
3. Basic Job Information.....	5
4. Application Information.....	6
Emergency Contacts .....	6
5. Occupy Information .....	8
Media Parking Information .....	8
Location Information .....	9
6. Documentation .....	12
7. Legal Agreements.....	15
8. Status .....	16
9. 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](#)

To manage your account, **Sign In**

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 a "Permit" and "Digger" section. 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. The first callout says "1. Click Create New" and the second says "2. Select Permit Application". Below the dropdown is a search 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 **Occupy the Public Right of Way**

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CGN Tester1 -      Documentation      Cart (0)

Home > Permits

### 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 Occupy the Public Right of Way

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



## 2. Applicants

### Primary Applicant

The company associated with your web login will display the **Primary Applicant**:

- Click the **Next Step** button to proceed

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*Note: This permit applies only to Media Staff, it cannot extend to a Subcontractor.*

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The screenshot shows the 'Applicants' step in the permit application process. The page header includes the City of Chicago logo and 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The sidebar on the left lists steps from 1 to 8, with 'Applicants' selected. The main content area has a heading 'Applicants' with a help icon and a note about subcontractors. Below this is a section for 'Applicant \*' containing a table with one entry: 'CGN Tester1' at '30 N LaSalle Chicago IL 60602' with phone '(312)555-6666' and email 'cgntestuser1@gmail.com'. There is also a 'Subcontractor' section with an 'Add Subcontractor' button. At the bottom, there are 'Previous Step' and 'Next Step' buttons. A callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.'



### 3. Basic Job Information

Enter the **Basic Job Information**:

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

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sub-header 'Enter the activity type which this permit will cover. You may'. Below this, there is a section for '\* Required Information' with three input fields: 'Project Name' (containing 'Occupy ROW - Media Parking'), 'Activity Type' (a dropdown menu with 'Media Parking' selected), and 'Description of Work' (containing 'Media Parking'). At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'. The page header includes 'City of Chicago', 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation menu on the left shows steps 1 through 8, with 'Basic Job Information' highlighted. Callouts are present: '1. Enter the Project Name' points to the Project Name field; '2. Select from drop-down list' points to the Activity Type dropdown; '3. Enter Description of Work' points to the Description of Work field; and '4. Click the Next Step button to proceed' points to the Next Step button.





## 4. Application Information

### Emergency Contacts

Add **Emergency Contact** information:

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

The screenshot shows the 'Application Information' page on the City of Chicago website. The page has a blue header with the City of Chicago logo and 'The City of Chicago's Official Site'. Below the header is an orange navigation bar with 'CGN Tester1', 'Documentation', and 'Cart (0)'. The main content area has a blue sidebar with a list of steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information (selected), 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Application Information' and contains a section for 'Emergency Contacts'. This section has a table with columns for 'Name', 'Phone', and 'E-Mail'. Below the table is a green button labeled '+ Add Emergency Contact Information'. A purple callout bubble points to this button with the text 'Click the +Add Emergency Contact Information button'. At the bottom of the page, 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.'

To **Add Emergency Contact Information**:

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

The screenshot shows the 'Add Emergency Contact Information' dialog box. The dialog box has a title bar with the text 'Add Emergency Contact Information' and a close button (x). Below the title bar are three input fields: 'Name' with the value 'John Doe', 'Phone' with the value '(773)123-4567', and 'E-Mail' with the value 'john.doe@email.com'. There are asterisks next to the Name and Phone fields, and an 'x' icon next to the E-Mail field. At the bottom, there are two buttons: 'Cancel' and 'Add Emergency Contact Information'. A purple callout bubble points to the 'Add Emergency Contact Information' button with the text 'Click the +Add Emergency Contact Information button'.



Emergency Contacts have been added:

- Click **Next Step** 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 navigation bar includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists eight steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information (highlighted), 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Application Information' with a help icon. Below the title is a description: '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.' A red asterisk indicates '\* Required Information'. The 'Emergency Contacts' section features a 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 green button '+ Add Emergency Contact Information' is below the table. At the bottom, there are 'Previous Step' and 'Next Step' buttons. A purple callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.'

**Emergency Contacts**

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Emergency Contact Information](#)

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

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

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.



## 5. Occupy Information

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

### Media Parking Information

- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Click **+Add Location** to display the **Add Location** dialog box

The screenshot shows the 'Occupy Information' page on the City of Chicago's official site. The page title is 'Occupy Information' with a help icon. Below the title, the 'Application Number: DOT547339' is displayed. A green message box states 'Your permit application has been saved to your dashboard.' The 'Media Parking Information' section includes fields for 'Start Date' and 'End Date', a 'Location' field with a '+ Add Location' button, and 'Previous Step' and 'Next Step' buttons. A calendar pop-up for October 2015 is shown, with the 29th selected. Three callout boxes provide instructions: '1. Select the Start Date' points to the Start Date field, '2. Select the End Date' points to the End Date field, and '3. Click the +Add Location button' points to the '+ Add Location' button.



## 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)
- Enter **Additional Information** (optional)
- Click **Add Location** to proceed

**Add Location** [Close]

From  \*

To  \*

Direction  ▾ \*

Street Name  \*

Suffix  ▾

Additional Information

Click **Add Location** to proceed



Review and confirm the address you entered:

- Click **Re-Enter** to edit location 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	

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

Cancel Re-Enter Confirm

Click **Confirm** to proceed



The **Location Information** has been added:

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

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

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

### Occupancy Information ?

**Application Number: DOT547339**  
Enter the information regarding the way you intend to occupy the public right-of-way.

*\* Required Information*

#### Media Parking Information

Start Date  \*

End Date  \*

#### Location \*

Location	Additional Information
101-161 E WACKER DR 🇺🇸	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Location](#)

[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.

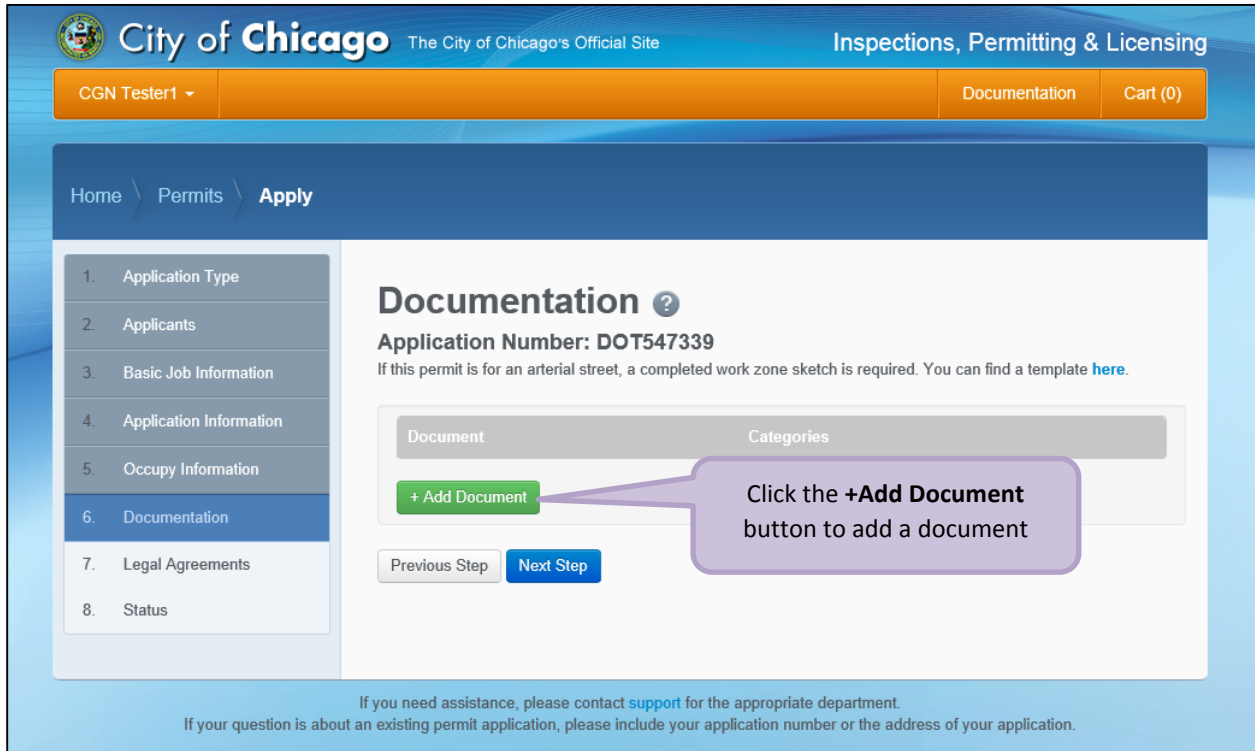


## 6. Documentation

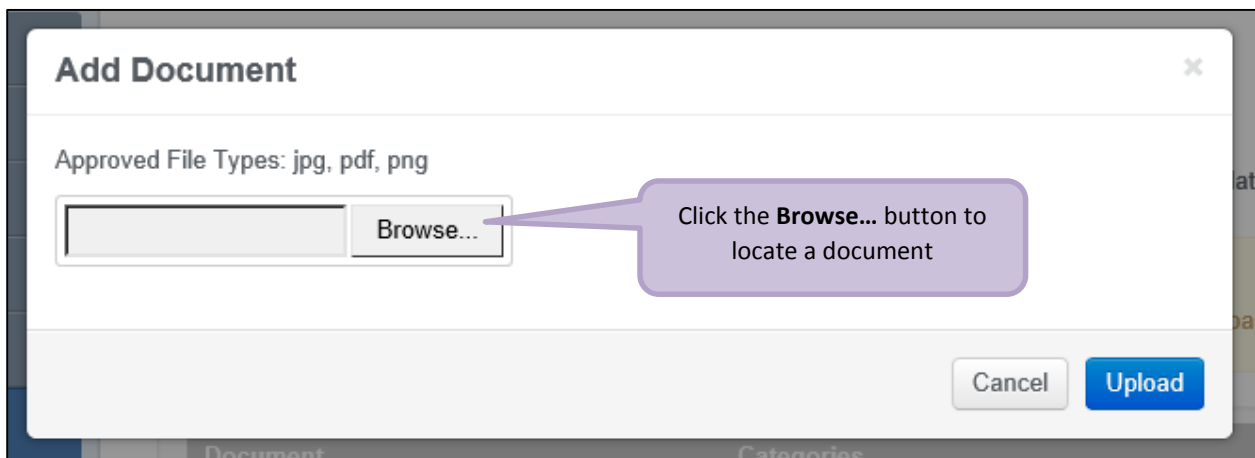
If this permit is for an arterial street, a completed work zone sketch is required:

- Click **+Add Document** to display the **Add Document** dialog box

*Note: Only jpg, pdf, or png files can be added.*



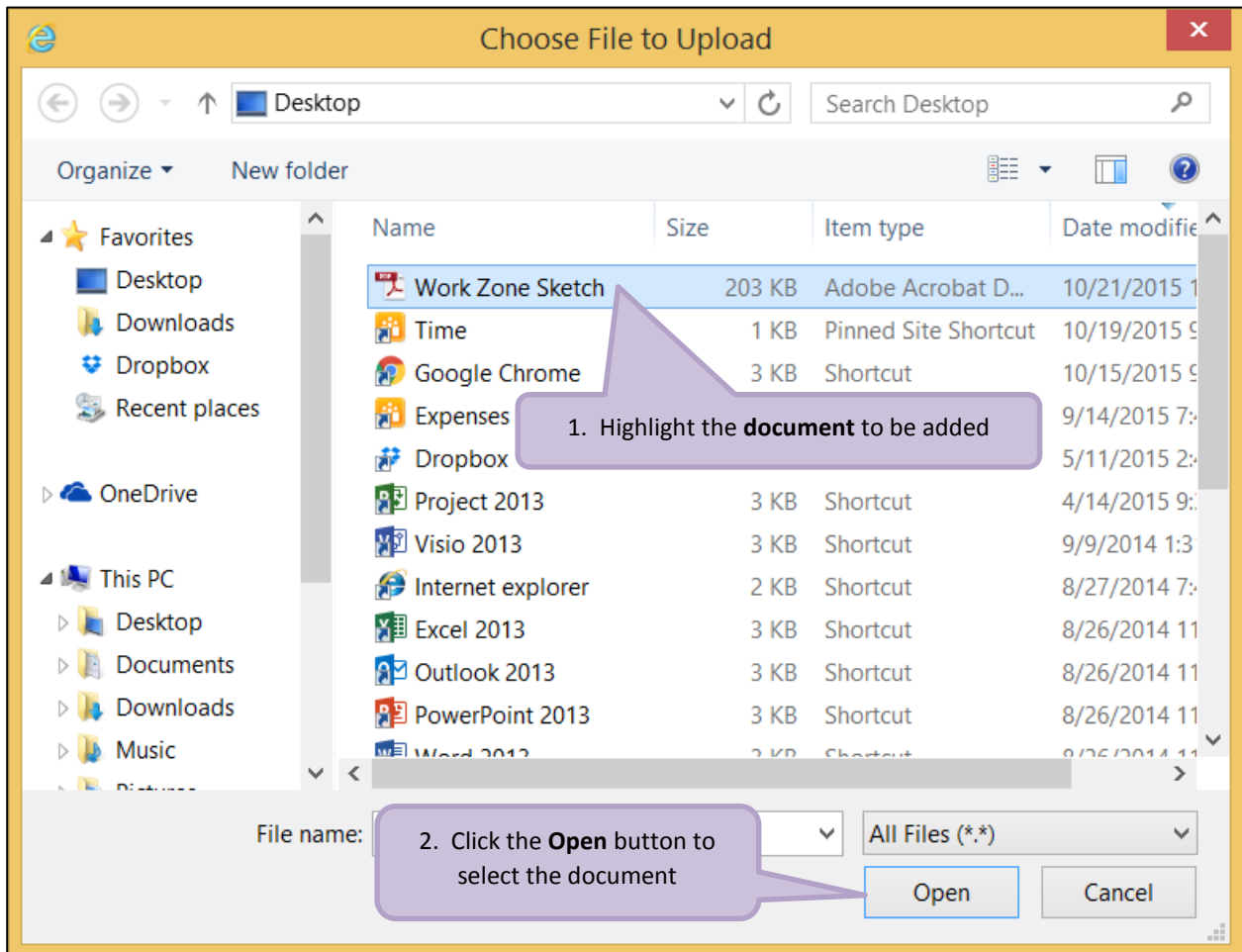
Click the **Browse...** button to locate the document.



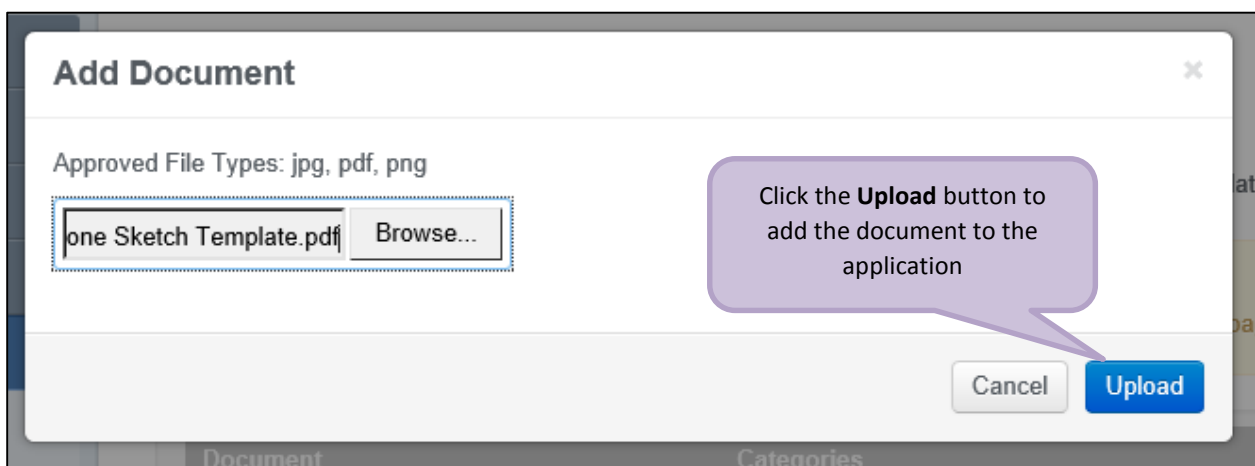


The in **Choose File to Upload** dialog box:

- Highlight the document to be added
- Click **Open** to select the document



Click **Upload** to add the document to the application.







The document has been added to the application:

- Click **Next Step** to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Edit

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

### Documentation ?

Application Number: **DOT547339**

If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

Document	Categories	
Work Zone Sketch Template.pdf	• Work Zone Sketches	<a href="#">Remove</a>

[+ Add Document](#)

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

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

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. 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 number is DOT547339. The 'Legal Agreements' step is highlighted in the sidebar. The main content area displays the 'Legal Agreements' section with a 'Certification' box containing the following text:

**Legal Agreements ?**  
Application Number: DOT547339  
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.



## 8. 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.*

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

- 1. Applicants
- 2. Basic Job Information
- 3. Application Information
- 4. Occupy Information
- 5. Documentation
- 6. Legal Agreements
- 7. Status**

### Permit Application Status

**Application Number: DOT547339**

Application Information:

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

[Cancel Permit](#)

Application Number	DOT547339	
Type	Occupy the Public Right of Way	
Current Status	Application Checks	
Applicants	CGN Tester1 - Applicant	<a href="#">more info...</a>

#### Reviews

Review	Date Completed	Status	Notes
Public Way Occupation Review		Pending	

#### Important Dates

Creation Date	10/29/2015	
Submission Date		
Start Date	10/29/2015	



## 9. 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.