



City of Chicago



CDOT Other Transportation and Public Way Permits Dedication



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
- 4. Dedication Information..... 7
 - Public Right-of-Way Information 7
- 5. Legal Agreements..... 8
- 6. Status 9
- 7. Sign Out..... 10



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 two tabs: "Permit" and "Digger". A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in green), "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 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 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."



On the **Select Application Type** screen:

- Select **Other Transportation and Public Way Permits**

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

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 **Other Transportation and Public Way Permits**

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 **Dedication**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- 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 'Please enter the start and end dates of the work, and select...'. The form fields are: 'Project Name' (text input), 'Type of Work' (drop-down menu), 'Start Date' (text input), 'End Date' (text input), and 'Description of Work' (text area). The 'Type of Work' dropdown is set to 'Dedication'. The 'Start Date' is '10/27/2015' and the 'End Date' is '10/30/2015'. The 'Description of Work' contains the text 'Other Transportation and Public Way Permit - Dedication'. The form has a 'Previous Step' button and a 'Next Step' button. A sidebar on the left shows a progress indicator with six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Location Information, 5. Legal Agreements, and 6. Status. The 'Next Step' button is highlighted with a callout box. There are six callout boxes with numbers 1 through 6, each pointing to a specific field or button on the form.

1. Enter the **Project Name**

2. Select from drop-down list

3. Select the **Start Date**

4. Select the **End Date**

5. Enter the **Description of Work**

6. Click the **Next Step** button 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

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Apply

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*

Name	Phone	E-Mail
+ Add Emergency Contact Information		

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 *

Phone *

E-Mail x

Cancel Add Emergency Contact Information



Your **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 menu includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (highlighted), 4. Dedication Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts'. Below this is a table with columns for Name, Phone, and E-Mail. One contact is listed: John Doe, (773)674-3678, john.doe@email.com. There are 'Edit' and 'Delete' links for this contact. A green button '+ Add Emergency Contact Information' is below the table. At the bottom of the form area 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.'

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	Edit Delete



4. Dedication Information

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

Public Right-of-Way Information

- Select the **Project Completion Date** from the **Calendar** pop-up (optional)
- Enter the **Fee Value** (required)
- Enter the **OUC Number** (required)
- Enter the **Maps and Plats Number** (required)
- Enter the **Case Number** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Dedication Information' page on the City of Chicago's official site. The page title is 'Dedication Information' and the application number is 'DOT547295'. A green message box states 'Your permit application has been saved to your dashboard.' The 'Public Right-of-Way Information' section includes a calendar for 'Project Completion Date' (October 2015) and input fields for 'Fee Value', 'OUC Number?', 'Maps and Plats Number', and 'Case Number'. A 'Next Step' button is visible at the bottom.

Callout boxes provide the following instructions:

- The **Application Number** has been created
- 1. Select the **Project Completion Date**
- 2. Enter the **Fee Value**
- 3. Enter the **OUC Number**
- 4. Enter the **Maps and Plats Number**
- 5. Enter the **Case Number**
- 6. 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

The screenshot shows the 'City of Chicago' website interface for the 'Apply' process. The top navigation bar includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. Below this is a user menu showing 'CGN Tester1' and buttons for 'Documentation' and 'Cart (0)'. The main content area has a breadcrumb trail: 'Home > Permits > Apply'. A sidebar on the left lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Dedication Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' and shows 'Application Number: DOT547295'. It states: 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. The text reads: '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.' Below this is a checkbox labeled '* I Agree' which is checked. A callout box points to this checkbox with the text: '1. Click the **I Agree** checkbox to accept the agreement'. At the bottom of the certification box are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the text: '2. Click the **Submit** 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.'



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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

- 1. Basic Job Information
- 2. Application Information
- 3. Dedication Information
- 4. Legal Agreements
- 5. **Status**

Permit Application Status

Application Number: DOT547295

Application Information:

- All permit information is required to proceed. Please fill in the details by going to the application specific information page.

[Cancel Permit](#)

Application Number	DOT547295	
Type	Other Transportation and Public Way Permits	
Current Status	Application Checks	

Important Dates

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

Basic Job Information [Edit](#)

Project Name	Other - Dedication
--------------	--------------------



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.