



City of Chicago



# CDOT Truck Travel Permit

## Overweight or Oversized Vehicle



10/21/2015





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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**.

The screenshot shows the City of Chicago's official website for permit management. The header includes the City of Chicago logo and the text 'The City of Chicago's Official Site' and 'Inspections, Permitting & Licensing'. The main heading is 'Manage Your Permits, Licenses, Registrations, and Dig Tickets'. Below this, a welcome message states: '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:'. A list of departments follows: 'CDOT - Manage Permits, Digger, and Additional Services' and 'CDPH - Manage Permit Applications, Notices, and Periodic Renewals'. There are four main sections: 'Permits' with a link to 'Permits Homepage'; 'Digger' with a link to 'Digger Homepage'; 'Search' with links for 'Existing Permit', 'Licensed Contractor', 'Vacant Building', and 'Existing Dig Ticket'; and 'How To' with links for 'Create an Account', 'Pay Outstanding Fees', 'Apply for a Permit', and 'Apply for a Public Way Work License'. An 'Open Data' section mentions 'Over 200 datasets presented in easy-to-use formats: City of Chicago Open Data Portal.' At the bottom, there is a support notice: '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.'

**Sign In**

MyName| x

.....

**Sign In**

[Forgot Password?](#)

[Create New Account](#)

To manage your account, **Sign In**



## 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 section with a "Search" button and filter options. At the bottom, 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 **Truck Travel**

**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 **Truck Travel**

*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 **Permit Type** from the drop-down (required)
  - Select **Overweight or Oversized Vehicle**
- 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 'Select the type of trucking permit you need. You may also e...ormed.' Below this, there is a section for '\* Required Information' with three fields: 'Project Name' (containing 'Truck Travel - Overweight/Size'), 'Permit Type' (a dropdown menu with 'Overweight or Oversized Vehicle' selected), and 'Description of Work' (an empty text area). At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The form is annotated with four numbered callouts: 1. 'Enter the Project Name' pointing to the Project Name field; 2. 'Select from drop-down list' pointing to the Permit Type dropdown; 3. 'Enter Description of Work' pointing to the Description of Work text area; and 4. 'Click the Next Step button to proceed' pointing to the Next Step button.



### 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

The screenshot shows the 'Application Information' page on the City of Chicago website. The page title is 'Application Information' and the subtitle is 'Provide the names and contact information of anyone who should be contacted in the event of an emergency.' There is a section for 'Emergency Contacts' with a table with columns 'Name', 'Phone', and 'E-Mail'. Below the table is a green button labeled '+ Add Emergency Contact Information'. A callout bubble points to this button with the text 'Click the +Add Emergency Contact Information button'. There is also a section for 'City Contract / Ordinance Information' with a text input field and 'Previous Step' and 'Next Step' buttons.

To **Add Emergency Contact Information**:

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

The screenshot shows the 'Add Emergency Contact Information' dialog box. It has 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 'Cancel' and 'Add Emergency Contact Information' buttons at the bottom. A callout bubble points to the 'Add Emergency Contact Information' button with the text '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 'Apply' page for a permit application. The left sidebar lists steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Trucking Information, 5. Legal Agreements, 6. Status. The main content area is titled 'Application Information' and includes a table for 'Emergency Contacts' with columns for Name, Phone, and E-Mail. Below this is a '+ Add Emergency Contact Information' button. The 'City Contract / Ordinance Information' section has a text input field with a placeholder 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes provide instructions: one points to the 'City Contract / Ordinance Information' field stating it can be entered here, and another points to the 'Next Step' button stating to click it 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.*

**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. Trucking Information

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

### Overweight and Oversized Trip Type and Dates

- Select the **Trip Type** from the drop-down (required)
- Select the **Permit Effective Date** from the **Calendar** pop-up (optional)

### List of Vehicles this Permit will Apply To

- Click **+Add List Vehicles this Permit will Apply to** to display the dialog box

*Note: **Single Trip** is limited to a 14 day window. **Monthly Trip** is limited to a 30 day window.*

The screenshot displays the 'Trucking Information' section of the City of Chicago's permit application system. The interface includes a top navigation bar with the City of Chicago logo and 'The City of Chicago's Official Site' text, along with 'Inspections, Permitting & Licensing' and user options like 'CGN Tester1', 'Documentation', and 'Cart (0)'. A breadcrumb trail shows 'Home > Permits > Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Trucking Information (highlighted), 5. Legal Agreements, and 6. Status. The main content area is titled 'Trucking Information' and shows the 'Application Number: DOT547294'. Below this, there is a section for 'Overweight and Oversized Trip Type and Dates' with a 'Trip Type' dropdown menu and a 'Permit Effective Date' input field. A 'List Vehicles this Permit will Apply to' section contains a table with columns for 'License Plate Number' and 'Place of Issuance', and a green '+ Add List Vehicles this Permit will Apply to' button. A 'Vehicle Information' section is partially visible at the bottom. Three callout boxes provide instructions: '1. Select the Trip Type' points to the dropdown, '2. Select the Permit Effective Date' points to the date input, and '3. Click +Add List Vehicles this Permit will Apply To' points to the green button. A message box at the top right states 'The Application Number has been created'.



Enter the following in the **Add List Vehicles this Permit will Apply To** dialog box:

- Enter the **License Plate Number**
- Enter the **Place of Issuance**
- Click **Add List Vehicles this Permit will Apply To** to proceed

Click **Add List Vehicles this Permit will Apply To** to proceed

### Vehicle Information

- Complete the **Vehicle Information** section
- Complete the **Weight & Dimensions** section
- Click the **+Add Axle & Weight Information**

1. Complete the **Vehicle Information** section

2. Complete the **Weight & Dimensions** section

3. Click **+Add Axle and Weight Information**



### Axle and Weight Information

Enter the following in the **Add Axle and Weight Information** dialog box:

- Enter the **Axle**
- Enter the **Weight on the Axle** in *pounds (lbs)*
- Enter the **Distance from Previous Axle** in *feet (ft)* and *inches (in)*
- Click **Add Axle and Weight Information** to proceed

*Note: The total number of axles and weight must match. The First Axle's **Distance From Previous Axle** will be 0.*

Repeat steps above until all axle and weight information have been entered.

Axle and Weight Information				
Axle	Weight on this Axle (Lbs.)	Distance From Previous Axle (Ft.)	Distance From Previous Axle (In.)	
1	2000	1	1	Edit   Delete
2	5000	6	11	Edit   Delete
3	25000	9	10	Edit   Delete
4	25000	9	10	Edit   Delete

+ Add Axle and Weight Information



## Route Information

Select the following information:

- Select **Yes** or **No** if the **Route is a Round Trip**
- Select **Yes** or **No** if the **Route is over 5 Miles**
- Enter the **Origin or Closest Intersection Upon Entering City Limits**
- Enter the **Destination if in the City of Chicago**
- Enter the **Entrance Route**
- Enter the **Exit or Closest Intersection to Exit of City Limits**
- Enter the **Exit Route**
- Click **Next Step** to proceed

The screenshot shows a web form titled "Route Information" with the following sections and callouts:

- 1. Select Yes or No:** A callout points to the "Route Information" section containing two questions: "Is Route a Round Trip?" (radio buttons for Yes and No, with No selected) and "Is Route over 5 Miles?" (radio buttons for Yes and No, with Yes selected).
- 2. Enter Entrance Route Information:** A callout points to the "Entrance Route Information" section, which includes a text input for "Origin or Closest Intersection Upon Entering City Limits" (containing "Evanston"), a text input for "Enter Destination if in the City of Chicago", and a text area for "Entrance Route" (with an example: "Ex: Lakeshore Dr. -> Fullerton Ave. -> Clark St. -> Wrightwood Ave.").
- 3. Enter Exit Route Information:** A callout points to the "Exit Route Information (Fill in if roundtrip and exit route is different than entrance)" section, which includes a text input for "Exit or Closest Intersection to Exit of City Limits" (containing "Wacker Drive") and a text area for "Exit Route" (with an example: "Ex: Wrightwood Ave. -> Clark St. -> Fullerton Ave. -> Lakeshore Dr.").
- 4. Click Next Step to proceed:** A callout points to the "Next Step" button at the bottom of the form.

At the bottom of the form, there are two buttons: "Previous Step" and "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 the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The page title is 'Legal Agreements' for application number 'DOT547294'. A sidebar on the left lists five steps: 1. Basic Job Information, 2. Application Information, 3. Trucking Information, 4. Legal Agreements (highlighted), and 5. Status. The main content area is titled 'Legal Agreements' and includes the application number. Below this, it states 'In order to finish your application, you must agree to the terms and conditions below.' A section labeled '\* Required Information' contains a 'Certification' box. This box contains the text: 'By accepting this agreement you are certifying that:' followed by two numbered points: '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' and '2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below the certification text is a checkbox labeled '\* I Agree' which is checked. At the bottom of the page, there are two callout boxes: one pointing to the 'I Agree' checkbox with the text '1. Click the I Agree checkbox to accept the agreement' and another pointing to the 'Submit' button with the text '2. Click the Submit button to proceed.' The 'Submit' button is highlighted in blue. At the very 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.'



## 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. Trucking Information
4. Legal Agreements
5. **Status**

### Permit Application Status

Application Number: **DOT547294**

Application Information:

- Your application is currently under review by CDOT. You will receive an email when the review is complete.

[Cancel Permit](#)

Application Number	DOT547294	
Type	Truck Travel	
Current Status	Final Review	

#### Reviews

Review	Date Completed	Status	Notes
Final Review		Pending	

#### Important Dates

Creation Date	10/27/2015	
Submission Date		
Start Date	11/11/2015	





## 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

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: '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.'