



City of Chicago



CDOT Occupy Right-of-Way Permit

Moving Van Parking



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**.

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](#)

Digger

[Digger Homepage](#)

Search

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

How To

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

Open Data

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

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, there is a search section with a "Search" button and filter options. 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**

The screenshot shows the 'Select Application Type' page on the City of Chicago's official website. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. Below the header, there is a navigation bar with 'Home' and 'Permits'. The main content area is titled 'Select Application Type' and contains a list of permit types. A callout box with a purple background and white text points to the 'Occupy the Public Right of Way' option. The callout text reads: 'Select Occupy the Public Right of Way'. The list of permit types includes: CDPH Air Quality Permit, CDPH Asbestos / Demolition NOI, Opening in the Public Right of Way, Occupy the Public Right of Way, Construction Dumpsters, Building Canopies, Truck Travel, Other Transportation and Public Way Permits, and Events.

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**.

If an entity other than you or your company should be listed as Excavator / Sub-Contractor than click the **Add Excavator / Sub-Contractor** button to display the **Search for Excavator / Sub-Contractor** dialog box.

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

The screenshot shows the 'Applicants' page in the City of Chicago's online permit application system. The page title is 'Applicants' with a help icon. Below the title, there is a note: 'If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.' A section titled '* Required Information' contains a table for 'Applicant *' with the following data:

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Below the table is a 'Subcontractor' section with the text: 'If any companies other than your own will be acting as Subcontractor, click the 'Add Subcontractor' button to add them to this application.' A green 'Add Subcontractor' button is visible. At the bottom of the page, there are two buttons: 'Previous Step' and 'Next Step'. Two callout boxes provide instructions: one points to the 'Add Subcontractor' button with the text 'If another company should be listed, click the Add Excavator / Sub-Contractor button', and another points to the 'Next Step' button with the text 'Otherwise, click the Next Step button to Proceed.'



Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter the **Company Name** (required)
- Enter the **Primary Phone** (required)
- Enter the **Email** (optional)
- Enter the **Address Line 1** (required)
- Enter the **Address Line 2** (optional)
- Enter the **City** (required)
- Select the **State** (required)
- Enter the **Zip Code** (required)

The screenshot shows a web form titled "Add Subcontractor" with a close button (X) in the top right corner. The form contains the following fields:

- Company Name: PJS EXCAVATING SEWER AND WATER INC *
- Primary Phone: (312)437-0500 *
- Email: (empty)
- Address Line 1: 6645 N. OLIPHANT AVENUE, SUITE E *
- Address Line 2: (empty)
- City: CHICAGO *
- State: ILLINOIS (dropdown menu) *
- Zip Code: 60631 (with a clear 'x' button) *

At the bottom right of the form are two buttons: "Cancel" and "Save". A purple callout box with a pointer to the "Save" button contains the text: "Enter the required fields and click **Save**." Below the form, the text "add them to this application." is partially visible.



The new Excavator / Sub-Contractor will be added to the application:

- Click the **Next Step** button 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

Applicants ?

If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.

* Required Information

Applicant *

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Subcontractor

Name	Address	Phone Number	Email
PJS EXCAVATING SEWER AND WATER INC	6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631	(312)437-0500	Edit Remove

[Add Subcontractor](#)

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

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 **Moving Van 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 fields: 'Project Name' (text input), 'Activity Type' (dropdown menu), and 'Description of Work' (text area). The 'Project Name' field contains 'Occupy ROW - Moving Van Park', the 'Activity Type' dropdown is set to 'Moving Van Parking', and the 'Description of Work' field contains 'Moving Van Parking'. At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted in blue. Four callout boxes provide instructions: 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 text area. 4. 'Click the Next Step button to proceed' points to the Next Step button. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The breadcrumb trail shows 'Home > Permits > Apply'. A sidebar on the left lists steps 1 through 8, with 'Basic Job Information' selected. 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.'



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 in the City of Chicago's online system. The page has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists steps from 1 to 8, with 'Application Information' highlighted. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts' with a table 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'.

To **Add Emergency Contact Information**:

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

The screenshot shows the 'Add Emergency Contact Information' dialog box. It has a title bar with a close button. 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. At the bottom of the dialog box 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 menu 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.

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

[+ 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.*

Moving Van Information

Enter the **Moving Van Information**:

- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Total Number of Vehicles Parked at One Time** (required)
- Enter the **ICC Vehicle Number** (required)
- Click **+ Add Information** to display the **Add Information** dialog box

The screenshot shows the 'Occupy Information' form in the City of Chicago's online permit application system. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'Home', 'Permits', and 'Apply'. A sidebar on the left lists steps from 1 to 8, with '5. Occupy Information' selected. The main content area displays the 'Occupy Information' form with the following fields and callouts:

- Application Number:** DOT547861 (Callout: The Application Number has been created)
- Required Information:** A green banner states 'Your permit application has been saved to your dashboard.'
- Moving Van Information:**
 - Start Date:** 11/13/2015 (Callout: 1. Select the Start)
 - End Date:** 11/13/2015 (Callout: 2. Select the End Date)
 - Total Number of Vehicles Parked at One Time:** 1 (Callout: 3. Enter Total Number of Vehicles parked at One Time)
 - What is the ICC Vehicle Number?:** 12345 (Callout: 4. Enter the ICC Vehicle Number)
- Location:** A section with a '+ Add Location' button (Callout: 5. Click the +Add Location Information button)

At the bottom of the form are 'Previous Step' and 'Next Step' buttons.



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 Information** to proceed

Add Location Information [X]

From *

To *

Direction ▾ *

Street Name *

Suffix ▾

Additional Information

Click **Add Location Information** to



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	101	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

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

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

Occupancy Information ?

Application Number: DOT547861
Enter the information regarding the way you intend to occupy the public right-of-way.

** Required Information*

Moving Van Information

Start Date *

End Date *

Total Number of Vehicles Parked at One Time *

What is the ICC Vehicle Number? *

Location *

Location Edit | Delete

Location Information has been added

Click **Next Step** to proceed



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. **Work Zone Sketch/Traffic Plan** is required.*

The screenshot shows the 'Documentation' page for application DOT547861. The sidebar on the left lists steps from 1 to 8, with 'Documentation' selected. The main content area shows the application number and a list of required documents. A callout box points to the '+ Add Document' button.

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

Documentation ?

Application Number: DOT547861

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

The following documentation is required for this application:

- Work Zone Sketch/Traffic Plan Upload Required - This action can be completed on the 'Documentation' page

Document	Categories
<input type="text"/>	<input type="text"/>

Click the **+Add Document** button to add a document

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.

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

The screenshot shows the 'Add Document' dialog box. It displays the approved file types (jpg, pdf, png) and a 'Browse...' button. A callout box points to the 'Browse...' button.

Add Document

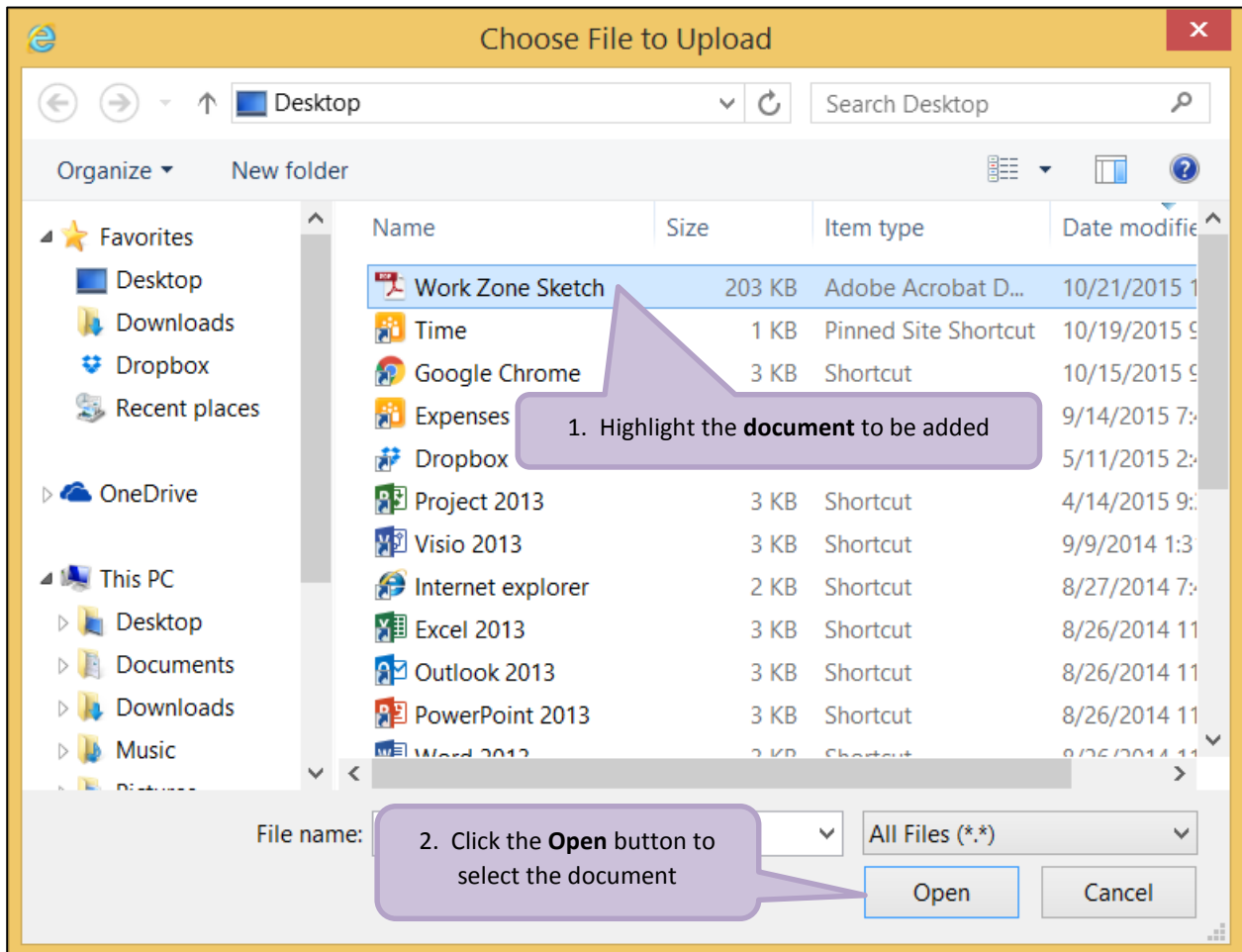
Approved File Types: jpg, pdf, png

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

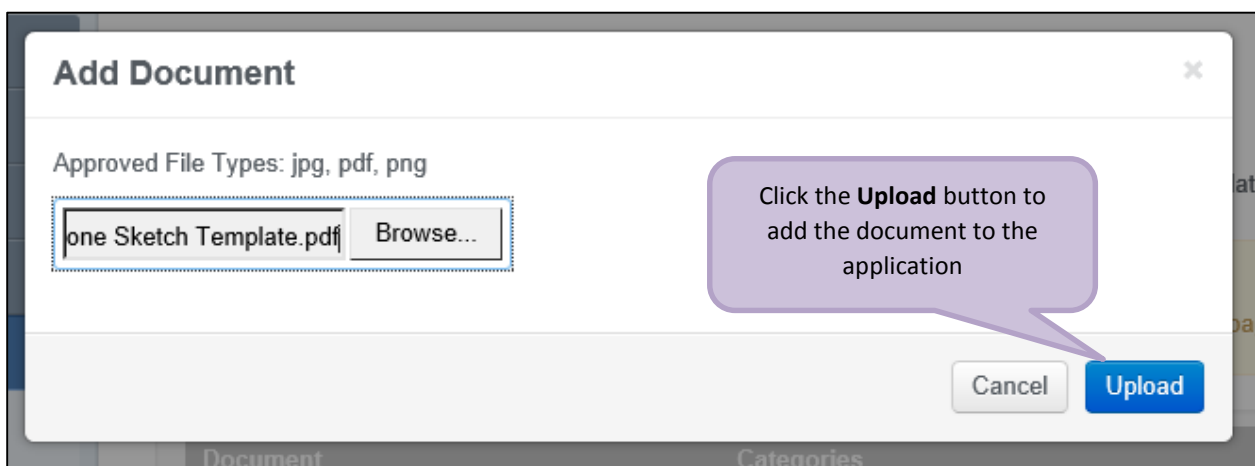


The in **Choose File to Upload** dialog box:

- 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

The screenshot shows the 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation bar includes 'Home', 'Permits', and 'Edit'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area is titled 'Documentation' with a help icon. It displays the 'Application Number: DOT547861' and a note that a completed work zone sketch is required for arterial streets, with a link to a template. A table lists the uploaded document 'Work Zone Sketch Template.pdf' under the category 'Work Zone Sketches', with a 'Remove' button. Below the table is a '+ Add Document' button. At the bottom of the main 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.' A footer note provides contact information for assistance.

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

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: DOT547861

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	Remove

[+ 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 current step in the application process is 'Legal Agreements', which is highlighted in the sidebar. The main content area displays the 'Legal Agreements' section for application number DOT547861. It includes a 'Certification' section with the following text: '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 text is a checkbox labeled 'I Agree' with a required field asterisk. A callout box points to this checkbox with the instruction: '1. Click the **I Agree** checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the instruction: '2. Click the **Submit** button to proceed.' 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.'



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.

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

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: DOT547861

Application Information:

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

Application Number	DOT547861	
Type	Occupy the Public Right of Way	
Current Status	Application Checks	
Applicants	CGN Tester1 - Applicant	more info...

Reviews

Review	Date Completed	Status	Notes
Public Way Occupation Review		Pending	

Important Dates

Creation Date	11/13/2015	
Submission Date		
Start Date	11/13/2015	



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 filter sidebar on the left and a list of applications, including one for 'Public Way Opening - General'. At the bottom, there is a support contact link.