



City of Chicago



CDOT Truck Travel Permit

Travel on Lake Shore Drive and Boulevards



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**.

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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|

.....

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.

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 for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The main navigation bar includes 'Documentation' and 'Cart (0)'. Below the navigation, there are icons for '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 provide instructions: '1. Click Create New' points to the dropdown arrow, and '2. Select Permit Application' points to the 'Permit Application' option. Below the dropdown, there is a search filter section with a 'Search' button, a 'Filter by Search' input field, and a 'Sort by Date' dropdown set to 'Later Intake Date'. 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.'



On the **Select Application Type** screen:

- Select **Truck Travel**

The screenshot shows the 'Select Application Type' page 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'. 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 categories. A purple callout box with a white arrow points to the 'Truck Travel' option.

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.

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 **Travel on Lake Shore Drive and Boulevards**
- 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... rmed.' Below this, there is a section for '* Required Information' with three fields: 'Project Name' (text input), 'Permit Type' (drop-down menu), and 'Description of Work' (text area). The 'Project Name' field contains 'Truck Travel - Travel LSD/Boul', the 'Permit Type' field is set to 'Travel on Lake Shore Drive and Boulevards', and the 'Description of Work' field contains 'Truck Travel on LSD and Boulevards'. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The page header includes 'City of Chicago' and 'Inspections, Permitting & Licensing'. A navigation menu on the left shows steps 1 through 6, with 'Basic Job Information' selected. Four purple callout boxes provide instructions: 1. Enter the Project Name, 2. Select from drop-down list, 3. Enter Description of Work, and 4. 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

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 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The breadcrumb trail is 'Home > Permits > Apply'. The sidebar lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (current), 4. Trucking 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.' 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 also present.

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 box points to this field with the text: 'City Contract / Ordinance Information can be entered here.'

At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'. A callout box 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. Trucking Information

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

List of Vehicles this Permit will Apply To

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

The screenshot displays the 'Trucking Information' step of a permit application. The top navigation bar includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user menu shows 'CGN Tester1' with a dropdown arrow, and buttons for '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, 4. Trucking Information (selected), 5. Legal Agreements, and 6. Status. The main content area features the title 'Trucking Information' and the 'Application Number: DOT547402'. Below this, it instructs the user to 'Enter the license plate information for all of the vehicles this permit will apply for, as well as the dates when the travel will occur.' A section for '* Required Information' contains a table with columns for 'License Plate Number' and 'Place of Issuance'. A green button '+ Add List Vehicles this Permit will Apply to' is positioned below the table. Further down, there are input fields for 'Reason for Request', 'Permit Effective Date', and 'Permit Expiration Date', each with an asterisk indicating it is required. At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes are present: one pointing to the application number stating 'The Application Number has been created', and another pointing to the green button stating 'Click +Add List Vehicles this Permit will Apply To'.



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

Add List Vehicles this Permit will Apply to X

License Plate Number *

Place of Issuance

Cancel

Overweight and Oversized Trip Type and Dates



Truck Travel on LSD and Boulevards Information

- Enter the **Reason for Request** (required)
- Select the **Permit Effective Date** from the **Calendar** pop-up (required)
- Select the **Permit Expiration Date** from the **Calendar** pop-up (required)
- Click **Next Step** to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Basic Job Information
3. Application Information
- 4. Trucking Information**
5. Legal Agreements
6. Status

Trucking Information

Application Number: DOT547402

Enter the license plate information for all of the vehicles this permit will apply for, as well as the dates when the travel will occur.

** Required Information*

List Vehicles this Permit will Apply to

License Plate Number	Place of Issuance	
A123456	IL	Edit Delete

[+ Add List Vehicles this Permit will Apply to](#)

Truck Travel on LSD and Boulevards Information

Reason for Request: *

Permit Effective Date: *

Permit Expiration Date: *

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

Vehicle information has been added

1. Enter the **Reason for Request**

2. Select the **Permit Effective Date**

3. Select the **Permit Expiration Date**

4. 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's official website interface for the 'Legal Agreements' step of an application process. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user is logged in as 'CGN Tester1'. The navigation menu shows 'Home', 'Permits', and 'Apply'. The sidebar lists application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Trucking Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' with 'Application Number: DOT547402'. 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' and a 'Submit' button. Two callout boxes provide instructions: '1. Click the I Agree checkbox to accept the agreement' and '2. Click the Submit button to proceed.' At the bottom, there is a footer: '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.

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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: **DOT547402**

Application Information:

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

[Cancel Permit](#)

Application Number	DOT547402	
Type	Truck Travel	
Current Status	Final Review	

Reviews

Review	Date Completed	Status	Notes
Final Review		Pending	

Important Dates

Creation Date	10/30/2015	
Submission Date		
Start Date	10/30/2015	
End Date	11/6/2015	



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.'