

# CITY OF CHICAGO



## BUSINESS AFFAIRS AND CONSUMER PROTECTION PUBLIC WAY USE UNIT

# BUNDLE PERMIT APPLICATION

*for Signs, Lights, Canopies, Awnings, Banners and Marquees*



# Guide to Using the Public Way For Your Business

## What is “Using the Public Way”?

The City's streets, sidewalks and parkways are considered to be the public way. That means the City is the “landlord” and in order for a business or property owner to occupy the public way, a permit is required. The following are the most common examples. A complete list is available online at [www.cityofchicago.org/sbc](http://www.cityofchicago.org/sbc) > **Running Your Business** > **Public Way Use Permits**.

- **Over street level (Above Grade):**
  - Canopies/Awnings, Signs, Light Fixtures, Balconies, Banners
- **On Street Level (At Grade):**
  - Planters, Decorative Pavers, Bollards, Windscreens, Kiosks, Sidewalk Café's
- **Under Street Level (Below Grade):**
  - Vaults, Conduit (encased wiring), Caissons (foundation), Earth Retention Systems, Irrigation Systems

## Steps to Obtain a Public Way Use Permit

### 1. OBTAIN AN APPLICATION

Download applications online at the Public Way Use Permits web page, or call 312.74.GOBIZ for an application to be sent via fax, mail or e-mail. *If you are a new business owner you may request an application when you apply for your City of Chicago business license in the Department of Business Affairs and Consumer Protection (BACP) Small Business Center at 121 North LaSalle Street, City Hall, Room 800.*

### 2. COMPLETE THE APPLICATION

Expect to provide the following (application requirements may vary):

- |                              |                                       |
|------------------------------|---------------------------------------|
| • Applicant Information      | • Plan/Diagram(s)                     |
| • Public Way Use Information | • General Liability Insurance         |
| • Alderman's Signature       | • Permit Fee                          |
| • Photograph(s)              | • Business License Certificate (copy) |

### 3. ALDERMANIC RECOMMENDATION

The application must be submitted to the alderman of the ward in which the public way use is to take place for his/her recommendation, which shall not be withheld for any reason relating to the language, content or message contained in or implied by the sign, canopy, awning, banner or marquee for which the permit is sought. Alternatively, the applicant may at any time submit to BACP at the address listed herein a proposed applicant-sponsored ordinance (without approval by a sponsoring alderman) for a public way use permit. If aldermanic signature indicating recommendation is not received by BACP within 60 days of submission of the application to the alderman then, provided the application is complete and accurate and the applicant is not in violation of any pertinent provision of the Municipal Code and has submitted the necessary Building Permit application(s) to install the sign, canopy, awning, banner or marquee and has been approved by all related inspecting departments, the application shall be deemed approved by BACP and processed for submission to the City Council as a Mayoral introduction.

### 4. SUBMIT APPLICATION

Submit a complete Public Way Use application to the BACP - Public Way Use Unit. Once the application is submitted, it is referred to the appropriate inspecting department(s) for approval. If your application is disapproved you will be notified with an explanation.

### 5. CITY COUNCIL APPROVAL

Each application for use of the public way requires approval by the City Council. Once the application is recommended by the alderman of the ward in which the proposed public way use is located and submitted to BACP, it is prepared for City Council passage. The application is then referred to the Committee on Transportation and Public Way. Once approved by the Committee, the application is referred back to the City Council for passage by the Council. Where the aldermanic approval signature is not received by BACP within 60 days after applicant submission, and there is no applicant-sponsored ordinance as described in paragraph 3 above, then, provided the application is complete and accurate and the applicant is not in violation of any pertinent provision of the Municipal Code and has submitted the necessary Building Permit application(s) to install the sign, canopy, awning, banner or marquee and has been approved by all related inspecting departments, the application shall upon the 61st day be deemed approved by BACP and processed for submission to the City Council as a Mayoral introduction.



Denial or revocation of a public way use permit pursuant to Chicago Municipal Code section 10-28-015 (c) shall in no event be based upon language, content or message contained in or implied by the sign, canopy, banner or marquee for which the permit is sought.

#### 6. SUBMIT FEES AND INSURANCE

BACP will notify you once the application has been approved by City Council. Permit fees must be paid, and proof of insurance will be required after the application is approved by City Council and before a permit will be issued.

After a public way use permit is issued, fees are due annually and are either a flat fee ranging from \$50-\$400 per year, or will vary based on square footage, real estate value and whether you are on, over or under the public way. The minimum charge is \$400.00 per year.

General Liability Insurance must indemnify the City of Chicago, its agents and employees and name the City of Chicago as additional insured throughout the duration of the permit term. Once BACP has received payment and proof of insurance, your permit will be mailed to you.

## Other Things You Should Know:

### RENEWING YOUR PERMIT:

Each permit is valid for five (5) years; you will be billed each year. General Liability Insurance must be re-submitted, and remain current each year, or the permit will automatically be voided. At the end of the five year term, the application process will need to be repeated.

### CITY DEBT:

Any City debt must be resolved prior to the issuance, or renewal, of any Public Way Use Permit or Business License.

### HOW LONG DOES IT TAKE?

A public way use permit application process may take between 30-90 days from the time your complete application is submitted.

### OPERATING WITHOUT A PERMIT:

Anybody found using the public way without the proper permits will be subject to a removal order and fines ranging from \$25-\$200 per use, with the exception of Sidewalk Café violations. Sidewalk Café violations are \$200-\$500 per violation.

### SIDEWALK CAFES:

- A Sidewalk Café permit allows the sale of food and liquor on the sidewalk.
- Sidewalk Café season extends from March 1st through December 1st.
- Businesses seeking a sidewalk café permit must have a retail food license.
- BYOB is not permitted on the public way.
- Detailed information, and Sidewalk Café Permit applications, may be found at the Public Way Use Permits web page.

### DID YOU KNOW?

- Sandwich boards (i.e. menu boards, a-frame signs, etc.) are not allowed on any City of Chicago sidewalk.
- Sidewalk sales require a \$25 permit issued by the Office of Emergency Management and Communication (OEMC), and require aldermanic approval.
- Handing out flyers on the public way does not require a permit; however your Business License number must be printed on all materials.
- The Permittee must remove all items over, on or under the Public Way, when business ceases or ownership changes.



# APPLICATION CHECKLIST

## Application

- Please ensure that all pages of the enclosed application are accurately completed.
- Please carefully read the Municipal Code of Chicago 10-28 and 13-20 for further requirements.

## Business License Certificate(s)

- Please provide a copy of your City of Chicago business license certificate(s). If you do not have a valid business license, please complete a BIS form (found in our website at [www.cityofchicago.org/sbc](http://www.cityofchicago.org/sbc) > Running Your Business > Public Way Use Permits), or call 312.74.GOBIZ (744.6249).

## Photograph(s)

- Please provide photograph(s) which are clear, and depict the Bundle item(s), and its relationship to the surrounding public way.

## Plan(s)

- Plan(s) shall be submitted on 8 ½" X 11" sheet(s) of paper, and clearly illustrate:
  1. The business name and address as they appear on your business license. (if applicable)
  2. The exact length(s), and width(s), of the Bundle item(s); and they must match the dimensions on the application.
- Plan(s) that do not meet the requirements will be returned to the applicant for corrections, thus delaying the processing of your application.

## Insurance Requirements

- Please include your insurance with this application. The requirements are below:
  1. The *Certificate of Insurance* is evidencing *no less* than \$1,000,000.00, combined single limit, with said insurance covering all liability, both public liability and property damage that may result from the granting of said privilege. Please ensure that the insurance liability is *no less* than \$1,000,000.00.
  2. The *Certificate of Insurance* "Description" section must clearly indicate the following:
    - **City of Chicago, its agents and employees are listed as additional insured in regards to canopy, awning, balcony, sign, light fixtures, flag pole, vault, sidewalk café, etc.** (Please list YOUR specific public way use - your specific use must be listed or it will not be accepted). Having the City of Chicago only in the "Certificate Holder" section of the Certificate of Insurance does not mean that the City is listed as additional insured. Therefore, please ensure that the statement above is listed on your **Certificate of Insurance** "Description" section.
  3. The issuing insurer shall provide for 10 days prior written notice to the City of Chicago if coverage is substantially changed, cancelled or not renewed.
  4. The Certificate of Insurance "Certificate Holder" section must include the following:
 

CITY OF CHICAGO  
PUBLIC WAY USE UNIT  
121 N. LASALLE ST., RM. 800  
CHICAGO, IL 60602
  5. When returning the *Corrected Certificate of Insurance*, please ensure that the related account and permit numbers are listed on the certificate so it may be applied correctly.



# APPLICATION CHECKLIST (continued)

Acceptance Letter

## ACCEPTANCE OF GRANT OF PRIVILEGE PERMIT TERMS

I hereby understand and accept the terms and conditions relative to the issuance of the permit, and by signing below, I acknowledge the receipt of a copy of the Municipal Code of Chicago's 10-28 and 13-20 regulations, as well as all the additional requirements promulgated herein:

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

1. Comply with all the requirements defined within Chicago's Municipal Code, the Rules and Regulations, as well as the requirements promulgated herein;
2. Upon the passage of the permit ordinance at City Council, pay the **non-refundable** applicable Grant of Privilege annual permit fee.
3. Upon the submission of the permit application the applicant shall furnish the certificate of insurance; and,
4. Resolve all Account Holds since failure to do so will prevent the processing of this permit application;
5. Install or maintain the grant of privilege **after** the issuance of the permit by the Commissioner of Business Affairs and Consumer Protection;

- I hereby agree to accept the terms and conditions relative to issuance of the permit.
- I agree to renew the Certificate of Insurance at least 10 days prior to expiration of the policy.
- I understand that if the item or items are not constructed/maintained the permit fees will not be refunded.

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

SIGNATURE:	DATE:
PRINT NAME:	TITLE:

F.E.I.N. or SOCIAL SECURITY NUMBER: \_\_\_\_\_

ACCOUNT #:	SITE #	
LEGAL NAME OF ENTITY:		
BUSINESS NAME (DBA):		
BUSINESS LOCATION ADDRESS:		
CITY: <i>Chicago</i>	STATE: <i>Illinois</i>	ZIP CODE:
BUSINESS PHONE:		
E-MAIL:	PERMIT TYPE:	



# Bundle Permit Application

## *for Signs, Lights, Canopies, Awnings, Banners and Marquees*

**Effective 02/10/10** - The Bundle Permit was created to help ease the cost of doing of business.

1. Please find attached an application for the use of the public right-of-way. The LEGAL NAME of the applicant will be the entity that the permit will be issued to, as well as the entity that will be responsible for paying annual usage fees and listing the city as co-insured on liability insurance coverage relating to the public way encroachment.
2. This application is to be completed for any qualified permanent occupation of public way space, including encroachments on, over or under the street, sidewalk, parkway or alley.
3. You must include plans printed on 8-1/2 inch by 11 inch paper which display the items to be located on, over or under the public way. The exact dimensions must be clearly marked on the plans depicting the actual area of public-way affected by the encroachment.
4. Include photos of the existing public way encroachment, or the location of the proposed public way encroachment as well as the actual area of public-way affected by the encroachment. Certificate of Insurance and acceptance letter signed by applicant.
5. If the applicant does not have a current account number with the Department of Business Affairs and Consumer Protection (BACP), a Business Information Sheet (BIS) must be completed to create an account. The BIS form may be found at our website: [www.cityofchicago.org/sbc](http://www.cityofchicago.org/sbc) > Running Your Business > Public Way Use Permits. Any questions that do not apply to your situation should be marked N/A (not applicable).
6. When you have completed the application, together with plans and photos, you may send the completed application, by mail, to the location listed at the bottom/footer of this page.

NOTE: As set forth at the bottom of the application, it is the responsibility of the applicant to submit the application to the Alderman of the ward where the public way use is located, seeking his/her recommendation, prior to submitting to BACP. However, as stated previously, the Alderman's recommendation is not always essential for City Council consideration. See page 2 of the Bundle Permit Instructions for further information.

In addition, the applicant shall also obtain the appropriate *construction* permit(s). Please contact the Department of Buildings, and/or the Department of Transportation, for details.

7. All public way encroachments require review and approval by various City Inspecting Departments. The Public Way Unit will be responsible for obtaining such approvals.
8. Once recommended and requirements are met, the Public Way Unit will prepare the necessary documents for introduction to the City Council by the alderman of the ward where the use of the public way is to exist.
9. After introduction to the City Council, the matter is referred to the Committee on Transportation. If passed, the matter is then sent back to the Council for full passage, at which time the Public Way Unit will notify the applicant by mail.
10. The notification will request the first year's annual fee.
11. Once received, the Public Way Unit will issue, and mail, your permit for Public Way Use.
12. Permits for all privilege types are issued for (5) years, and are renewable.

**Please submit all of your application materials via mail to our address listed below.  
No faxes will be accepted.**



# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## APPLICANT INFORMATION

LEGAL NAME OF ENTITY: \_\_\_\_\_

PERMIT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## BUILDING OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## USE OF THE PUBLIC WAY

- List the proposed or existing use below and complete the worksheet on page 8.  
Use only **one** application for **each** public way use type.

TYPE

<input type="checkbox"/> Electrical Sign	<input type="checkbox"/> Digital Imaging	<input type="checkbox"/> Canopy	<input type="checkbox"/> Awning
<input type="checkbox"/> Non-Electrical Sign	<input type="checkbox"/> Banner	<input type="checkbox"/> Marquee	<input type="checkbox"/> Light Fixture

HOW MANY? \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

- Please enclose one sketch of each proposed use of the public way, which maps to scale the proposed use(s) and its relationship to surrounding right-of-way. All measurements must be indicated. The prints should also accurately depict the location of the property line and public facilities (meters, light poles, sidewalks).

## APPLICANT CERTIFICATION

I hereby certify that all statements made as part of the application, and the attachments herein, are true to the best of my knowledge and belief.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

## ALDERMAN'S RECOMMENDATION

As part of this application process, you are required to notify/seek recommendation from the Alderman in whose ward your proposed use of the public way is located.

ALDERMAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ WARD: \_\_\_\_\_

*Recommendation shall not be withheld for any reason relating to the language, content or message contained in or implied by the sign, canopy, awning, banner or marquee for which the permit is sought. If aldermanic signature indicating recommendation is not received by BACP within 60 days of submission of the application to the alderman then, provided the application is complete and accurate and the applicant is not in violation of any pertinent provision of the Municipal Code, the application shall be deemed approved by the BACP and processed for submission to the City Council as a Mayoral introduction.*

<input type="checkbox"/> Recommendation	Reason(s): _____
<input type="checkbox"/> Do Not Recommend	Reason(s): _____





# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## APPLICATION WORKSHEET

- For use by **NEW APPLICANTS ONLY**.
- For renewals obtain form from City Hall, 121 N. LaSalle St., Rm. 800 or call (312) 74 - GOBIZ (744-6249)

Complete the worksheet for each use of the public way and indicate all applicable measurements.

	Exact Street (i.e. S. State St.)	Quantity	Length of structure along public way	Height of structure	Depth of structure	Height above grade	Total depth over public way	Is this sign(s) Illuminated? (Y/N)	Is this an Existing Public Way Use (Y/N)
SIGNS									
CANOPIES / AWNINGS									
LIGHTS									

See example of required plans beginning on the next page.

NOTE: Pursuant to section 2-154-030 of the Municipal Code of the City of Chicago the Corporation Counsel of the City of Chicago may require any such additional information from any applicant to achieve full disclosure relevant to the request for action by the City Council or other city agency. Pursuant to section 2-154-020 of the Municipal code of the City of Chicago any material change in the information required above must be provided by supplementing this statement at any time up to the time the City Council or any city agency takes action on the application.





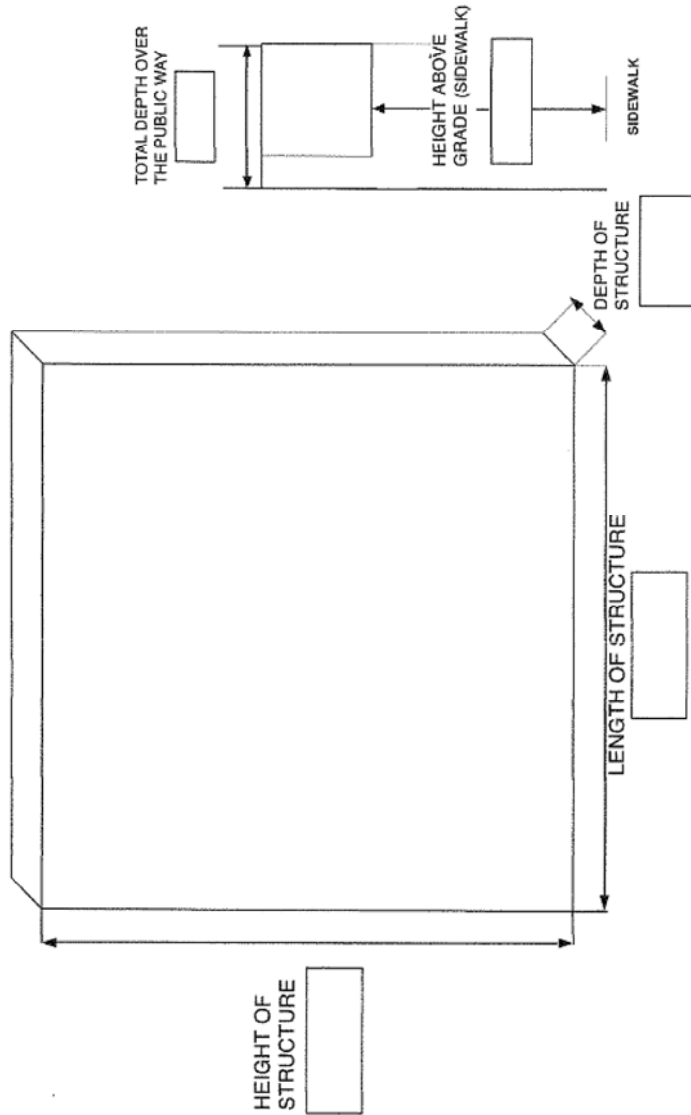
# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## EXAMPLE OF SIGN DRAWING

### SIGN DRAWING

PROPERTY LOCATION: \_\_\_\_\_

ORGANIZATION(S) NAME: \_\_\_\_\_





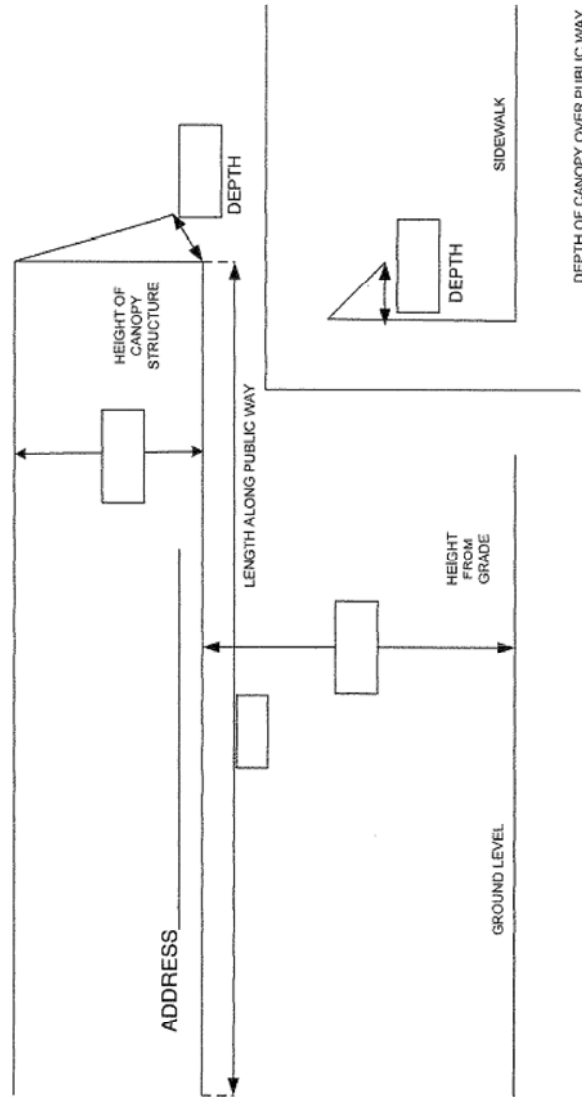
# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## EXAMPLE OF CANOPY/AWNING DRAWING

### CANOPY DRAWINGS

PROPERTY LOCATION: \_\_\_\_\_

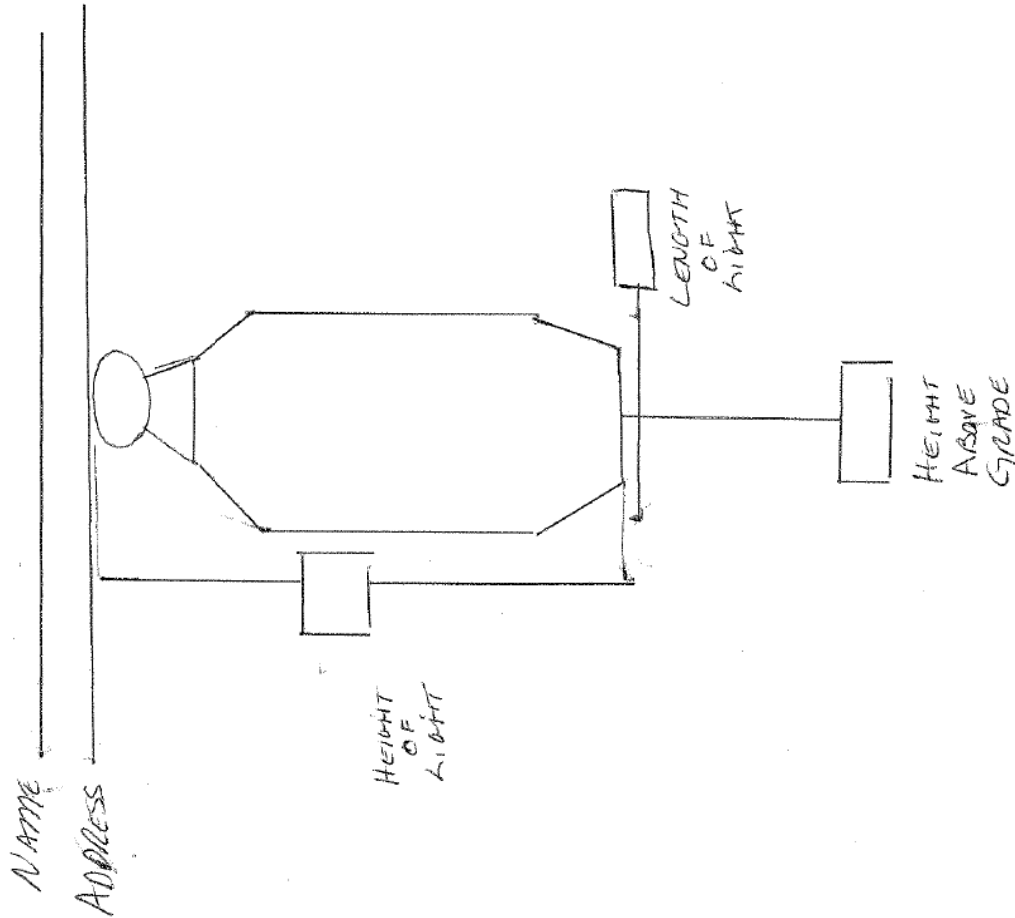
ORGANIZATION'S NAME: \_\_\_\_\_





# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## **EXAMPLE OF LIGHT(S) DRAWING**





# APPLICATION TO USE THE PUBLIC RIGHT OF WAY

## **PUBLIC WAY USE - FEE STRUCTURE**

### ANNUAL FLAT FEES

Awning	\$50 for the first 25 feet + \$1 each additional foot
Canopy	\$50 for the first 25 feet + \$1 each additional foot
Balcony	\$75 each
Banner	\$75 each
Barber Pole	\$10 each
Bay Window	\$75 each
Bicycle Rack	\$0 / \$50 application fee
Bollard	\$75 each
Cable	\$50 for 1 <sup>st</sup> 25 feet + \$1 each additional linear foot
Conduit (fiber or not)	\$6 per linear foot
Clock	\$400 each
Door Swing	\$75 each
Fire Escape	\$400 each
Flag Pole	\$75 each
Light Fixture	\$75 for the first + \$5 each additional light
Light Pole	\$75 each
Manhole	\$400 each
Marquee	\$50 for the first 25 feet + \$1 each additional foot
Park Bench	\$75 each
Security Camera	\$0 / \$50 application fee
Sign	\$100 each (if less than 25 square feet)
	\$300 each (if 25 square feet and up)
Smoking Management Receptacle	\$75 each (permanent)
	\$0 / \$50 application fee (portable)
Trash Container	\$75 each
Windscreen	\$400 each
Landscaping	\$0 / \$50 application fee
Planter	\$0 / \$50 application fee
Trees	\$0 / \$50 application fee
Tree Grate	\$0 / \$50 application fee
Combination of Sign (< 25 ft.), Awning, Canopy, Light	\$175 maximum

The fees for all other structures occupying the public way are determined by a formula based on square feet, real estate value, and level (on, over, under the public way), with a minimum charge of \$400 per item.

**Notwithstanding the above, the total fee for a public way use for any combination of signs less than 25 square feet, canopies, awnings, or light fixtures, at the same location, shall not exceed \$175.00 for all such public way uses.**

**Exemption:** No fee shall be charged for a public way use that is on or above the public way for the following: In the case of a residential building, as that term is defined in section 17-17-02146, constructed in or before 1922 (with proof provided with this application), a public way use that is part of the original construction and is a permanent structure of the building provided that in the case of a mixed used building, any public way use that solely is for the use or benefit of any commercial or business activity in the building shall pay the fees for the public way use. In the case of a landmark building, any part of the building which is on or over the public way, including a clock or light fixture if the clock or light fixture is part of the landmark designation. For the purposes of this section, a landmark building shall also include any building, other than a non-contributing building in a landmark district. For any public way use which is below grade level or under the public way or other public place for any building specified above shall pay the appropriate fees.

In addition, pursuant to the Municipal Code of Chicago, the permittee shall indemnify the City of Chicago and its agents and employees, and furnish proof of insurance naming the City of Chicago and its agents and employees as additional insured throughout the duration of the permit term.

**DO NOT INCLUDE ANNUAL FEE PAYMENT(S) WITH THIS APPLICATION.**

