



CITY OF CHICAGO

GRANT OF PRIVILEGE

APPLICATION PACKAGE





General Grant of Privilege Permit Application

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.
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 > 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 can send by mail to the location listed below.

NOTE: The applicant shall also obtain the appropriate *construction* permit(s). Please contact the Department of Buildings and/or the Department of Transportation for details. All public way encroachments require review and approval by various City Inspecting Departments. The Public Way Unit will be responsible for obtaining such approvals.

7. All public way encroachments require a recommendation from the Alderman to approve or disapprove the application for a public way use permit. The applicant is responsible for submitting this application to the Alderman of the ward(s) where the applicable public way is located for the purpose of soliciting the Alderman's recommendation to approve or disapprove the application. Such Aldermanic recommendation shall be based on the Alderman's analysis of the applicable factors identified in Section 10-8-015(c) of the Municipal Code of Chicago; shall not be unreasonably withheld by the Alderman; and under no circumstances shall be withheld for reasons related to the expressive content of the item(s) being proposed for placement on, over or under the public way. If the Alderman fails to make such a recommendation or to sign the application within 60 days of the date of its submission to the alderman, and provided that the application is complete and accurate, and that the applicant is not in violation of any pertinent provision of the Municipal Code, the application shall be deemed to be approved by BACP and shall be processed by BACP for submission to the City Council as a Mayoral introduction. In all other cases, 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. 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.
8. The notification will request the first year's annual fee, Certificate of Insurance and acceptance letter signed by applicant.
9. Once received, the Public Way Unit will issue and mail your permit for Public Way Use.
10. 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 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.

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

- Plan(s)**
 - Plan(s) shall be submitted on 8 ½" X 11" paper(s), 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 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 *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* 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). The "Certificate Holder" does not mean that we are listed as additional insured. Please ensure that the statement above is listed on your **Certificate of Insurance**.
 3. Insurance 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, ROOM 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:	





APPLICANT INFORMATION

LEGAL NAME OF ENTITY: _____
 PERMIT MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 CONTACT PERSON: _____ TITLE: _____
 PHONE: _____ FAX: _____ E-MAIL: _____

PROPERTY OWNER INFORMATION

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

USE OF THE PUBLIC WAY

- List the proposed or existing use(s) below, and complete the worksheet on page 6.
 Use only one application for all public way use type.

TYPE	HOW MANY?	BUILDING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Please enclose one sketch of proposed use of the public way, which maps to scale the proposed use and its relationship to surrounding right-of-way. All measurements must be indicated.
- All “No Fee” items require a \$50 application fee. Please remit with application.**
- “No Fee” items are listed in the price list on page 7.
- 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/obtain from the Alderman in whose ward your proposed use of the public way is located, such Alderman’s recommendation to approve or disapprove the public way use permit being sought.

ALDERMAN'S SIGNATURE: _____
 DATE: _____ WARD: _____

If Aldermanic signature indicating recommendation is not received by BACP within 60 days of submission of the application to the Alderman, and 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 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)

DIMENSIONS OF PUBLIC WAY USE WORKSHEET

Use for all public way encroachments except canopies, signs (including marquees) and sidewalk cafés.

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

Exact Street (i.e. S. State St.)	Quantity	Length	Width	Depth	Height	Height below or above grade	Is this an Existing Public Way Use (Y/N)

Describe in detail how the public way is to be used together with the description of location.

YEAR* BUILDING WAS CONSTRUCTED:

* Buildings built before 1923 must provide documentation.

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.





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 st 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.

