



City of Chicago



# CDOT Events Permits

## Festival



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 is a search filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake Date". 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."



On the **Select Application Type** screen:

- **Select Events**

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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 Events**

*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 **Event Name** (optional)
- Select the **Type of Event** from the drop-down (required)
  - Select **Festival**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Description of Event** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Information' section of the City of Chicago's permit application system. The page header includes the City of Chicago logo and 'The City of Chicago's Official Site'. The navigation bar shows 'Home > Permits > Apply'. A sidebar on the left lists the application steps: 1. Application Type, 2. Basic Information (highlighted), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' and includes the instruction 'Please enter the dates when the event will start and end.' Below this, a section for '\* Required Information' contains the following fields:

- Event Name:** A text input field containing 'Events - Festival'. A callout box points to this field with the instruction: '1. Enter the Event Name'.
- Type of Event:** A drop-down menu with 'Festival' selected. A callout box points to this field with the instruction: '2. Select from drop-down list'.
- Start Date:** A date input field containing '11/05/2015'. A callout box points to this field with the instruction: '3. Select the Start Date'.
- End Date:** A date input field containing '11/13/2015'. A callout box points to this field with the instruction: '4. Select the End Date'.
- Description of Event:** A text area containing 'Fall Festival'. A callout box points to this field with the instruction: '5. Enter the Description of Event'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout box points to the 'Next Step' button with the instruction: '6. Click the Next Step button to proceed'. The footer of the page contains the text: 'If you need assistance, please contact the permit. If your question is about an existing permit application, please provide the address of your application.'



### 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.' The page is divided into two main sections: 'Emergency Contacts' and 'City Contract / Ordinance Information'. The 'Emergency Contacts' section has a table with columns 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'. The 'City Contract / Ordinance Information' section has a text input field with the placeholder text 'I need to enter City Contract or Ordinance Information for this permit.' and two buttons: 'Previous Step' and 'Next Step'.

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 two buttons at the bottom: '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'.





### 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' application portal. At the top, there's a navigation bar with 'City of Chicago' logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. Below this is a user menu for 'CGN Tester1' and links for 'Documentation' and 'Cart (0)'. The main content area is titled 'Apply' and has a sidebar with steps: 1. Application Type, 2. Basic Information, 3. Application Information (selected), 4. Festival Information, 5. Legal Agreements, 6. Status. The main section is 'Application Information' with 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 'Emergency Contacts' with a table:

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

Below the table is a '+ Add Emergency Contact Information' button. Underneath is the 'City Contract / Ordinance Information' section with a text input field containing 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 'Previous Step' and 'Next Step' buttons. 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 #	<input type="text"/>	?
Department Responsible	<input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text"/> ▾	?

Enter the Ordinance information, if applicable

Ordinance #	<input type="text"/>	?
Page #	<input type="text"/>	?
Date of Passage	<input type="text"/>	?
End Date of Ordinance	<input type="text"/>	?

Or Click the **Next Step** button to proceed.



## 4. Festival Information

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

Enter the following information in the **Festival Information** section:

- Enter the **Event Name** (required)
- Enter the **Event Purpose** (required)
- Select **Yes** or **No** in **Will Alcohol be Served** (required)
- Select **Yes** or **No** in **Will Food be Served** (required)
- Click **+ Add Location Information**

The screenshot shows the 'Festival Information' section of the City of Chicago permit application. The page header includes the City of Chicago logo and 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. A navigation bar shows 'Home > Permits > Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Information, 3. Application Information, 4. Festival Information (selected), 5. Legal Agreements, and 6. Status. The main content area is titled 'Festival Information' and displays the 'Application Number: DOT547591'. A green message box states 'Your permit application has been saved to your dashboard.' The form contains the following fields: 'Event Name' (Chicago Fall Festival), 'Event Purpose' (Celebrate the coming of Fall), 'Will Alcohol be Served?' (Yes selected), and 'Will Food be Served?' (Yes selected). Below these is the 'Location Information' section with a table for 'Location', 'Street Closure', and 'Additional Information', and a '+ Add Location Information' button. Callout boxes provide instructions: 'The Application Number has been created', '1. Enter the Event Name', '2. Enter the Event Purpose', '3. Will Alcohol be Served?', '4. Will Food be Served?', and '5. Click + Add Location Information'. Navigation buttons for 'Previous Step' and 'Next Step' are at the bottom.



## 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)
- Select the type of **Street Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

**Add Location Information** [Close]

From: 101 \*

To: 153 \*

Direction: E \*

Street Name: WACKER \*

Suffix: DRIVE \*

Street Closure: Curblane Closure Only \*

Additional Information: [Empty]

Click Add Location Information to

Cancel Add Location Information



Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

### Add Location Information

We could not find the address: "101 - 161 E WACKER DR." This is our closest guess. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	153	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. Basic Information
3. Application Information
- 4. Festival Information**
5. Legal Agreements
6. Status

### Festival Information

**Application Number: DOT547591**

Enter the name, purpose and location of the festival, and indicate whether or not the festival will serve food and alcohol.

*\* Required Information*

#### Festival Information

Event Name  \* ?

Event Purpose  \*

Will Alcohol be Served?  Yes  No \*

Will Food be Served?  Yes  No \*

#### Location Information

Location	Status	Additional Information
101-153 E WACKER DR	Curblane Closure Only	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Location Information](#)

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

**Location Information has been added**

**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 'Legal Agreements' page for application DOT547591. The page includes a navigation menu on the left with steps 1 through 6, where 'Legal Agreements' is the current step. The main content area is titled 'Legal Agreements' and contains a 'Certification' section with two numbered instructions. Below the instructions is a checkbox labeled '\* I Agree' which is checked. A 'Submit' button is located at the bottom of the form. Two callout boxes provide instructions: '1. Click the I Agree checkbox to accept the agreement' and '2. Click the Submit button to proceed.' The page footer contains contact information for support.

**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. Basic Information
3. Application Information
4. Festival Information
- 5. Legal Agreements**
6. Status

### Legal Agreements

**Application Number: DOT547591**

In order to finish your application, you must agree to the terms and conditions below.

*\* Required Information*

#### Certification

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.

1. Click the **I Agree** checkbox to accept the agreement

\* I Agree

Previous Step   **Submit**      2. Click the **Submit** 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.



## 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 Information
- 2. Application Information
- 3. Festival Information
- 4. Legal Agreements
- 5. **Status**

### Permit Application Status

Application Number: **DOT547591**

Application Information:

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

Cancel Permit

Application Number	DOT547591	
Type	Events	
Current Status	Application Checks	

#### Reviews

Review	Date Completed	Status	Notes
Special Events Review		Pending	

#### Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/5/2015	
End Date	11/13/2015	





## 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.'