City of Chicago

CDOT Other Transportation and Public Way Permits

Freight Tunnel

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1. Application Type

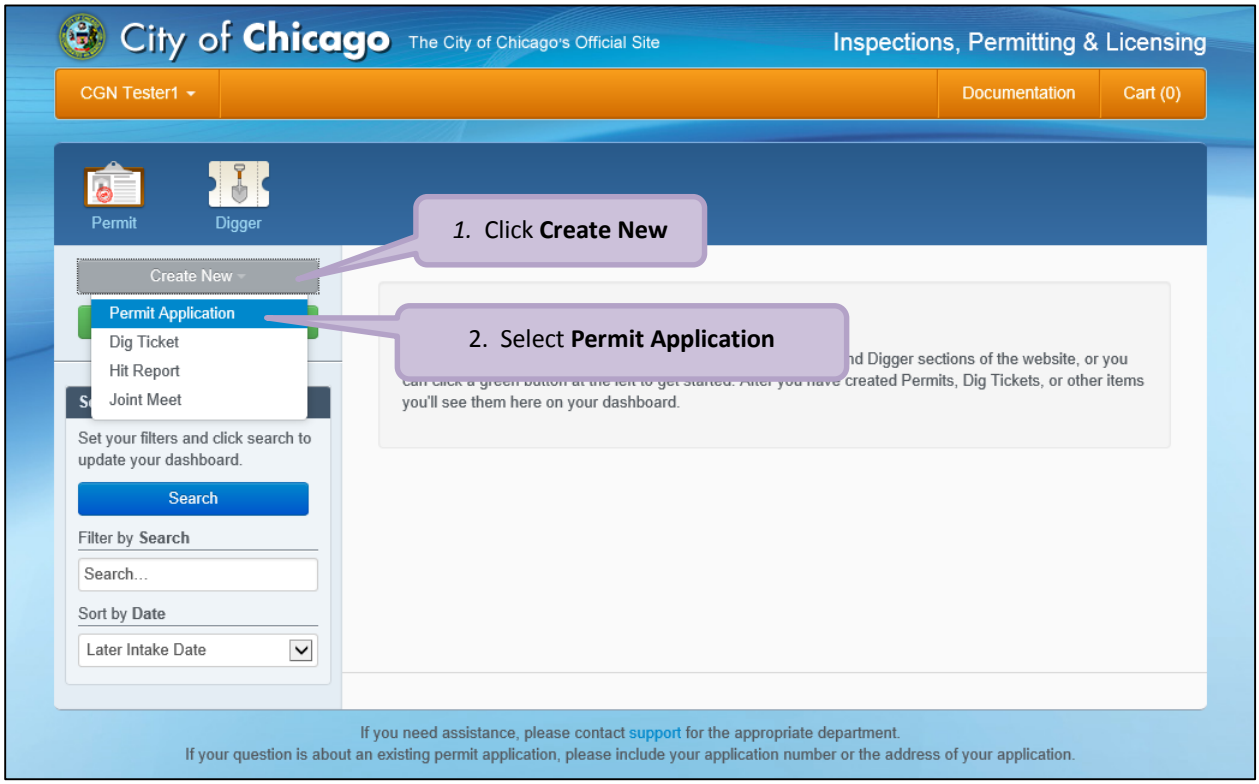
Signing In to the E-Permit Application

To manage your account, sign in using your credentials and click **Sign In**.

Creating a New Permit

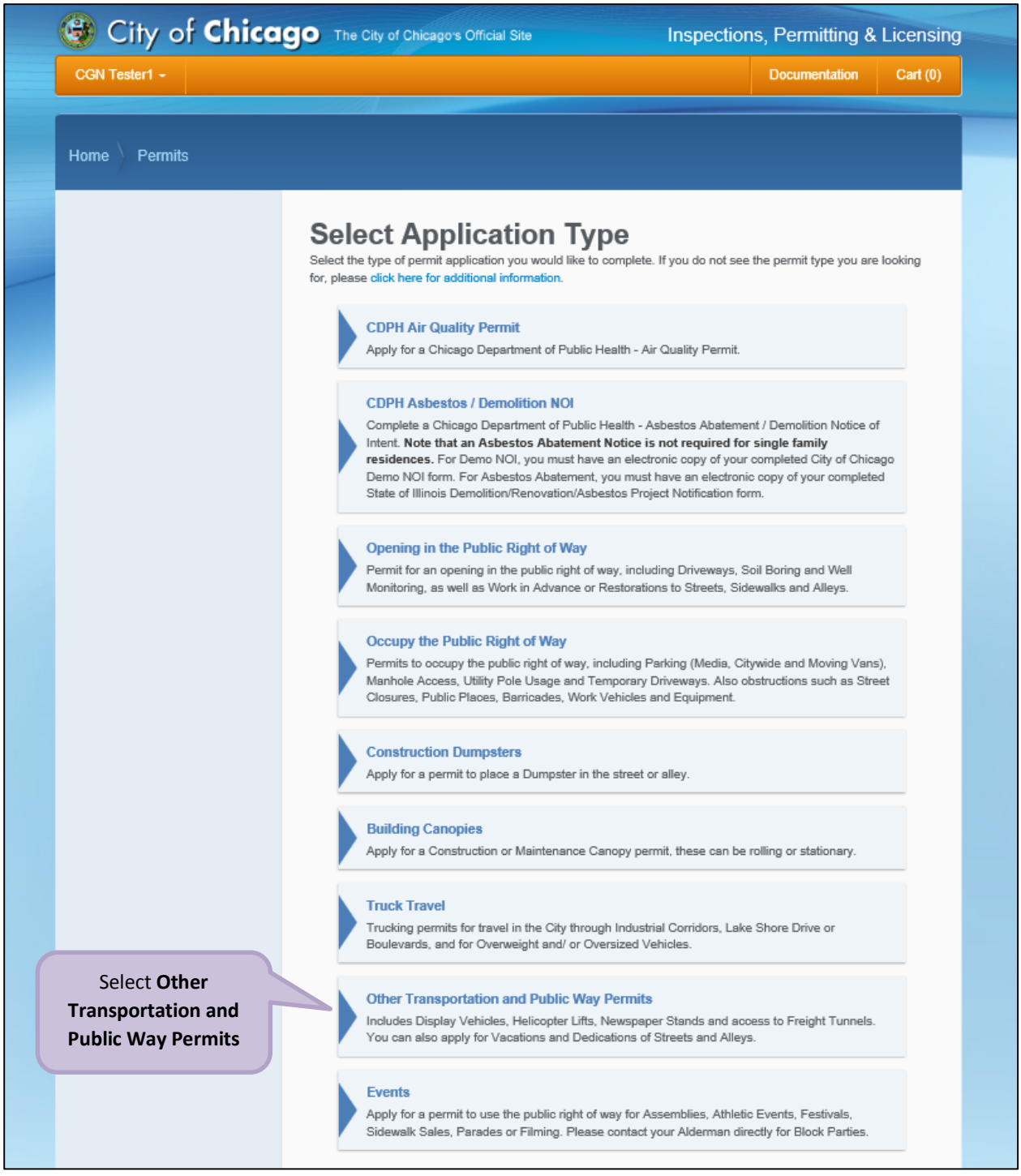
To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**



On the **Select Application Type** screen:

- Select **Other Transportation and Public Way Permits**

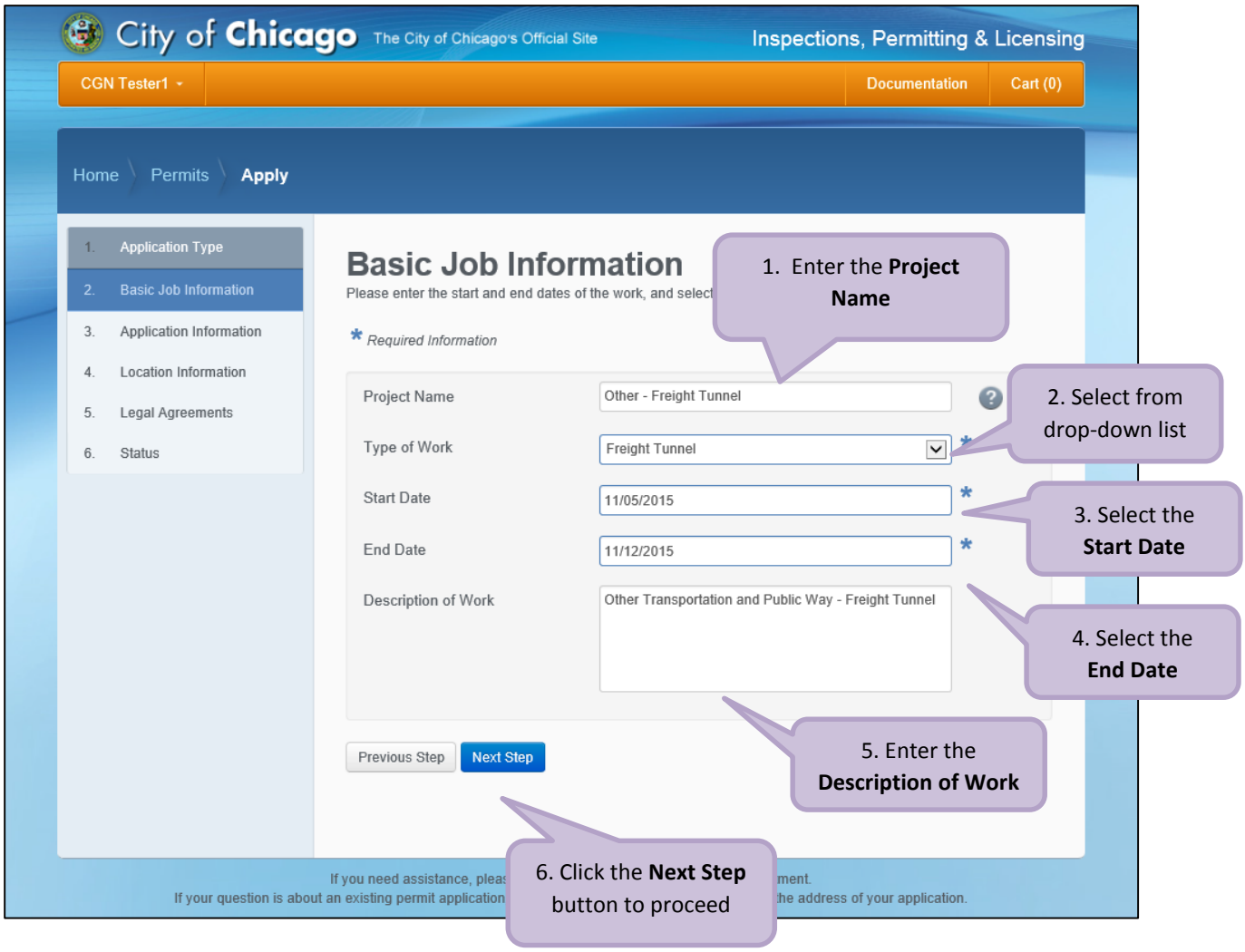


Note: You may not have as many options of permits dependent on the types of licenses you have.

2. Basic Job Information

Enter the **Basic Job Information**:

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

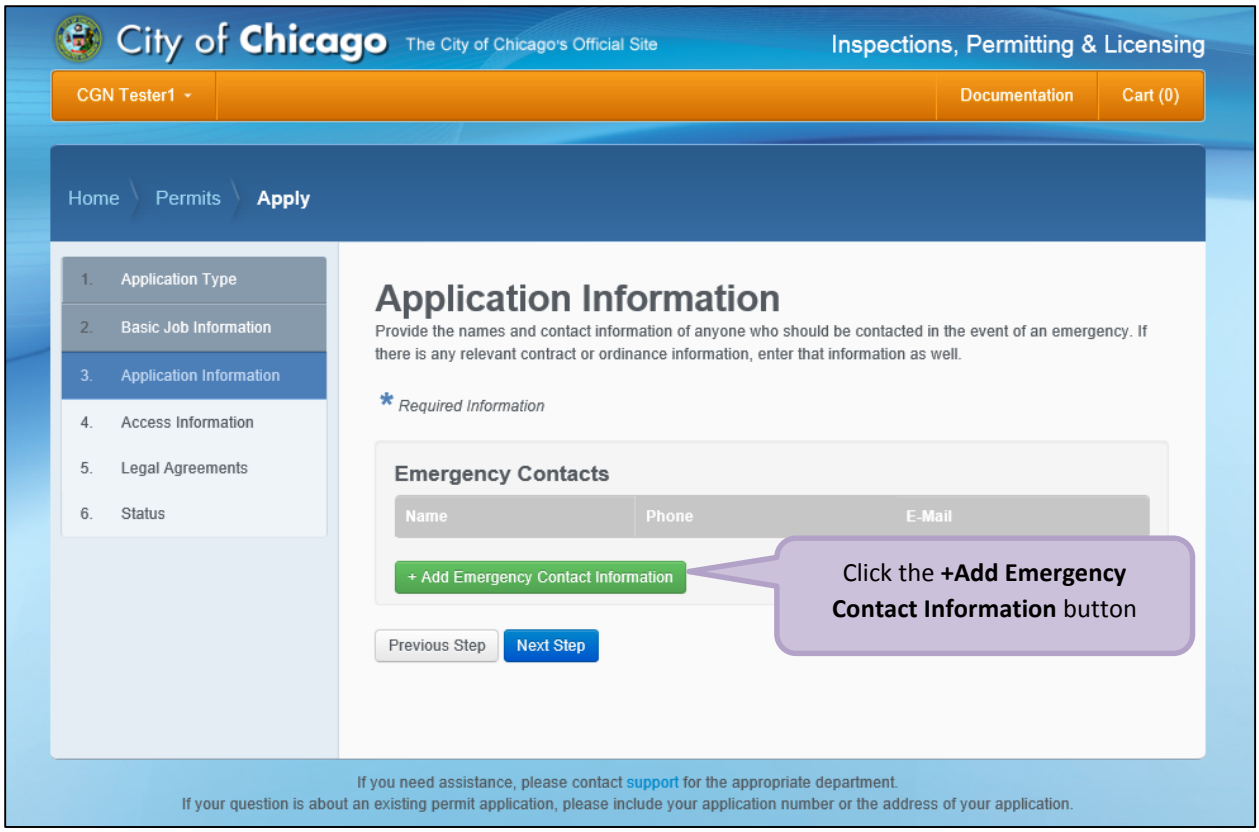


3. Application Information

Emergency Contacts

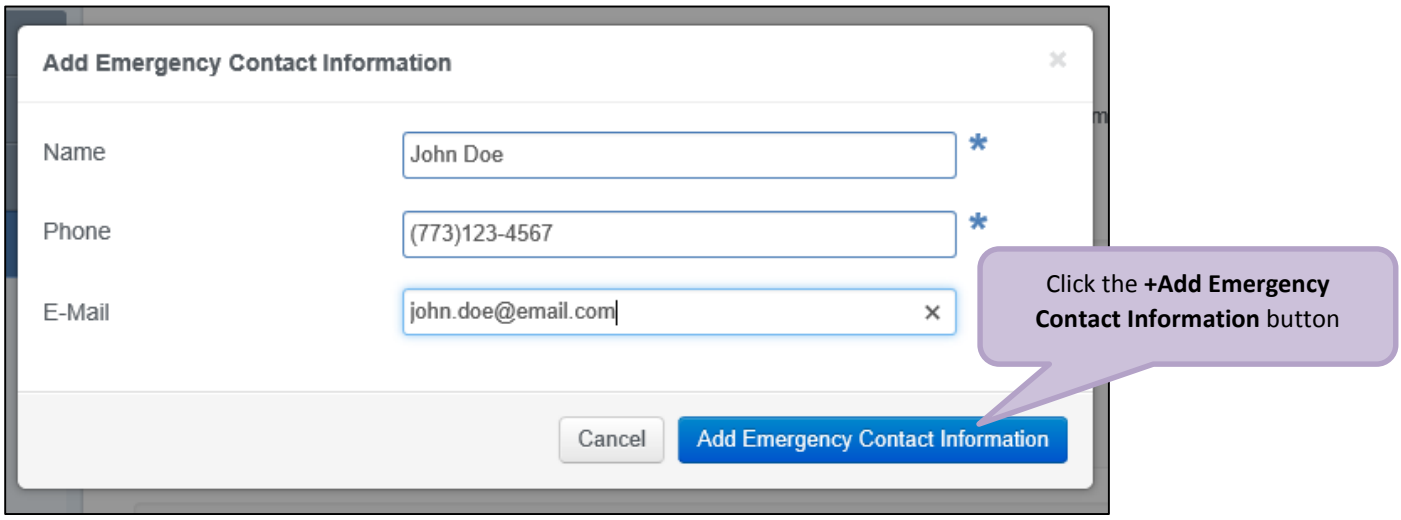
Add **Emergency Contact** information:

- Click the **+Add Emergency Contact Information** button to display the **Add Emergency Contact Information** dialog box



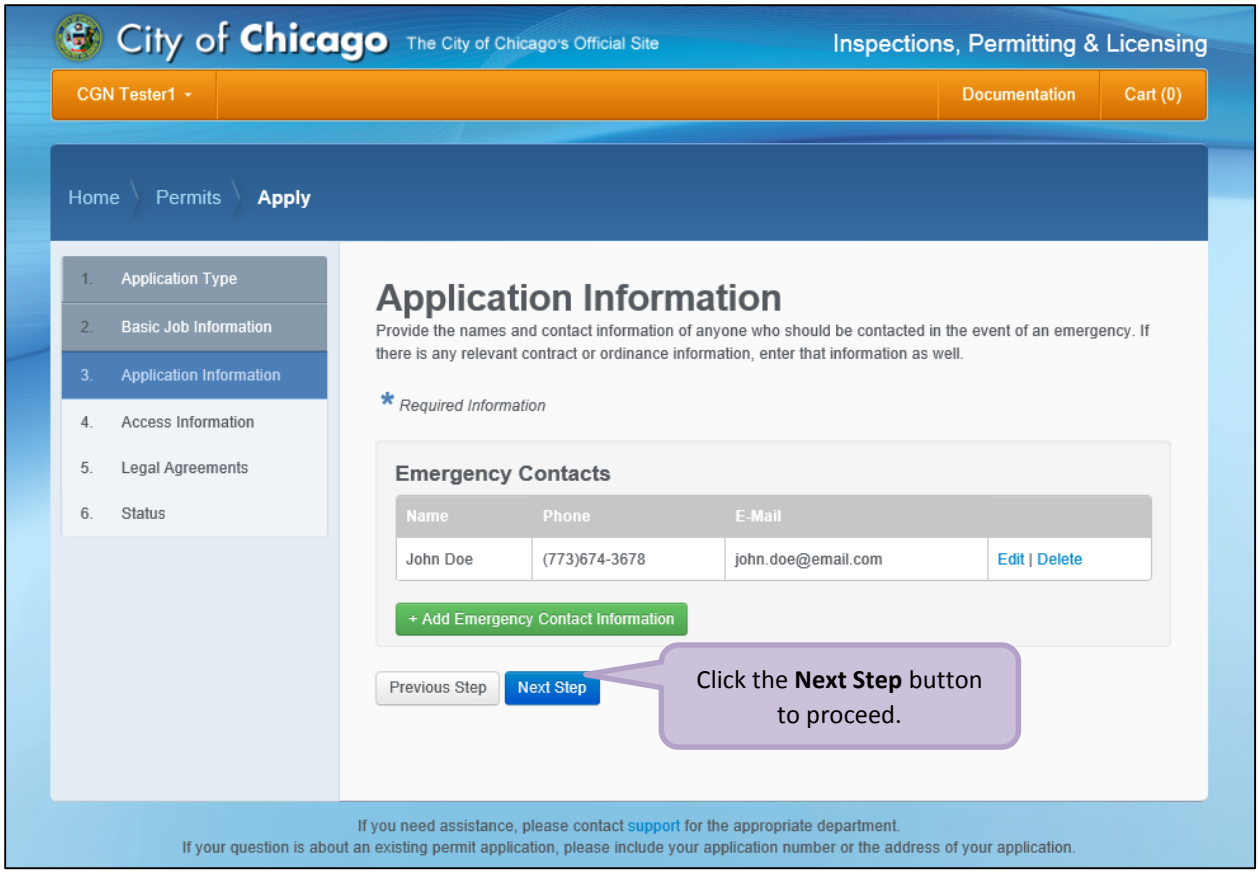
To **Add Emergency Contact Information**:

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



Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.

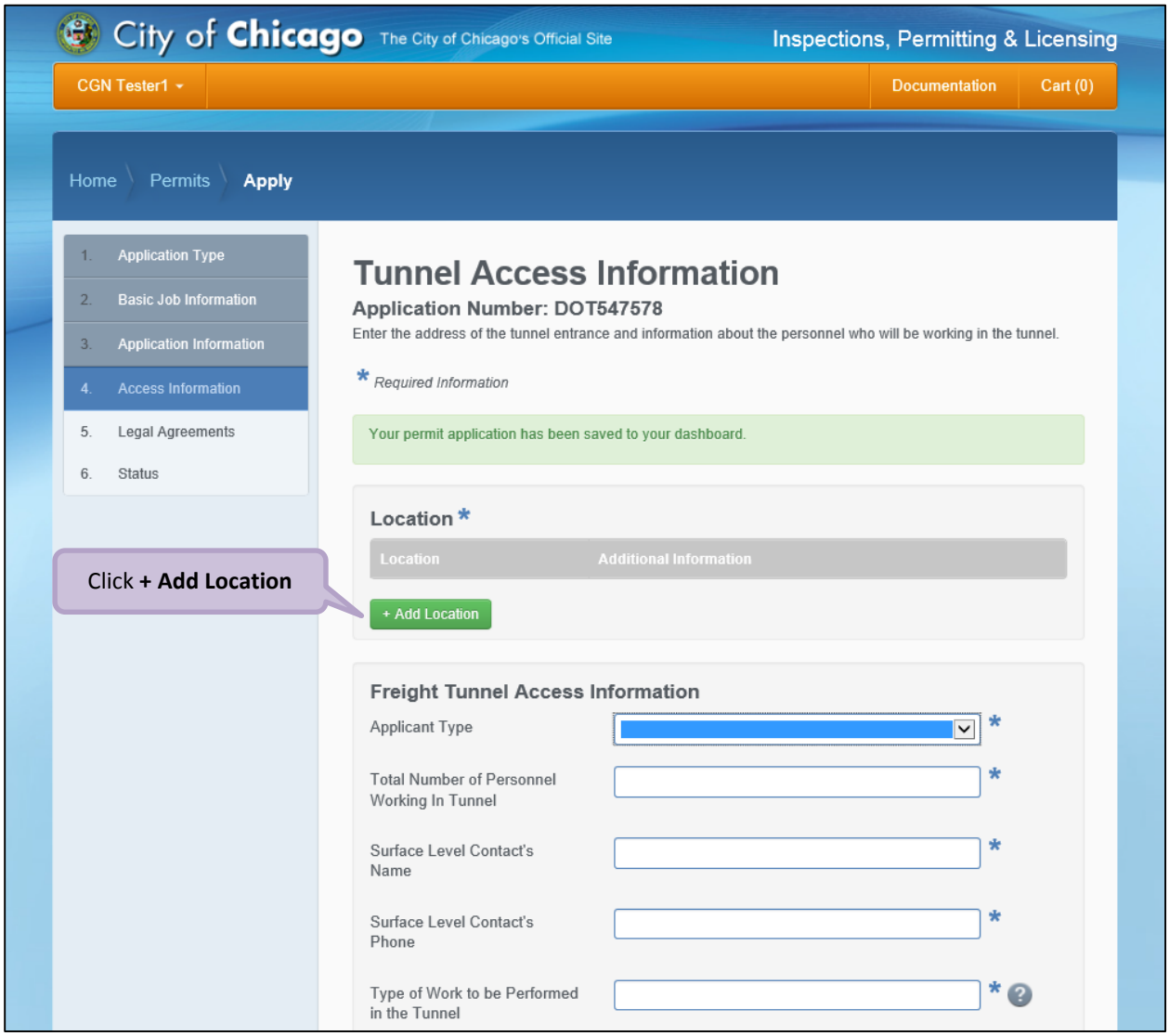


4. Access Information

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

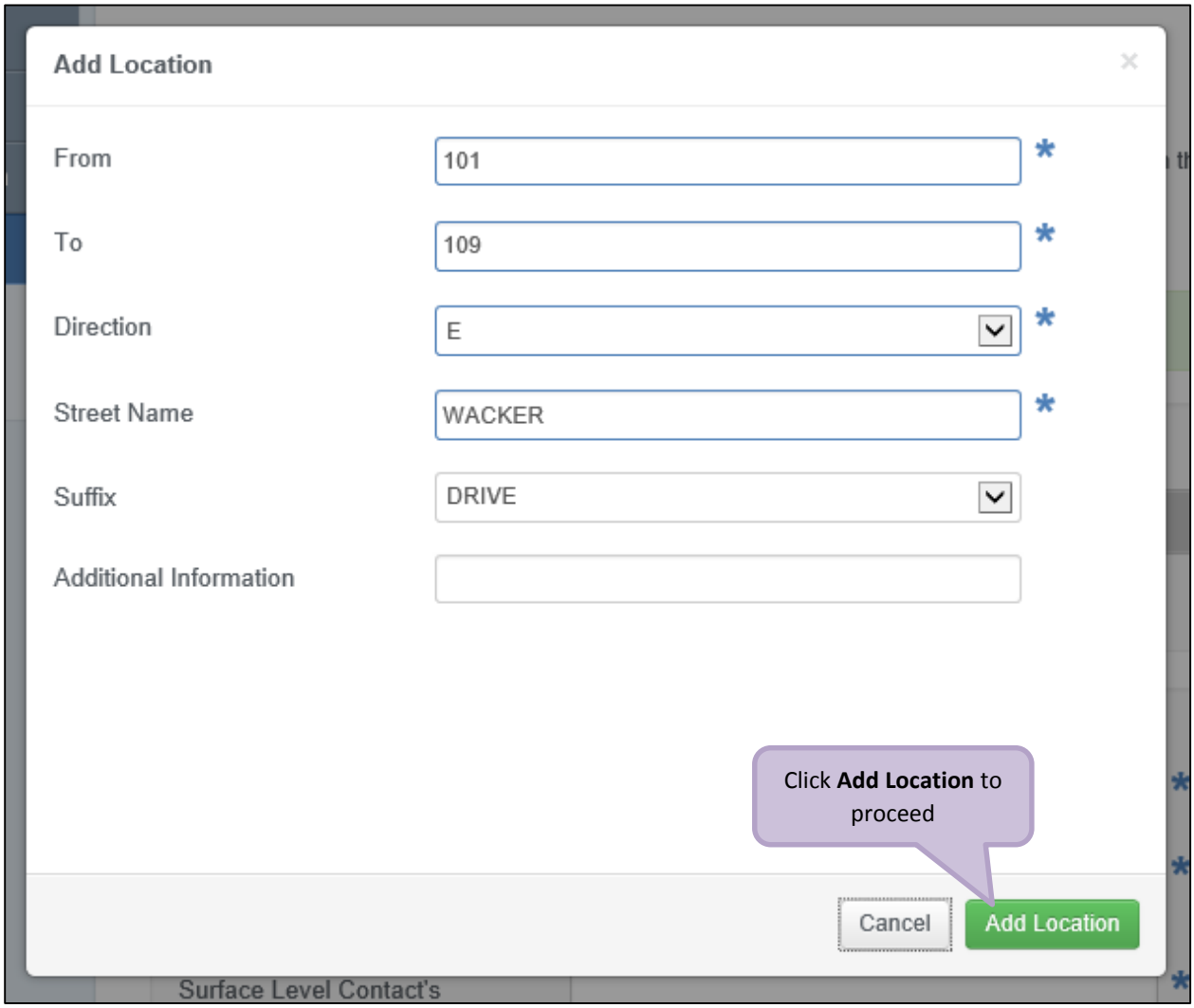
Location Information

Click **+ Add Location** to display the **Add Location** dialog box.



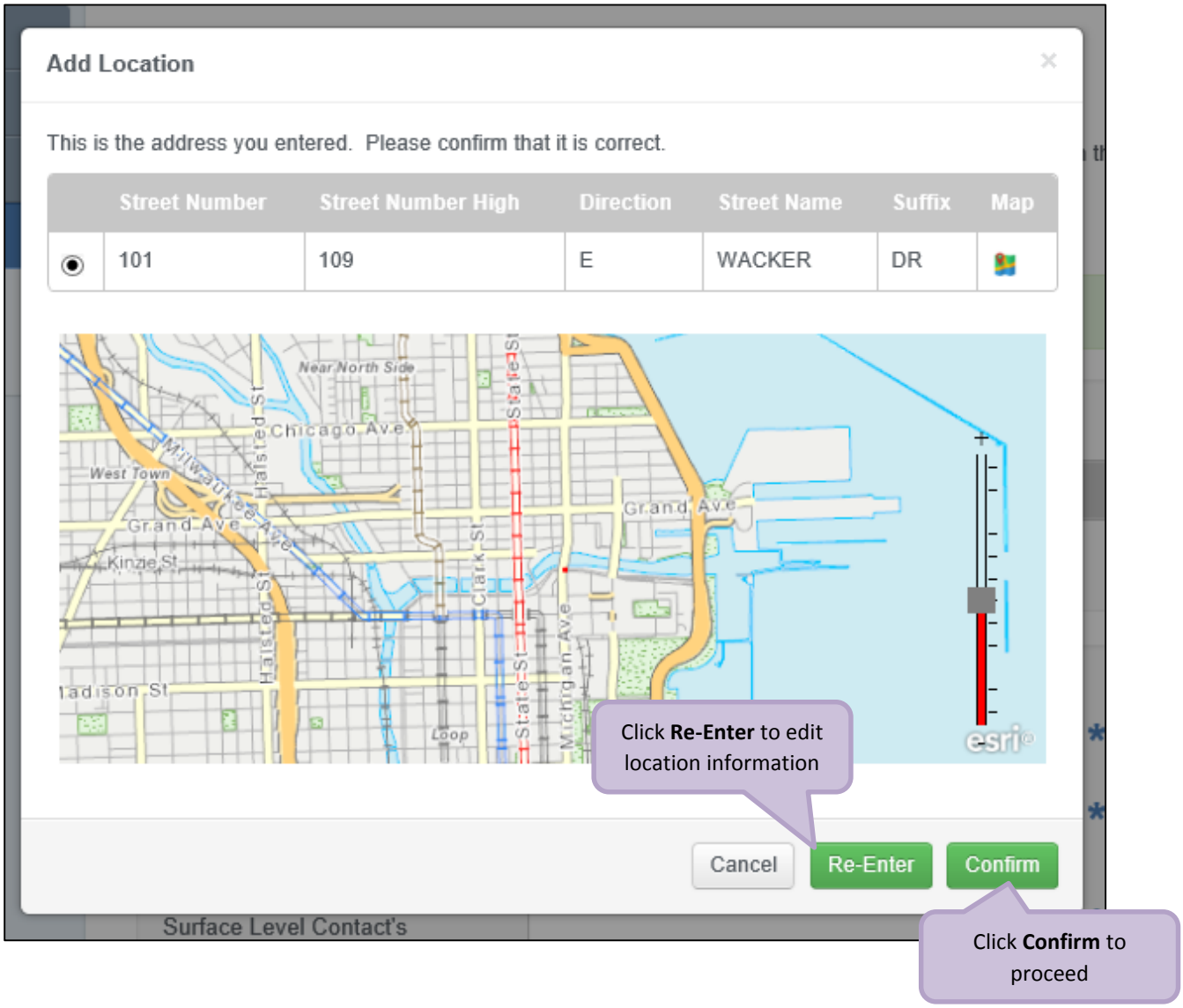
Enter the following in the **Add Location Information** dialog box:

- 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** to proceed



Review and confirm the address you entered:

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



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

Click **Confirm** to proceed

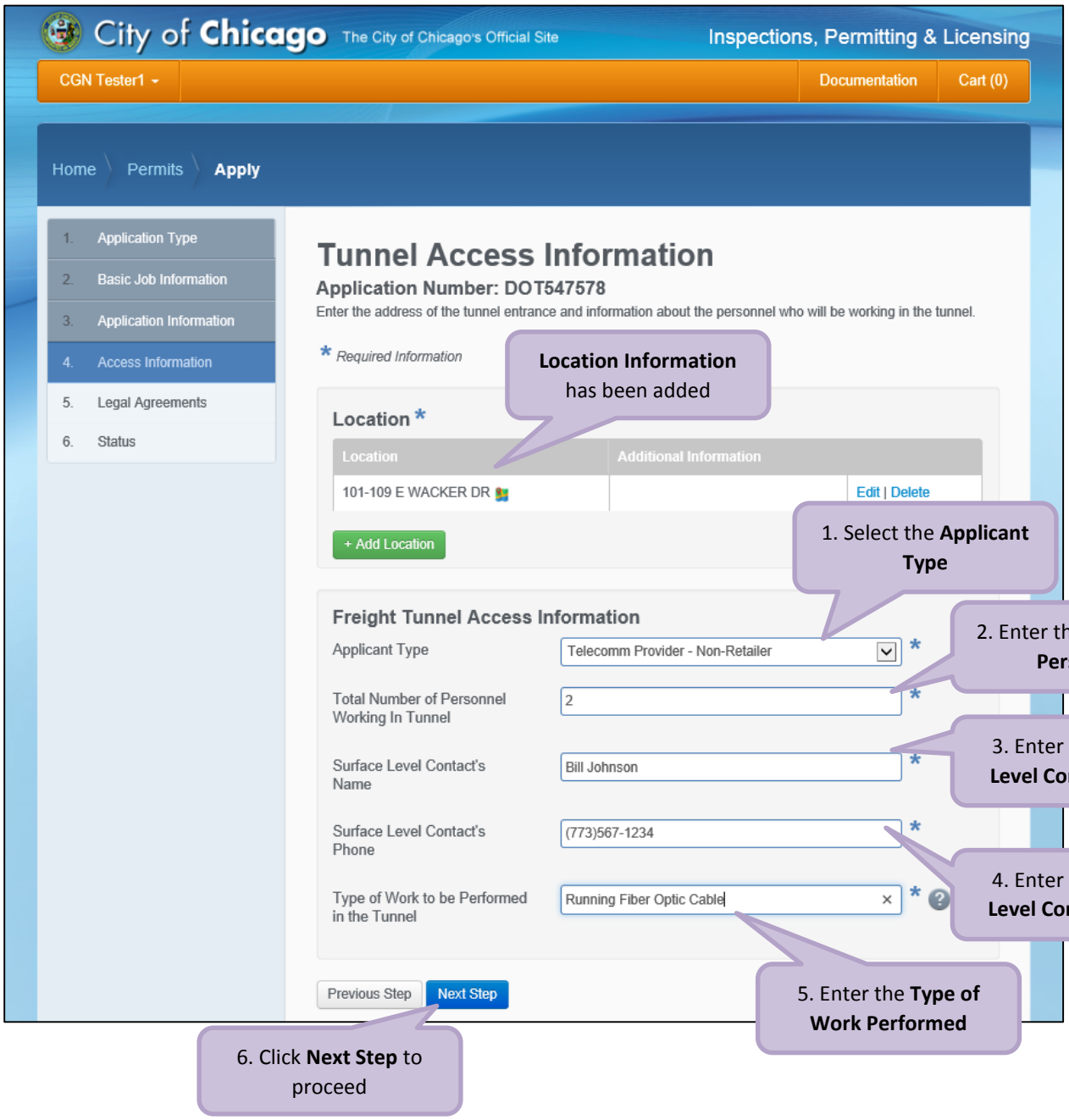
Freight Tunnel Access Information

The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps

Enter the following information in the **Freight Tunnel Access Information**:

- Select the **Applicant Type** from the drop-down (required)
- Enter the **Total Number of Personnel Working in Tunnel** (required)
- Enter the **Surface Level Contract's Name** (required)
- Enter the **Surface Level Contract's Phone** (required)
- Enter the **Type of Work to be Performed in the Tunnel** (required)
- 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

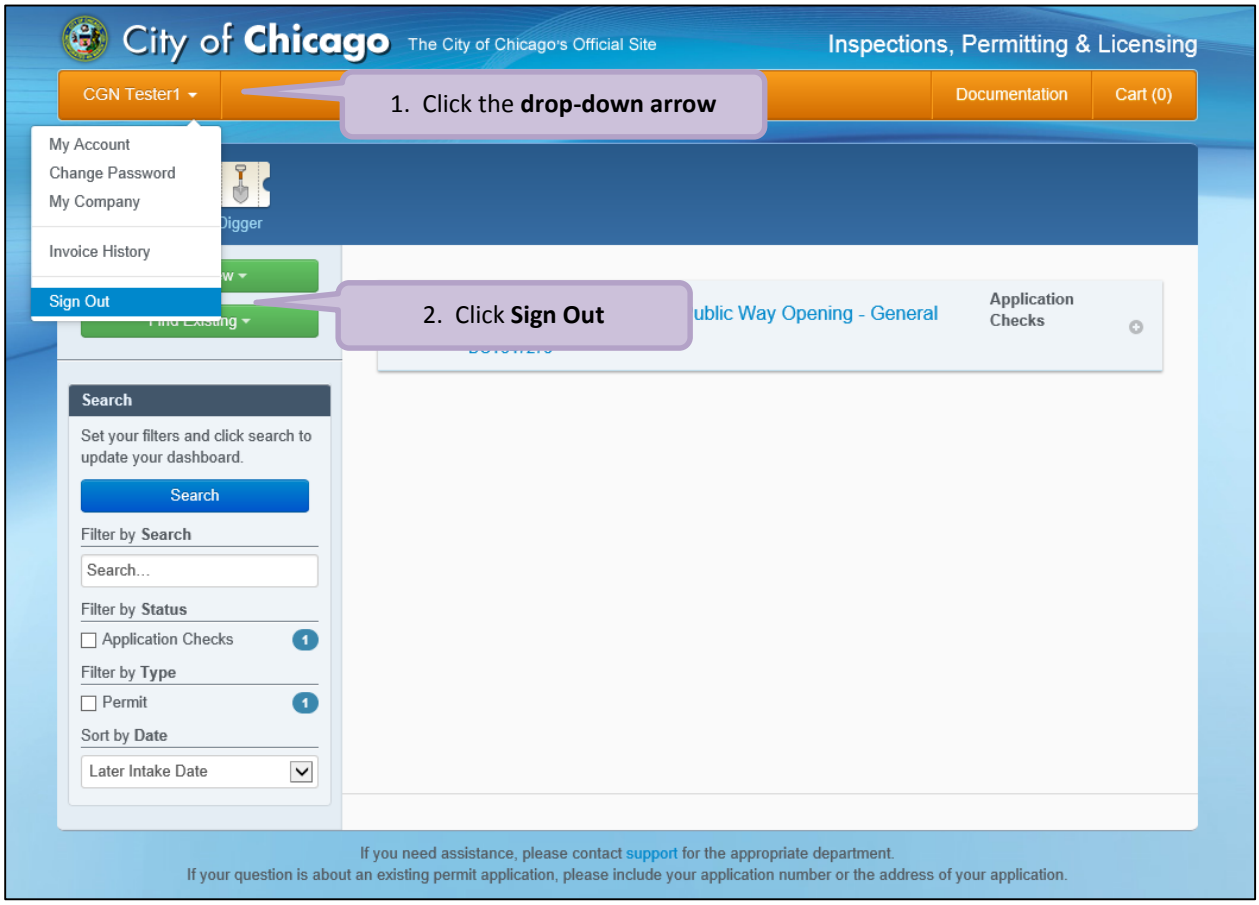
6. Status

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.

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