



City of Chicago



# CDOT Other Transportation and Public Way Permits

## Freight Tunnel



10/21/2015





## Table of Contents

1. Application Type .....	1
Signing In to the E-Permit Application .....	1
Creating a New Permit .....	2
2. Basic Job Information.....	4
3. Application Information.....	5
Emergency Contacts .....	5
4. Access Information .....	7
Location Information .....	7
Freight Tunnel Access Information .....	10
5. Legal Agreements.....	11
6. Status .....	12
7. Sign Out.....	13



# 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](#)

**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| x

.....

**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. At the top, the logo and 'The City of Chicago's Official Site' are on the left, and 'Inspections, Permitting & Licensing' is on the right. Below this is a navigation bar with 'CGN Tester1', 'Documentation', and 'Cart (0)'. The main content area has 'Permit' and 'Digger' tabs. 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. The first callout says '1. Click Create New' and the second says '2. Select Permit Application'. Below the dropdown is a search section with a 'Search' button and filter options. At the bottom, there is a support notice: '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 **Other Transportation and Public Way 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 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

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 'Please enter the start and end dates of the work, and select...'. Below this, there is a section for '\* Required Information' with the following fields:

- Project Name:** A text input field containing 'Other - Freight Tunnel'. A callout bubble points to this field with the text '1. Enter the Project Name'.
- Type of Work:** A drop-down menu with 'Freight Tunnel' selected. A callout bubble points to this field with the text '2. Select from drop-down list'.
- Start Date:** A date input field containing '11/05/2015'. A callout bubble points to this field with the text '3. Select the Start Date'.
- End Date:** A date input field containing '11/12/2015'. A callout bubble points to this field with the text '4. Select the End Date'.
- Description of Work:** A text area containing 'Other Transportation and Public Way - Freight Tunnel'. A callout bubble points to this field with the text '5. Enter the Description of Work'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout bubble points to the 'Next Step' button with the text '6. Click the Next Step button to proceed'.

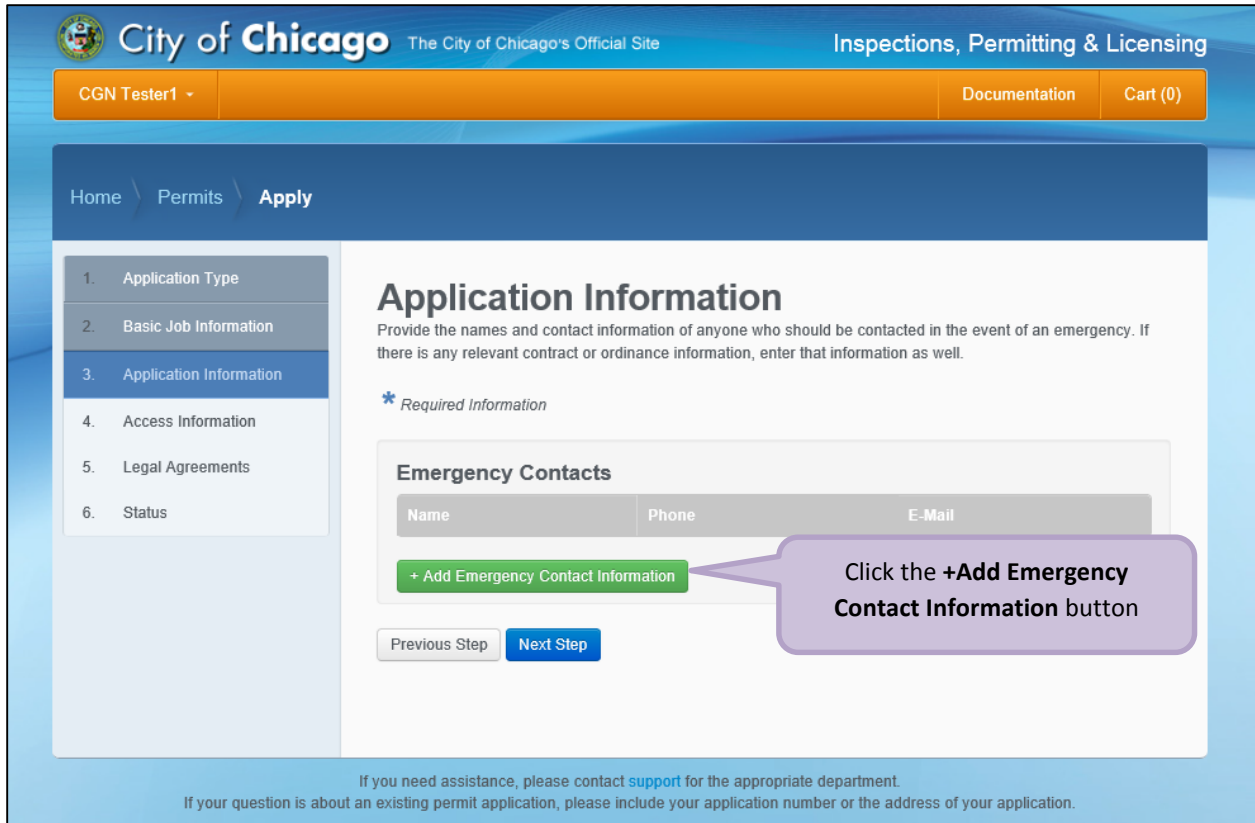


### 3. Application Information

#### Emergency Contacts

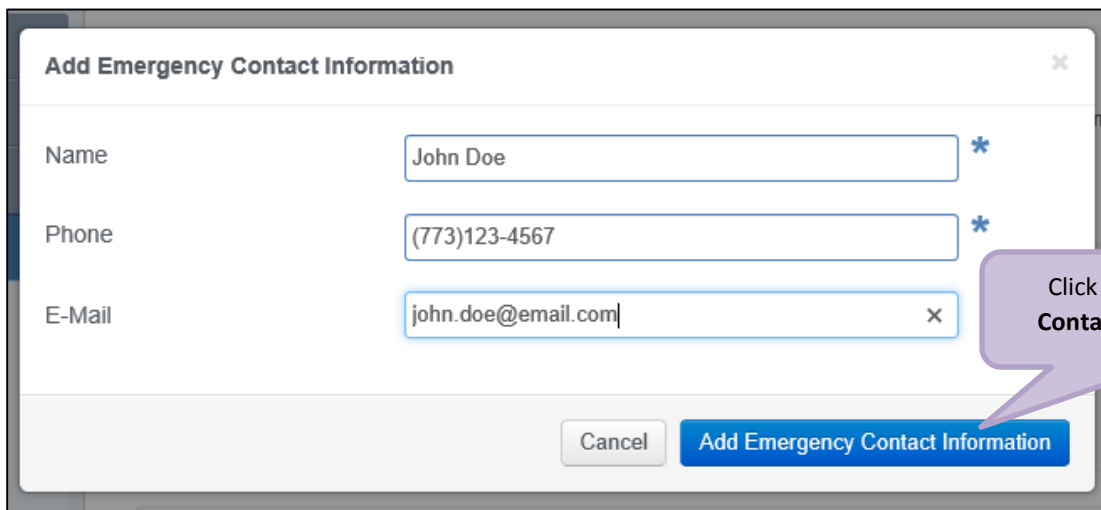
Add **Emergency Contact** information:

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



To **Add Emergency Contact Information**:

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







Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.

The screenshot shows the City of Chicago's official website for the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The navigation menu includes 'Home', 'Permits', and 'Apply'. The current step is 'Application Information', which is highlighted in the left sidebar. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts'. Below this is a table with columns for Name, Phone, and E-Mail. A callout box points to the 'Next Step' button, instructing the user to click it to proceed.

**Application Information**  
Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

*\* Required Information*

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Emergency Contact Information](#)

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

Click the **Next Step** 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.



## 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.

The screenshot shows the 'City of Chicago' website header with 'Inspections, Permitting & Licensing' and a user profile 'CGN Tester1'. A navigation menu on the left includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Access Information (highlighted), 5. Legal Agreements, and 6. Status. A purple callout box points to a '+ Add Location' button in the 'Location' section. The main content area is titled 'Tunnel Access Information' and shows 'Application Number: DOT547578'. Below this is a green notification: 'Your permit application has been saved to your dashboard.' The 'Location' section has a table with columns 'Location' and 'Additional Information', and a '+ Add Location' button. The 'Freight Tunnel Access Information' section contains several required fields: 'Applicant Type' (dropdown), 'Total Number of Personnel Working In Tunnel' (text), 'Surface Level Contact's Name' (text), 'Surface Level Contact's Phone' (text), and 'Type of Work to be Performed in the Tunnel' (text).



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

**Add Location** [Close]

From: 101 \*

To: 109 \*

Direction: E [v] \*

Street Name: WACKER \*

Suffix: DRIVE [v]

Additional Information: [Empty]

Buttons: Cancel, Add Location

Callout: Click **Add Location** to proceed

Surface Level Contact's



Review and confirm the address you entered:

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

### Add Location

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	109	E	WACKER	DR	

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

Cancel Re-Enter Confirm

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

The screenshot shows the 'Tunnel Access Information' form on the City of Chicago website. The form is titled 'Tunnel Access Information' and includes the application number 'DOT547578'. It contains a table for 'Location' with one entry: '101-109 E WACKER DR'. Below the table is a '+ Add Location' button. The 'Freight Tunnel Access Information' section includes fields for 'Applicant Type' (Telecomm Provider - Non-Retailer), 'Total Number of Personnel Working In Tunnel' (2), 'Surface Level Contact's Name' (Bill Johnson), 'Surface Level Contact's Phone' ((773)567-1234), and 'Type of Work to be Performed in the Tunnel' (Running Fiber Optic Cable). The form has 'Previous Step' and 'Next Step' buttons at the bottom. Six numbered callouts provide instructions: 1. Select the Applicant Type; 2. Enter the Number of Personnel; 3. Enter the Surface Level Contact Name; 4. Enter the Surface Level Contact Phone; 5. Enter the Type of Work Performed; 6. 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 number DOT547578. The page has a blue header with the City of Chicago logo and 'The City of Chicago's Official Site' on the left, and 'Inspections, Permitting & Licensing' on the right. Below the header is an orange navigation bar with 'CGN Tester1', 'Documentation', and 'Cart (0)'. A dark blue breadcrumb trail shows 'Home > Permits > Apply'. A sidebar on the left lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Access Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' with the application number 'DOT547578'. Below the title is the text: 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '\* Required Information' contains a 'Certification' box. Inside this box, it says 'By accepting this agreement you are certifying that:' followed by two numbered points: '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' and '2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below the text is a checkbox labeled '\* I Agree' which is checked. A callout box points to this checkbox with the text: '1. Click the **I Agree** checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the text: '2. Click the **Submit** button to proceed.' At the bottom of the page, there is a footer with the text: '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.*

**City of Chicago** The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Basic Job Information

2. Application Information

3. Access Information

4. Legal Agreements

5. **Status**

### Permit Application Status

Application Number: DOT547578

**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	DOT547578	
Type	Other Transportation and Public Way Permits	
Current Status	Application Checks	

#### Reviews

Review	Date Completed	Status	Notes
Permit Application Review		Pending	

#### Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/5/2015	
End Date	11/12/2015	

**Basic Job Information** [Edit](#)



## 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 for support.