



City of Chicago



CDOT Building Canopies Permit Construction



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](#).

Sign In

MyName| x
.....
Sign In
[Forgot Password?](#)
[Create New Account](#)

To manage your account, **Sign In**

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, 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' button and the 'Permit Application' option. The 'Permit Application' option is highlighted in blue. 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, there is a footer with support information.

1. Click **Create New**

2. Select **Permit Application**

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 **Building Canopies**

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.

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 **Construction**
- Click **Next Step** to proceed

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Basic Job Information (highlighted), 3. Application Information, 4. Canopy Information, 5. Legal Agreements, and 6. Status. The main form area is titled 'Basic Job Information' and includes the instruction 'Indicate if this is construction or maintenance. Optionally, you can also enter a project name.' Below this is a section for '* Required Information' with two fields: 'Project Name' (text input with 'Building Canopies - Constructi') and 'Type of Work' (drop-down menu with 'Construction' selected). At the bottom are 'Previous Step' and 'Next Step' buttons. Three callout boxes provide instructions: 1. 'Enter the Project Name' points to the Project Name field. 2. 'Select from drop-down list' points to the Type of Work drop-down menu. 3. 'Click the Next Step button to proceed' points to the Next Step button. A footer note states: '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.'



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



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' website header with 'Inspections, Permitting & Licensing' and a user profile 'CGN Tester1'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Canopy Information, 5. Legal Agreements, 6. Status.

The main content area is titled 'Application Information' with the instruction: '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.' Below this is a section for '* Required Information' containing an 'Emergency Contacts' table with one entry for John Doe and a '+ Add Emergency Contact Information' button. Below the table is the 'City Contract / Ordinance Information' section with a text input field containing 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom are 'Previous Step' and 'Next Step' buttons. Two callout boxes are present: one pointing to the 'City Contract / Ordinance Information' section stating 'City Contract / Ordinance Information can be entered here.', and another pointing to the 'Next Step' button stating 'Or Click the Next Step button to proceed.'

At the bottom of the page, there is a footer: '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 # ?

Department Responsible ?

Enter the Ordinance information, if applicable

Ordinance # ?

Page # ?

Date of Passage ?

End Date of Ordinance ?

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



4. Canopy Information

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

Enter the **Canopy Information**:

- Enter the **Building Owner's Name** (required)
- Enter the **Building Owner's Phone** (required)
- Enter the **Description of Work** (optional)
- Click **+Add Canopies** to display the **Add Canopies** dialog box

The **Application Number** has been created

Canopy Information
Application Number: DOT547305
Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.

* Required Information

Your permit application has been saved to your dashboard.

1. Enter the **Building Owner's Name**

2. Enter the **Building Owner's Phone**

3. Enter the **Description of Work**

4. Click the **+Add Canopies** button

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
+ Add Canopies						

Previous Step Next Step



Add Canopies

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 **Canopy Type** from the drop-down (required)
- Select the **Placement** from the drop-down (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Select the **Original Start Date** from the **Calendar** pop-up (optional)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Canopies

From: 101 *

To: 161 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Canopy Type: Heavy Duty Rolling *

Placement: Sideway or Parkway - Partial Closure *

Length: 15 ft. *

Start Date: 10/27/2015 *

End Date: 10/30/2015 *

Original Start Date: ?

Additional Information:

Cancel Add Canopies

Click **Add Canopies** to proceed



Review and confirm the address you entered:

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

Add Location Information

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	161	E	WACKER	DR	

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

Cancel Re-Enter Confirm

Click **Confirm** to proceed



The **Canopy Information** has been added:

- Click **Add Canopies** as needed, and repeat previous steps
- Click **Next Step** to proceed

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CGN Tester1 - Documentation Cart (0)

Home > Permits > **Apply**

Canopy Information

Application Number: DOT547305

Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.

** Required Information*

Building Owner's Name: *

Building Owner's Phone: *

Description of Work: *

Canopies *

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
101-161E WACKER DR	Heavy Duty Rolling	Sideway or Parkway - Full Closure	15	10/28/2015	10/30/2015	Edit Delete

[+ Add Canopies](#)

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

Canopy 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 City of Chicago's official website for the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The application process is at the 'Apply' stage, specifically the 'Legal Agreements' step. The application number is DOT547305. The 'Certification' section requires the user to agree to the terms and conditions. A callout box points to the 'I Agree' checkbox, and another points to the 'Submit' button.

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CGN Tester1 Documentation Cart (0)

Home Permits **Apply**

1. Application Type
2. Basic Job Information
3. Application Information
4. Canopy Information
- 5. Legal Agreements**
6. Status

Legal Agreements

Application Number: DOT547305

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.

Manage Parking Restrictions

Click **Manage Parking Restrictions** to add service requests (optional).

The screenshot displays the 'Permit Application Status' page for application number DOT547305. The page is divided into several sections:

- Application Information:** A yellow box containing the text: "Your application is currently under review by CDOT. Please check back later to see if the review is complete."
- Buttons:** Two buttons are visible: "Cancel Permit" and "Manage Parking Restrictions". A callout box with a purple background and white text points to the "Manage Parking Restrictions" button, stating: "Click the **Manage Parking Restrictions** (optional) button".
- Application Details Table:**

Application Number	DOT547305
Type	Building Canopies
Current Status	Application Checks
- Reviews Table:**

Review	Date Completed	Status	Notes
Standard Canopy Review		Pending	
- Important Dates Table:**

Creation Date	10/28/2015	
Submission Date		
Start Date	10/28/2015	
End Date	10/30/2015	

A vertical double-headed arrow on the right side of the screenshot indicates that the page content continues below the visible area.



To add a **Service Request**, click **+Add Service Request** to display the **Add Service Request** dialog box.

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 'Documentation' with a 'Cart (0)' link. The main content area has a breadcrumb trail: 'Home > Permits > My Service Requests'. The title of the page is 'Service Requests for Permit # DOT547273', with a 'View Permit Status' button to the right. Below the title, the 'Permit Location: 101-161E WACKER DR' is displayed. A table with columns for 'Location', 'Street Side', 'Begin Date', 'End Date', 'Posting Timings', 'Status', and 'SR Number' is shown. A green '+ Add Service Request' button is located below the table. A purple callout box with a pointer to the button contains the text: 'Click the **+Add Service Request** (optional) button'. 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.'



Enter the service request information:

- Enter **Street Number From** (required)
- Enter **Street Number To** (required)
- Enter **Purpose** (required)
- Select the **Side of the Street** from the drop-down (required)
- Select **Posting Begin Time** from the **Clock** pop-up (required)
- Select **Posting End Time** from the **Clock** pop-up (required)
- Select **Posting Begin Date** from the **Calendar** pop-up (required)
- Select **Posting End Date** from the **Calendar** pop-up (required)
- Enter **Special Instructions** (optional)

Add Service Request for permit location 101-161 E WACKER DR

Street Number From: *

Street Number To: *

Street: E WACKER DR

Side of the Street: * ?

Posting Begin Date: * ?

Posting End Date: * ?

Posting Begin Time: * ?

Posting End Time: * ?

Purpose: * ?

Special Instructions:

Cancel Add Service Request

Click the **Add Service Request** button to add



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home \ Permits \ My Service Requests

Click **View Permit Status** to proceed

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-161 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-161E WACKER DR	E	10/28/2015	10/30/2015	1:00 PM - 1:00 AM	Pending	View Edit Delete

[+ Add Service Request](#)

Service Request has been added

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.



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.'