



City of Chicago



# CDOT Events Permits

## Assembly



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](#)

**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](#)

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, 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 **Assembly**
- 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 online permit application system. The page header includes the City of Chicago logo and 'The City of Chicago's Official Site'. The user is logged in as 'CGN Tester1'. The navigation bar shows 'Home > Permits > Apply'. The 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 form 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' (text input with 'Events - Assembly'), 'Type of Event' (drop-down menu with 'Assembly' selected), 'Start Date' (text input with '11/05/2015'), 'End Date' (text input with '11/12/2015'), and 'Description of Event' (text area with 'Events - Assembly'). At the bottom of the form are 'Previous Step' and 'Next Step' buttons. Six callout boxes provide instructions: 1. Enter the Event Name; 2. Select from drop-down list; 3. Select the Start Date; 4. Select the End Date; 5. Enter the Description of Event; 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





### 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 interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The current step is 'Apply' under 'Permits'. The sidebar lists steps: 1. Application Type, 2. Basic Information, 3. Application Information (selected), 4. Event 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.' 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. The 'City Contract / Ordinance Information' section has a text input field containing the message: '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 #  ?

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. Event Information

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

### Assembly Information

- Enter the **Start Time** from the **Clock** pop-up (required)
- Enter the **End Time** from the **Clock** pop-up (required)
- Click **+ Add Location Information** to display the **Add Location Information** dialog box

The screenshot displays the 'Event Information' step of a permit application. The 'Application Number' is DOT547588. A message states 'Your permit application has been saved to your dashboard.' The 'Assembly Information' section includes 'Start Time' (9:00 AM) and 'End Time' (4:00 PM). A clock pop-up is visible for the end time. The 'Location Information' section has a '+ Add Location Information...' button. Callouts provide instructions: 'The Application Number has been created', '1. Enter the Start Time', '2. Enter the End Time', and '3. Click + Add Location Information'.



## 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

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           | 153                | E         | WACKER      | DR     |     |

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

Click **Confirm** to proceed

Buttons: Cancel, Re-Enter, Confirm



The **Location Information** has been added:

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

The screenshot shows the 'Event Information' page for application DOT547588. The page includes a navigation menu on the left with steps 1-6, where 'Event Information' is the current step. The main content area has a section for 'Assembly Information' with 'Start Time' set to 9:00 AM and 'End Time' set to 4:00 PM. Below this is the 'Location Information' section, which contains a table with one entry: '101-153 E WACKER DR' with a 'Curblane Closure Only' type. A callout bubble points to this entry with the text 'Location Information has been added'. At the bottom of the form, there are 'Previous Step' and 'Next Step' buttons. A second callout bubble points to the 'Next Step' button with the text 'Click Next Step to proceed'. The page footer contains support information.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type  
2. Basic Information  
3. Application Information  
4. **Event Information**  
5. Legal Agreements  
6. Status

### Event Information

Application Number: **DOT547588**  
Enter the location where the event will occur.

*\* Required Information*

#### Assembly Information

Start Time: 9:00 AM \*  
End Time: 4:00 PM \*

#### Location Information

| Location            | Closure               | 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](#)

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.



## 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 DOT547588. The page has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists steps 1 through 6, with 'Legal Agreements' selected. The main content area is titled 'Legal Agreements' and includes the application number and a 'Certification' section. The 'Certification' section contains a list of two items and a checkbox labeled 'I Agree'. Below the checkbox are 'Previous Step' and 'Submit' buttons. Two callout boxes are overlaid on the page: one pointing to the 'I Agree' checkbox and another pointing to the 'Submit' button.

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

**2. Click the Submit button 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.*

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Basic Information
2. Application Information
3. Event Information
4. Legal Agreements
5. Status

### Permit Application Status

**Application Number: DOT547588**

**Application Information:**

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

[Cancel Permit](#)

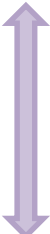
|                    |                    |  |
|--------------------|--------------------|--|
| Application Number | DOT547588          |  |
| Type               | Events             |  |
| Current Status     | Application Checks |  |

#### 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        | 11/12/2015 |  |







## 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.'