



City of Chicago



CDOT Public Way Opening Permit

Driveway Construction or Removal



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" button and the "Permit Application" option. The first callout says "1. Click Create New" and the second says "2. Select Permit Application". Below the dropdown, there is a search section with a "Search" button and filter options. 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 **Opening in the Public Right of Way**

The screenshot shows the 'Select Application Type' page 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 user is logged in as 'CGN Tester1'. The page has a breadcrumb trail: Home > Permits. The main heading is 'Select Application Type', followed by a sub-heading: '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](#).' Below this is a list of permit types, each with a blue arrow icon on the left and a description on the right. A purple callout box with a white border and a pointer to the 'Opening in the Public Right of Way' option contains the text: 'Select Opening in the Public Right of Way'. The permit types listed are: CDPH Air Quality Permit, CDPH Asbestos / Demolition NOI, Opening in the Public Right of Way, Occupy the Public Right of Way, Construction Dumpsters, Building Canopies, Truck Travel, Other Transportation and Public Way Permits, and Events.

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



2. Applicants

Primary Applicant

The company associated with your web login will display the **Primary Applicant**.

If an entity other than you or your company should be listed as Excavator / Sub-Contractor than click the **Add Excavator / Sub-Contractor** button to display the **Search for Excavator / Sub-Contractor** dialog box.

Otherwise, click **Next Step** to proceed.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

- Application Type
- Applicants**
- Basic Job Information
- Application Information
- Opening Information
- Documentation
- Legal Agreements
- Status

Applicants

If you need to add an excavator / sub-contractor, click the 'Add Excavator / Sub-Contractor' button below to search for a licensed excavator.

** Required Information*

Primary Applicant *

Primary Applicant	License Type	License Number	Active
CGN Tester1	Canopy Provider License	CPL13033	Yes
30 N Lasalle	Dumpster Provider License	DPL13034	Yes
Chicago IL 60602	Public Way Work License	PWW13035	Yes
(312)555-6666			
cgntestuser1@gmail.com			

Excavator / Sub-Contractor

If an entity other than you or your company should be listed as Excavator / Sub-Contractor, click the 'Add Excavator / Sub-Contractor' button to add them to this application.

[Add Excavator / Sub-Contractor](#) [Add Me](#)

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

Callout 1: If another company should be listed, click the **Add Excavator / Sub-Contractor** button

Callout 2: Otherwise, click the **Next Step** button to Proceed.



Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter part of the Company's name in the **Search** box
- Click the **Search** button to look up entries

*Note: More information typed into the **Search** box will provide a closer set of search results.*

Search for Excavator / Sub-Contractor

Enter part of the Company's name and click the **Search** button

Enter the name or license number for the Excavator / Sub-Contractor you are searching for.

Cancel

Excavator / Sub-Contractor' button to add them to this application.



The **Search Results** will be displayed:

- Click the **Add** button beside the Excavator / Sub-Contractor you wish to add to the application

Search for Excavator / Sub-Contractor

- W - Has Web Account
- C - Has a valid Letter of Credit
- I - Has valid Insurance

Excavator / Sub-Contractor	License Type	License Number	Active	Feature	
FJA EXCAVATING INC 10340 BELDEN AVE UNIT A 847-288-0565	Public Way Work License	PWW13001	No	C	<input type="button" value="Add"/>
RICHARDS EXCAVATING, INC 42645 N DELANY RD	Public Way Work License	PWW13000	No	C	<input type="button" value="Add"/>
PLAINFIELD GRADING & EXCAVATING, INC. 7150 S. RIDGE ROAD 815-378-3115	Public Way Work License Public Way Work License	PWW12941 PWW12942	No Yes	C L I	<input type="button" value="Add"/>
PJS EXCAVATING SEWER AND WATER INC 6645 N. OLIPHANT AVENUE, SUITE E 312-437-0500	Public Way Work License Public Way Work License	PWW12928 PWW12929	No Yes	C L I	<input type="button" value="Add"/>
CONLEY EXCAVATING, INC	Public				<input type="button" value="Add"/>

Click the **Add** button beside the Excavator / Sub-Contractor you wish to add to the application



The new Excavator / Sub-Contractor will be added to the application:

- Click the **Next Step** button to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type
- 2. Applicants**
3. Basic Job Information
4. Application Information
5. Opening Information
6. Documentation
7. Legal Agreements
8. Status

Applicants

If you need to add an excavator / sub-contractor, click the 'Add Excavator / Sub-Contractor' button below to search for a licensed excavator.

** Required Information*

Primary Applicant *

Primary Applicant	License Type	License Number	Active
CGN Tester1 30 N Lasalle Chicago IL 60602 (312)555-6666 cgntestuser1@gmail.com	Canopy Provider License	CPL13033	Yes
	Dumpster Provider License	DPL13034	Yes
	Public Way Work License	PWW13035	Yes

Excavator / Sub-Contractor

Excavator / Sub-Contractor	License Type	License Number	Active	
PJS EXCAVATING SEWER AND WATER INC 6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631 312-437-0500	Public Way Work License	PWW12928	No	Remove
	Public Way Work License	PWW12929	Yes	

[Add Excavator / Sub-Contractor](#) [Add Me](#)

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

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



3. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Type of Work** from the drop-down (required)
 - Select **Driveway Construction or Removal**
- 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's official site. The form is titled 'Basic Job Information' and includes a sub-header 'Enter the start and end date of the work, as well as the type'. Below this, there is a section for '* Required Information' with several input fields: 'Project Name' (text box with 'Public Way Opening - Driveway'), 'Type of Work' (drop-down menu with 'Driveway Construction or Removal'), 'Start Date' (text box with '10/29/2015'), 'End Date' (text box with '10/30/2015'), and 'Description of Work' (text box with 'Driveway Construction or Removal'). At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The page also features a navigation menu on the left with steps 1 through 8, and a footer with contact information for support.

1. Enter the **Project Name**

2. Select from drop-down list

3. Select the **Start Date**

4. Select the **End Date**

5. Enter **Description of Work**

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



4. 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 in the City of Chicago's online portal. The page title is 'Application Information' and it includes a sub-header: 'Provide the names and contact information of anyone who should be contacted in the event of an emergency.' Below this, there is a section for 'Emergency Contacts' with a table with columns for 'Name', 'Phone', and 'E-Mail'. A green button labeled '+ Add Emergency Contact Information' is positioned below the table. A purple callout bubble points to this button with the text: 'Click the +Add Emergency Contact Information button'. Below the emergency contacts section is a 'City Contract / Ordinance Information' section with a text input field containing the message: 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom of the main content area are 'Previous Step' and 'Next Step' buttons. The page footer contains assistance 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.'

To **Add Emergency Contact Information**:

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

The screenshot shows a dialog box titled 'Add Emergency Contact Information'. It contains 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'. Each field has an asterisk indicating it is required. At the bottom of the dialog box are two buttons: '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 'Application Information' page on the City of Chicago website. The page has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists steps from 1 to 8, with '4. Application Information' selected. The main content area is titled 'Application Information' and includes a table for 'Emergency Contacts' with one entry for John Doe. Below this is a section for 'City Contract / Ordinance Information' with a text input field containing the message 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes are present: one pointing to the 'City Contract / Ordinance Information' input field with the text 'City Contract / Ordinance Information can be entered here.', and another pointing to the 'Next Step' button with the text 'Or Click the Next Step button to proceed.'



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.



5. Opening Information

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

Driveway Construction or Removal Information

- Select the **Driveway Opening Type** from the drop-down (required)
- Enter the **Number of Driveways** (required)
- Enter the **Depth of Excavation** in *feet* (required)
- Enter the **Driveway Permit Number** (optional)
- Click **+Add Location** to display the **Add Location** dialog box

The **Application Number** has been created

Opening Information
Application Number: DOT547323

Enter the details of the driveway(s) which will be constructed or removed. If driveways are being constructed, you must enter a permit number.

* Required Information

Your permit application has been saved to your dashboard.

Driveway Construction or Removal Information

Driveway Opening Type: Driveway Construction *

Number of Driveways: 1 *

Depth of Excavation: 1 ft. *

Driveway Permit Number: 123456 ?

Location Information *

Location	Closure	Additional Information
+ Add Location Information		

1. Select the **Driveway Opening Type**

2. Enter the **Number of Driveways**

3. Enter the **Depth of Excavation**

4. Enter the **Driveway Permit Number**

Click the **+Add Location** button

Previous Step Next Step



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 **Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location [X]

From: 101 *

To: 101 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Closure: Sidewalk Closure *

Additional Information: []

Click Add Location Information to

Cancel Add Location



Review and confirm the address you entered:

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

Edit Dumpster 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	101	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. Applicants
3. Basic Job Information
4. Application Information
- 5. Opening Information**
6. Documentation
7. Legal Agreements
8. Status

Opening Information

Application Number: DOT547323

Enter the details of the driveway(s) which will be constructed or removed. If driveways are being constructed, you must enter a permit number.

** Required Information*

Driveway Construction or Removal Information

Driveway Opening Type: Driveway Construction *

Number of Driveways: 1 * ?

Depth of Excavation: 1 ft. * ?

Driveway Permit Number: 123456 ?

Location Information *

Location	Closure	Additional Information
101-101E WACKER DR 🗺️	Sidewalk Closure	Edit Delete

[+ Add Location Information](#)

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

Click **Next Step** to proceed



6. Documentation

If this permit is for an arterial street, a completed work zone sketch is required:

- Click **+Add Document** to display the **Add Document** dialog box

*Note: Only jpg, pdf, or png files can be added. The **Work Zone Sketch** is required for this permit.*

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. Applicants
3. Basic Job Information
4. Application Information
5. Opening Information
6. Documentation
7. Legal Agreements
8. Status

Documentation

Application Number: DOT547323

If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

The following documentation is required for this application:

- Work Zone Sketch Upload Required - This action can be completed on the 'Documentation' page

Document	Categories
+ Add Document	

[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.

Click the **Browse...** button to locate the document.

Add Document

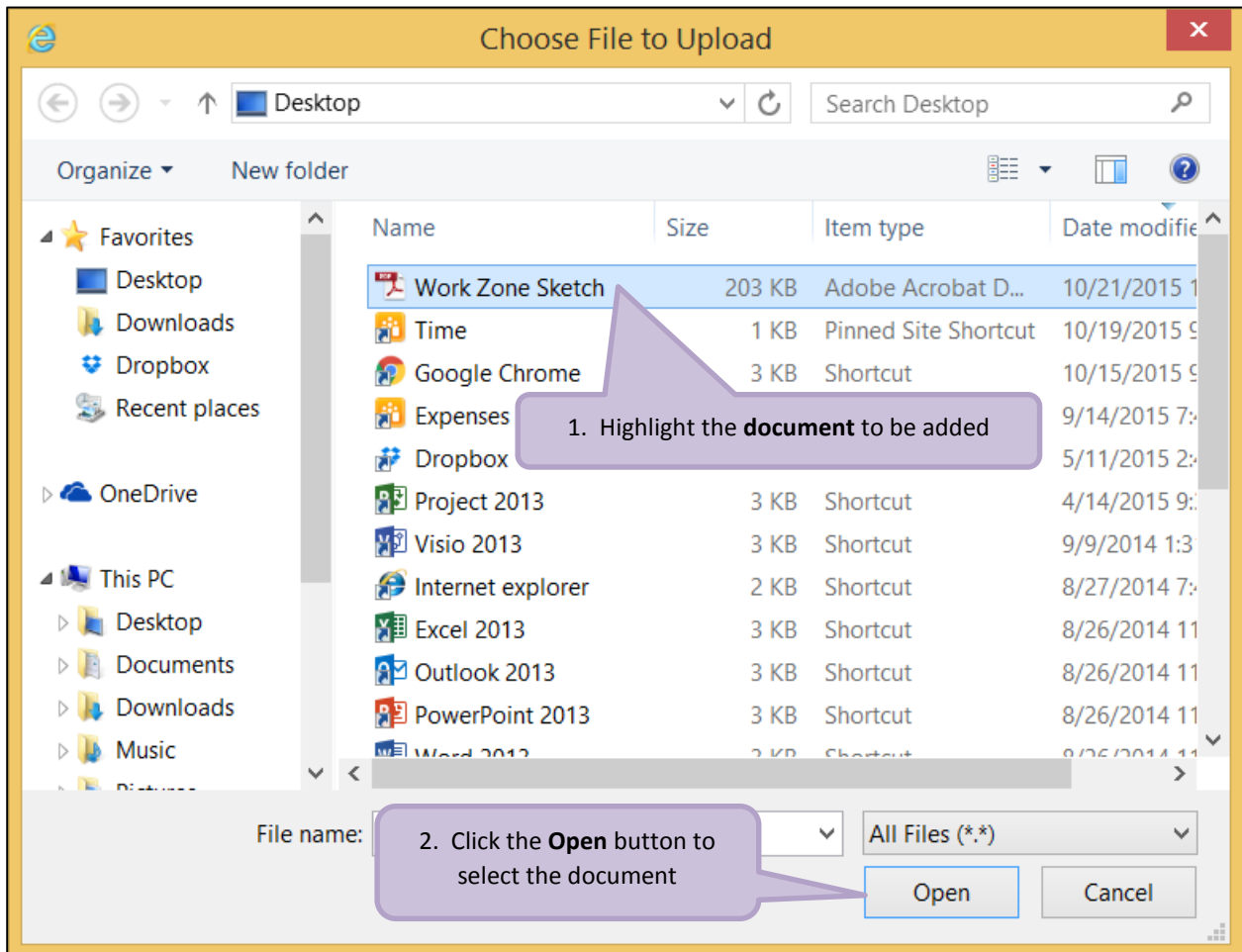
Approved File Types: jpg, pdf, png

[Browse...](#)

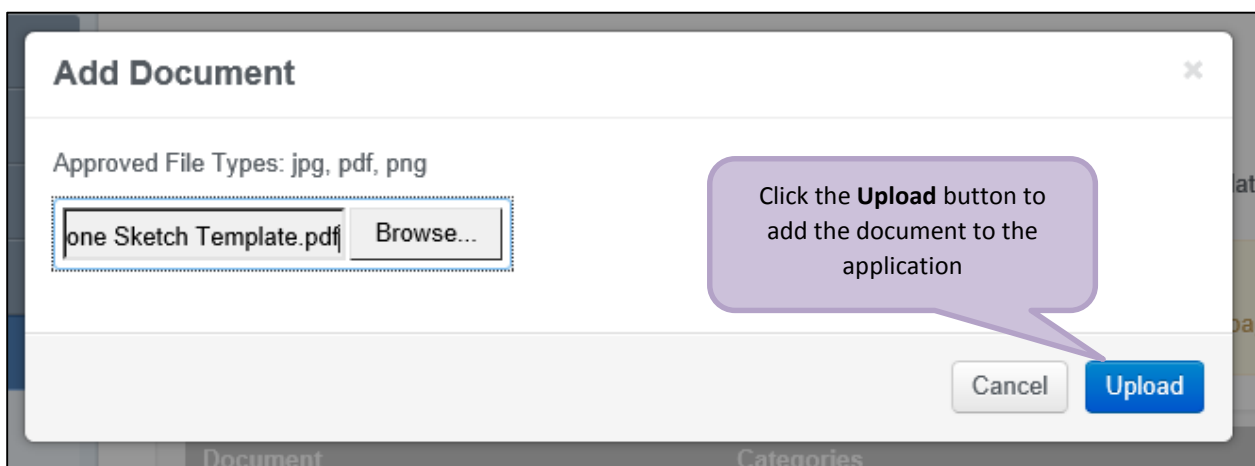


The in **Choose File to Upload** dialog box:

- Highlight the document to be added
- Click **Open** to select the document



Click **Upload** to add the document to the application.





The document has been added to the application:

- Click **Next Step** to proceed

The screenshot shows the 'Documentation' step of a permit application. 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)'. A breadcrumb trail indicates 'Home > Permits > Edit'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Opening Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area is titled 'Documentation' and shows 'Application Number: DOT547323'. A note states: 'If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).' Below this is a table with columns 'Document' and 'Categories'. The table contains one entry: 'Work Zone Sketch Template.pdf' under 'Document' and '• Work Zone Sketches' under 'Categories', with a 'Remove' link. A '+ Add Document' button is below the table. At the bottom of the main content area are 'Previous Step' and 'Next Step' buttons. A callout box points to the 'Next Step' button with the text: '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.'



7. 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 Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The page title is 'Legal Agreements' for application number 'DOT547323'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Opening Information, 5. Documentation, 6. Legal Agreements (highlighted), and 7. Status. The main content area is titled 'Legal Agreements' and 'Application Number: DOT547323'. It states: 'In order to finish your application, you must agree to the terms and conditions below.' Under the heading '* Required Information', there is a 'Certification' section. It says: '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.' Below this text is a checkbox labeled '* I Agree' which is checked. A callout box points to this checkbox with the instruction: '1. Click the I Agree checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A callout box points to the 'Submit' button with the instruction: '2. Click the Submit 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.'



8. 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).

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Applicants
2. Basic Job Information
3. Application Information
4. Opening Information
5. Documentation
6. Legal Agreements
7. Status

Permit Application Status

Application Number: DOT547323

Application Information:

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

Application Number	DOT547323
Type	Opening in the Public Right of Way
Current Status	Application Checks
Applicants	CGN Tester1 - Primary Applicant more info...

Click the **Manage Parking Restrictions** (optional) button

Reviews

Review	Date Completed	Status	Notes
Public Way Opening Review		Pending	

Important Dates

Creation Date	10/28/2015
Submission Date	
Start Date	10/29/2015



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

The screenshot shows the City of Chicago's official 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, there is a user profile section with 'CGN Tester1' and a 'Documentation' link. The main content area is titled 'Service Requests for Permit # DOT547273' and includes a 'View Permit Status' button. A table header lists columns: Location, Street Side, Begin Date, End Date, Posting Timings, Status, and SR Number. A green '+ Add Service Request' button is visible in the table area, with a callout box pointing to it that says 'Click the +Add Service Request (optional) button'. At the bottom, there is a footer with contact information for support.



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 101-101 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:

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: 101-101 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-101E 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.



9. 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.'