City of Chicago

CDOT Paying Fees & Printing Permits

Online Permit Portal

cgn blackwell

10/21/2015

Table of Contents

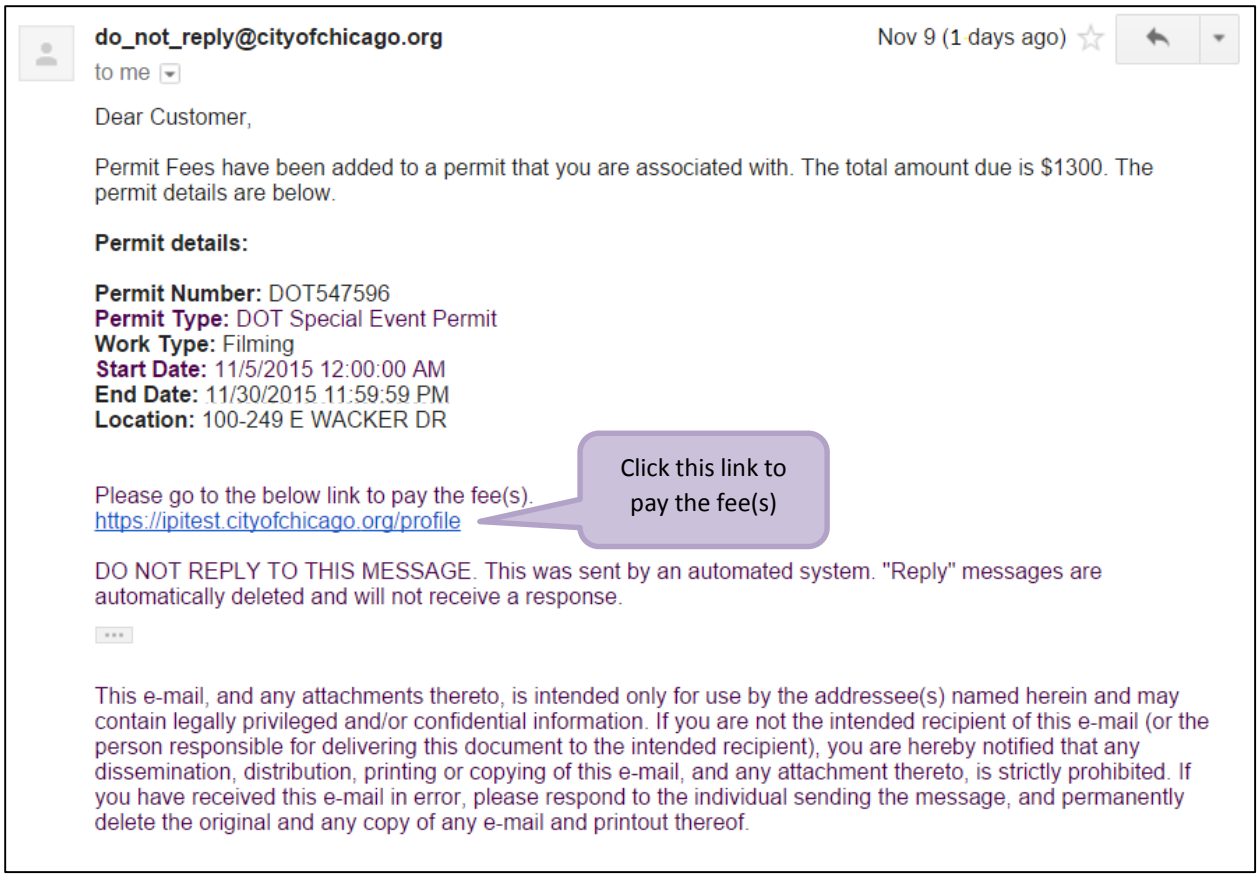
Pay-As-You-Go Customers 1
Fee Payment Email Notification 1
Signing In to the E-Permit Application 2
Adding Permits to Your Cart 3
Permit Home Page - Dashboard 3
Checkout 4
Payment Method 5
Credit Card Information 6
Check Information 7
Order Verification 8
Payment Confirmation 9
Invoice Customers 10
Printing Permits 11
Signing In to the E-Permit Application 11
Permit Home Page - Dashboard 12
Print 13
PDF Permit 14
Sign Out 15

Pay-As-You-Go Customers

Fee Payment Email Notification

Pay-As-You-Go customers will receive a Fee Payment email notification from **do_not_reply@cityofchicago.org** once all application checks and reviews have been completed:

- Click the **https://ipi.cityofchicago.org/profile** link to be directed to the E-Permit Application



Signing In to the E-Permit Application

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

Adding Permits to Your Cart

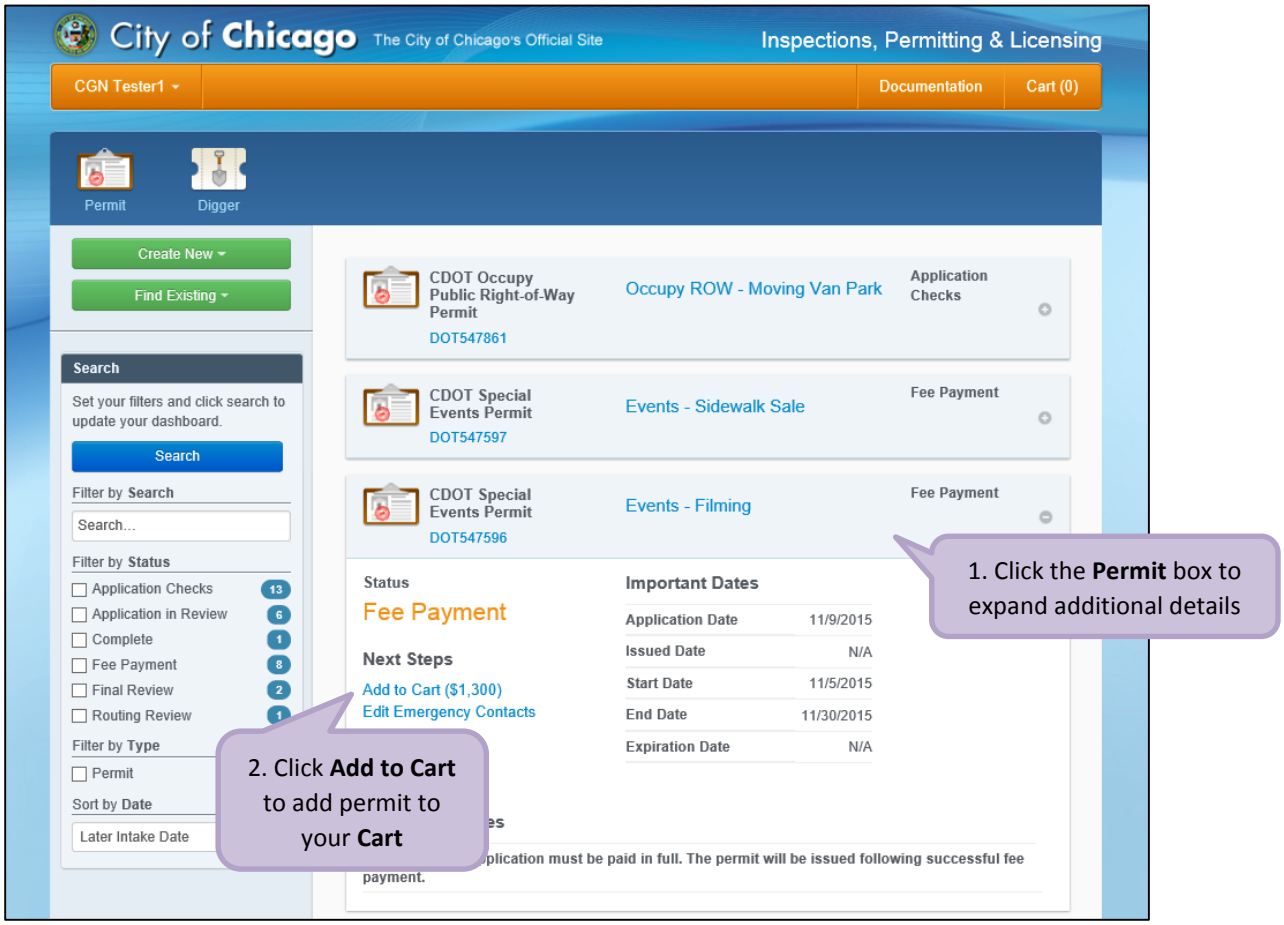
Permit Home Page - Dashboard

Select the permit in your **Dashboard** you want to add to your **Cart**:

- Click the **Permit** box to expand and show additional details
- Click the **Add to Cart** link to add the permit to your **Cart**

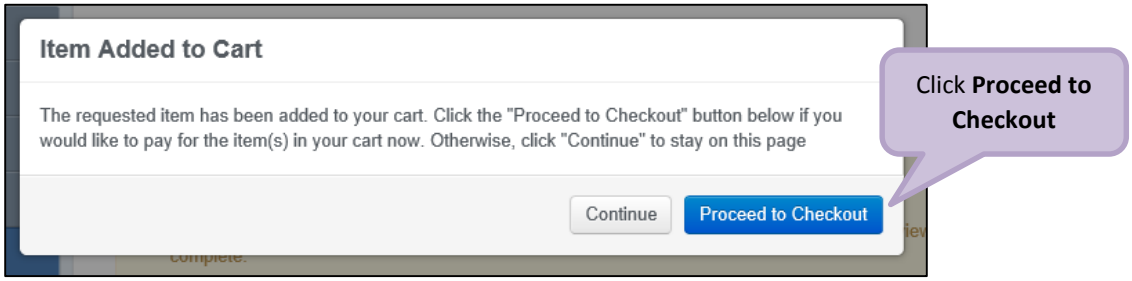
---

*Note: You can add permits to your **Cart** once the Permit Status = **Fee Payment**.*



The **Add to Cart** dialog box will be displayed:

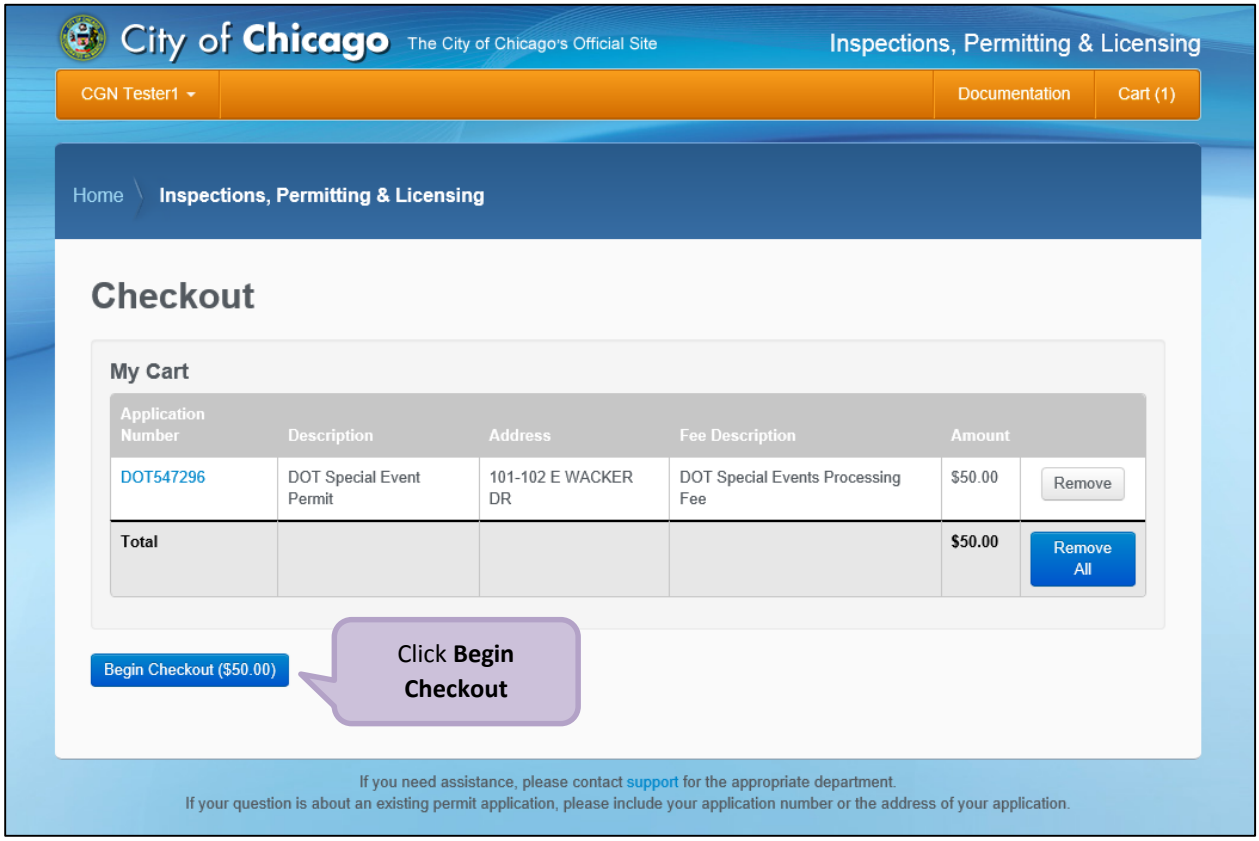
- Click **Continue** to stay on the previous page, you can add multiple permits to your cart and pay them together
- Click **Proceed to Checkout** to display your **Cart – Checkout** page



Checkout

Review the items in **My Cart**:

- Click **Remove** to remove an individual item from your cart
- Click **Remove all** to remove all items from your cart
- Click **Begin Checkout** to proceed

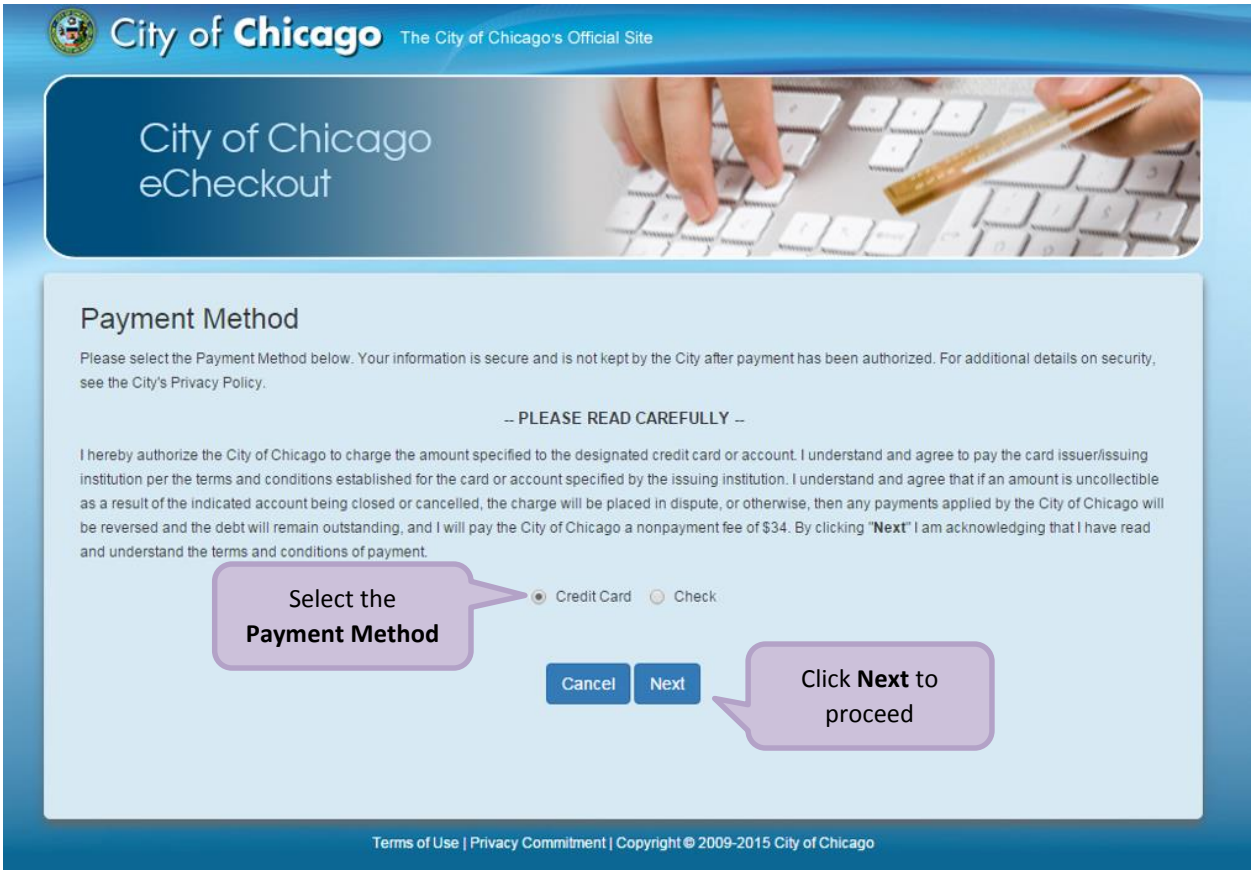


Payment Method

Select the payment method you want use to pay for this permit.

*Note: Proceed to page 6 to see **Credit Card Information.***

*Proceed to page 7 to see **Check Information**.*



*Note: You can also visit the **Permit Office** and make a payment at the cashier. Locations below:*

City Clerk Office (City Hall)
121 N. LaSalle St., Ground Floor
Chicago, Illinois 60602

City Clerk Satellite Offices
5430 W. Gale St.
Chicago, Illinois 60630

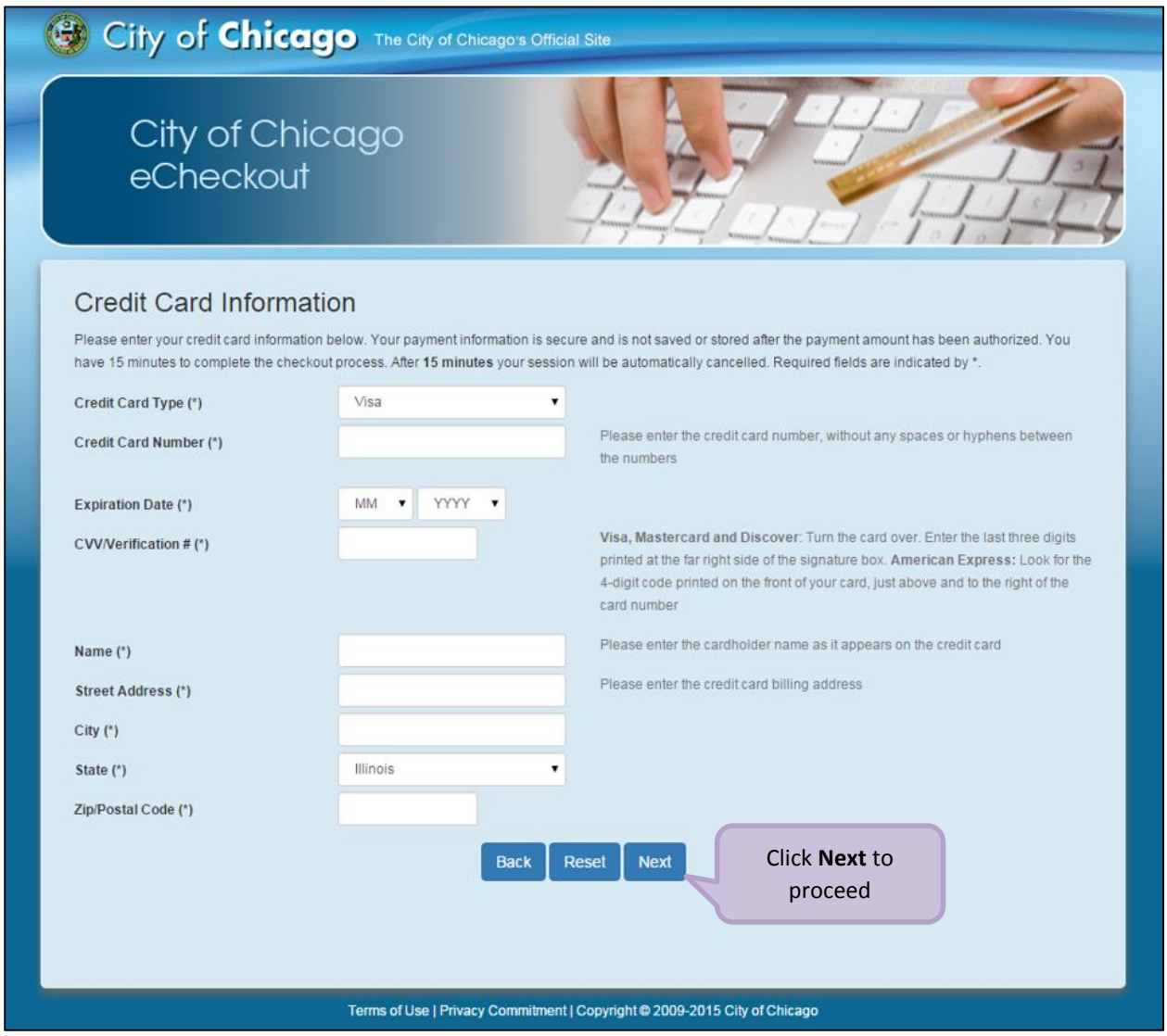
5674 S. Archer Ave.
Chicago, Illinois 60638

*Acceptable forms of payment include credit card, debit card, cash, check or cashier's check. Make checks payable to the **City of Chicago**.*

Credit Card Information

Enter your credit card information in the required fields:

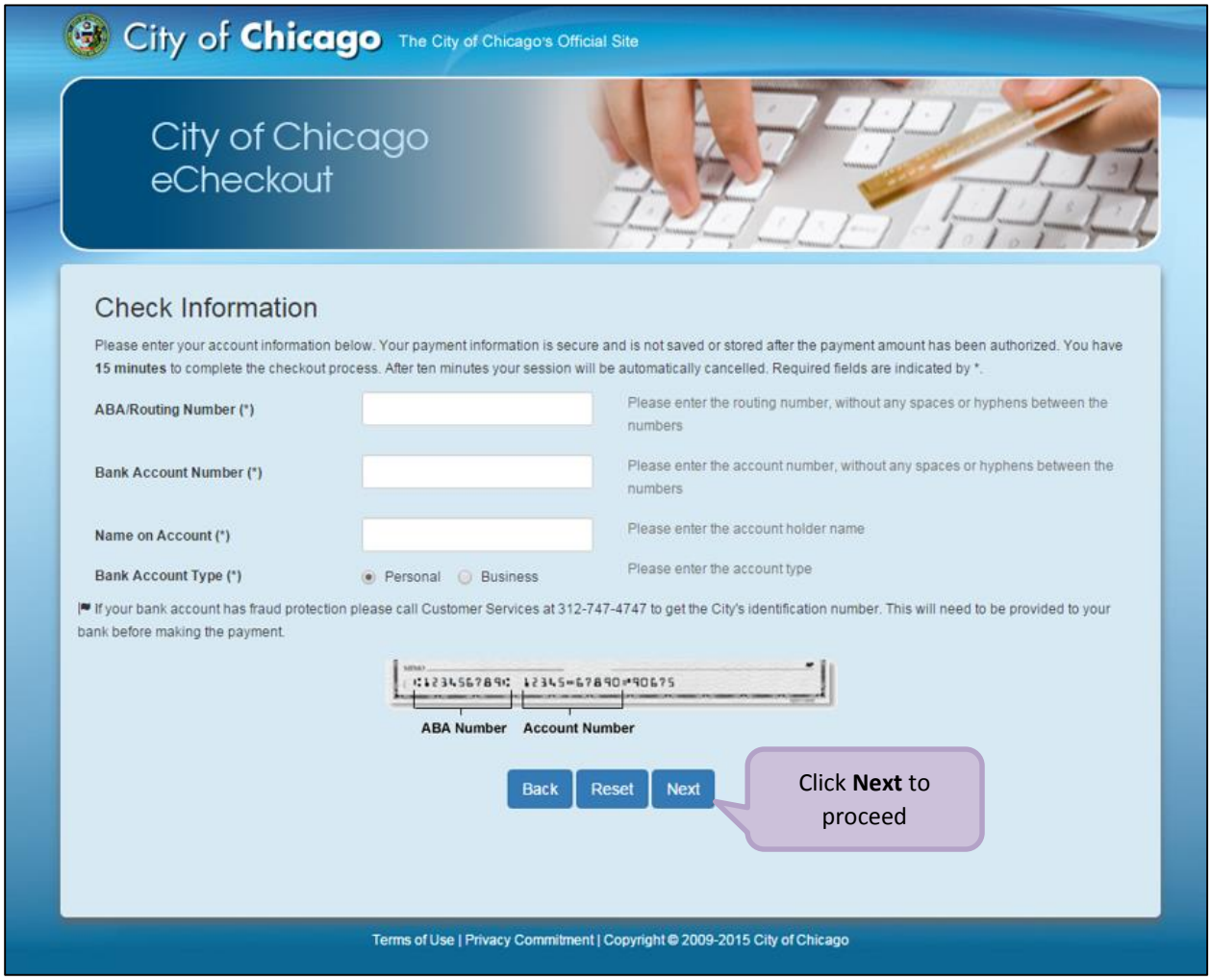
- Click **Next** to proceed



Check Information

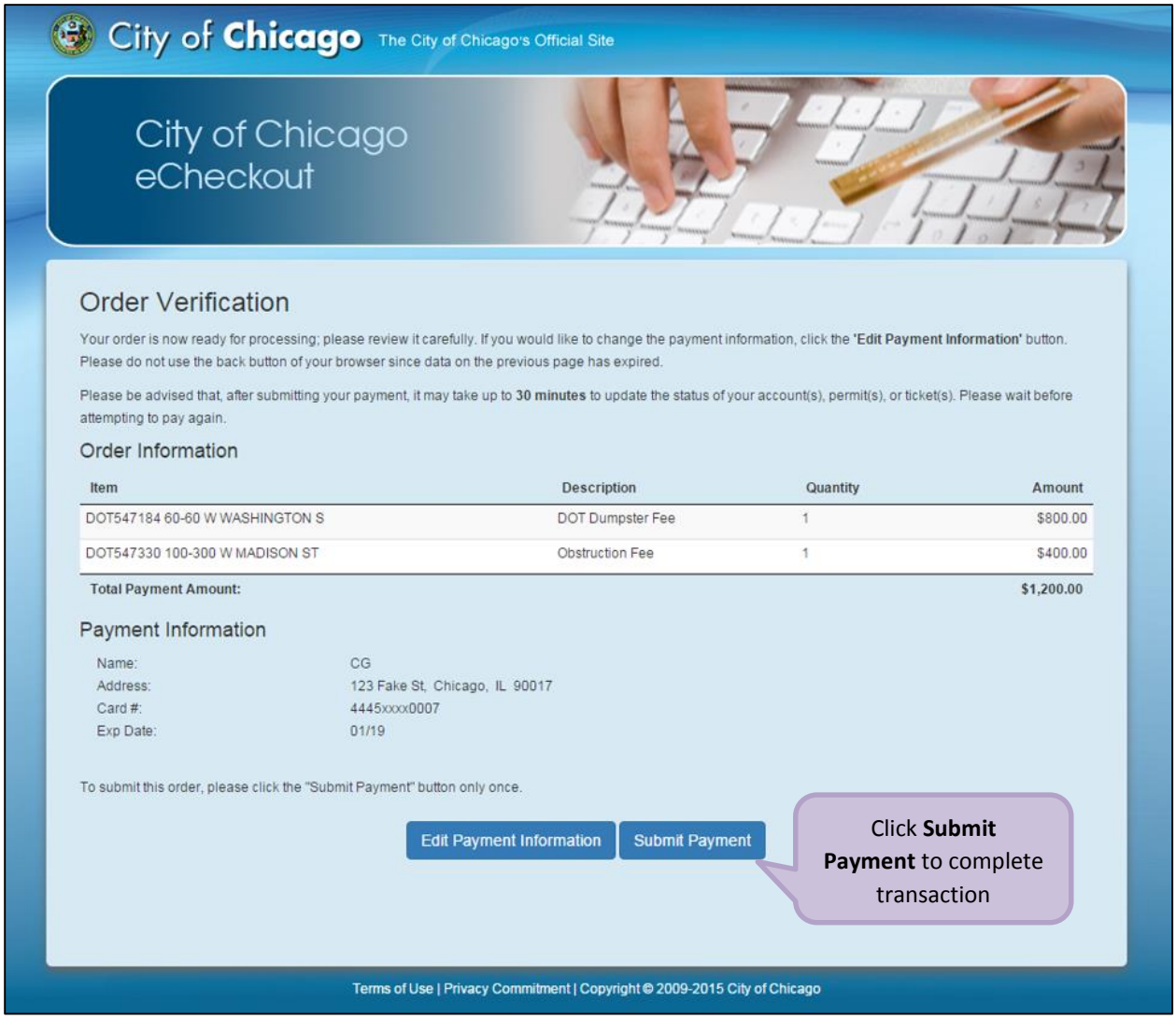
Enter your checking account information in the required fields:

- Click **Next** to proceed



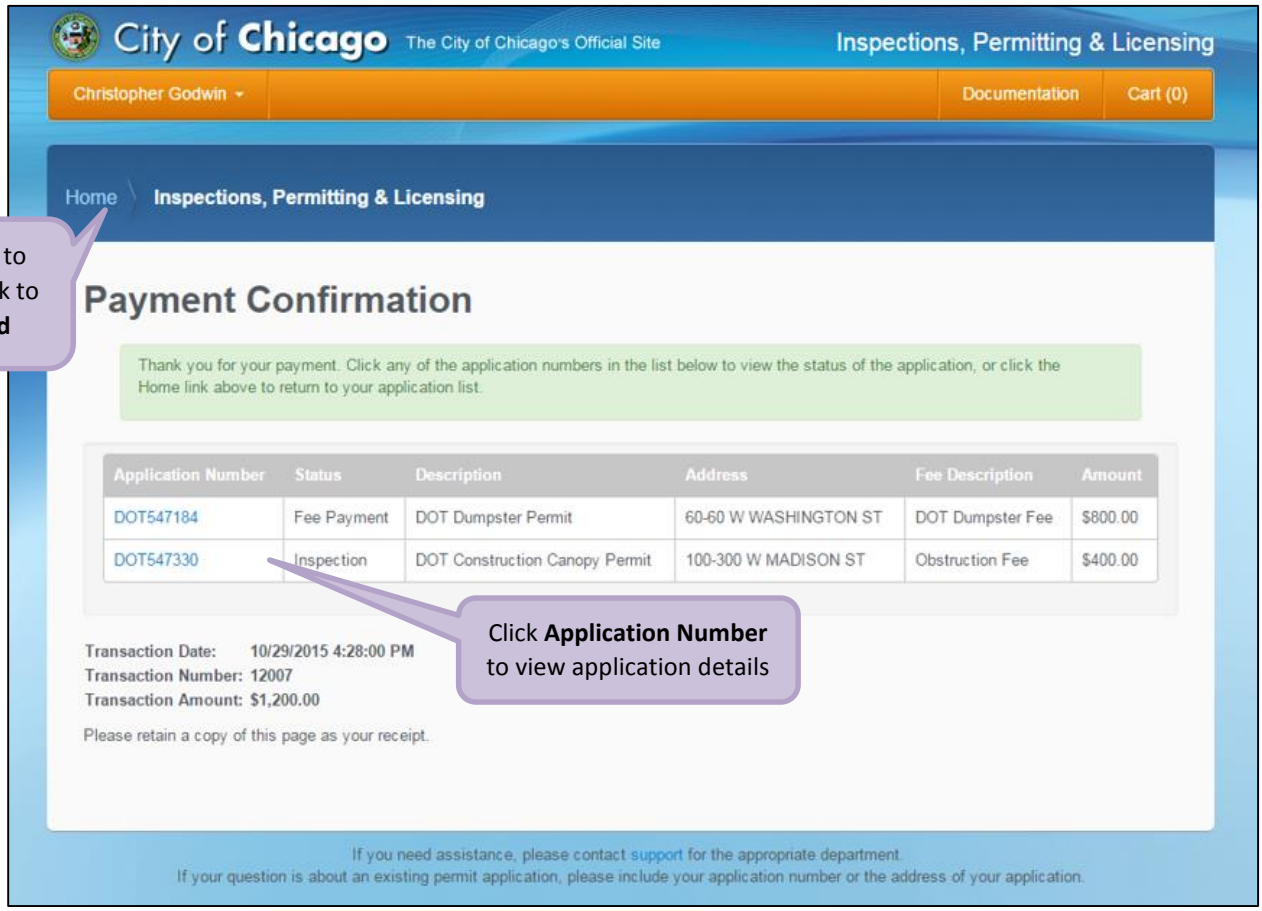
Order Verification

Confirm your payment information, and click **Submit Payment** to complete your transaction.



Payment Confirmation

Once your payment is processed successfully, a confirmation email will be sent to you from **info@cityofchicago.org**.



Click **Home** to navigate back to **Dashboard**

Click **Application Number** to view application details

Invoice Customers

With the introduction of online payments, we have reduced the number of invoice customers based on permit application volume.

Note: The payment process for invoice customers has not changed. You will have the option of paying online (Pay-As-You-Go) or waiting for your invoice to arrive.

Invoice customers will receive an email notifying them of the fees assessed for each permit application processed. They will still receive monthly invoice statements via mail for all permits that have passed application checks and reviews. Payment instructions can be found on the invoice.

If you were previously an invoice customer and request fewer than 100 permits a year, you are now a Pay-As-You-Go customer and can pay for your permits online.

Printing Permits

Note: If you are unable to print permits online, you can pick up a copy of your permit(s) at:

Permit Office Locations and Programs Served
City Hall
121 N. LaSalle St., 9th Floor
Chicago, Illinois 60602
All Permit Types, except Home Owners Assistance

Or Neighborhood Residential Permit Centers

Signing In to the E-Permit Application

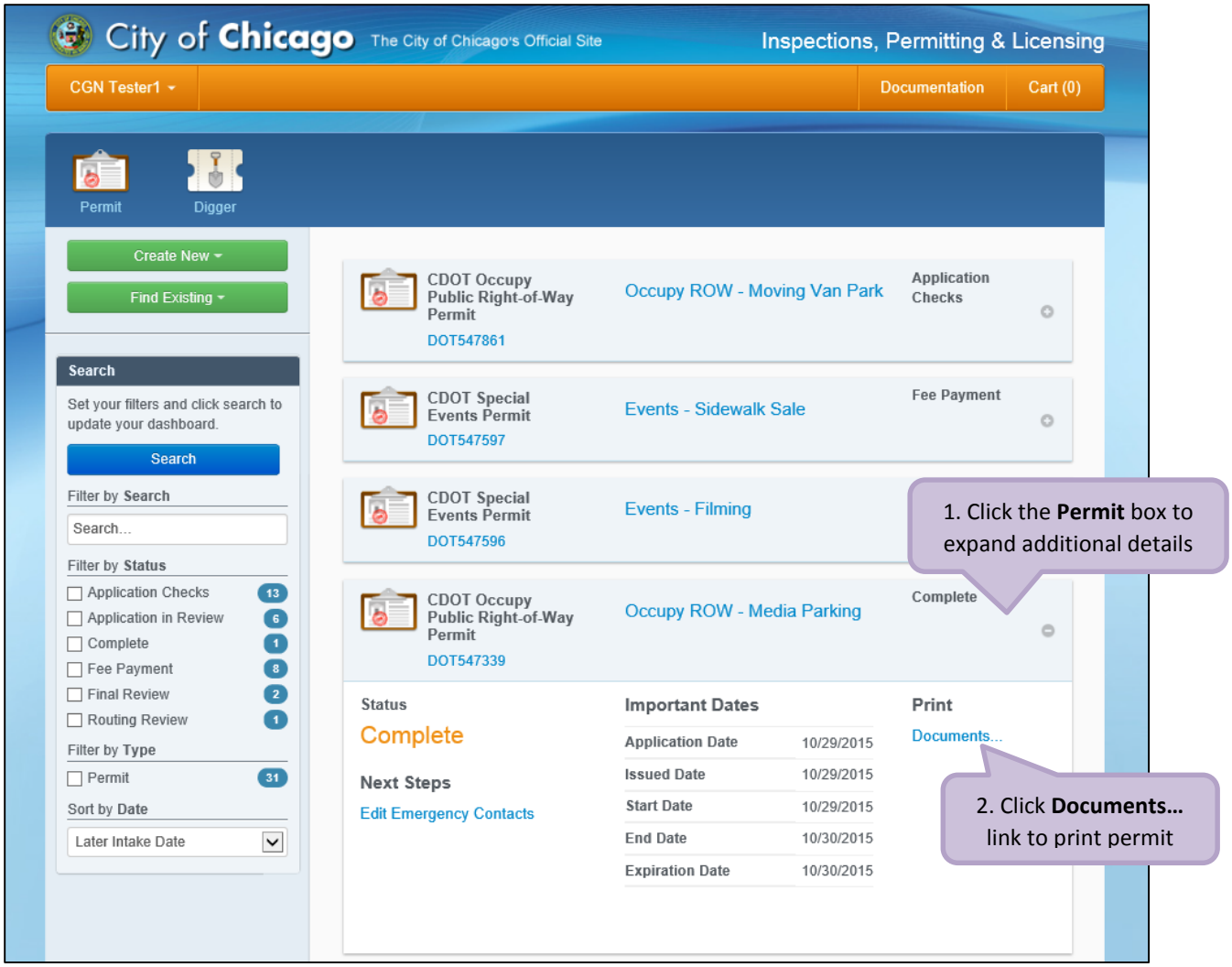
To manage your account, sign in using your credentials and click **Sign In**.

Permit Home Page - Dashboard

Select the permit in your **Dashboard** you want to print:

- Click the **Permit** box to expand and show additional details
- Click the **Documents…** link to ***Print*** the permit

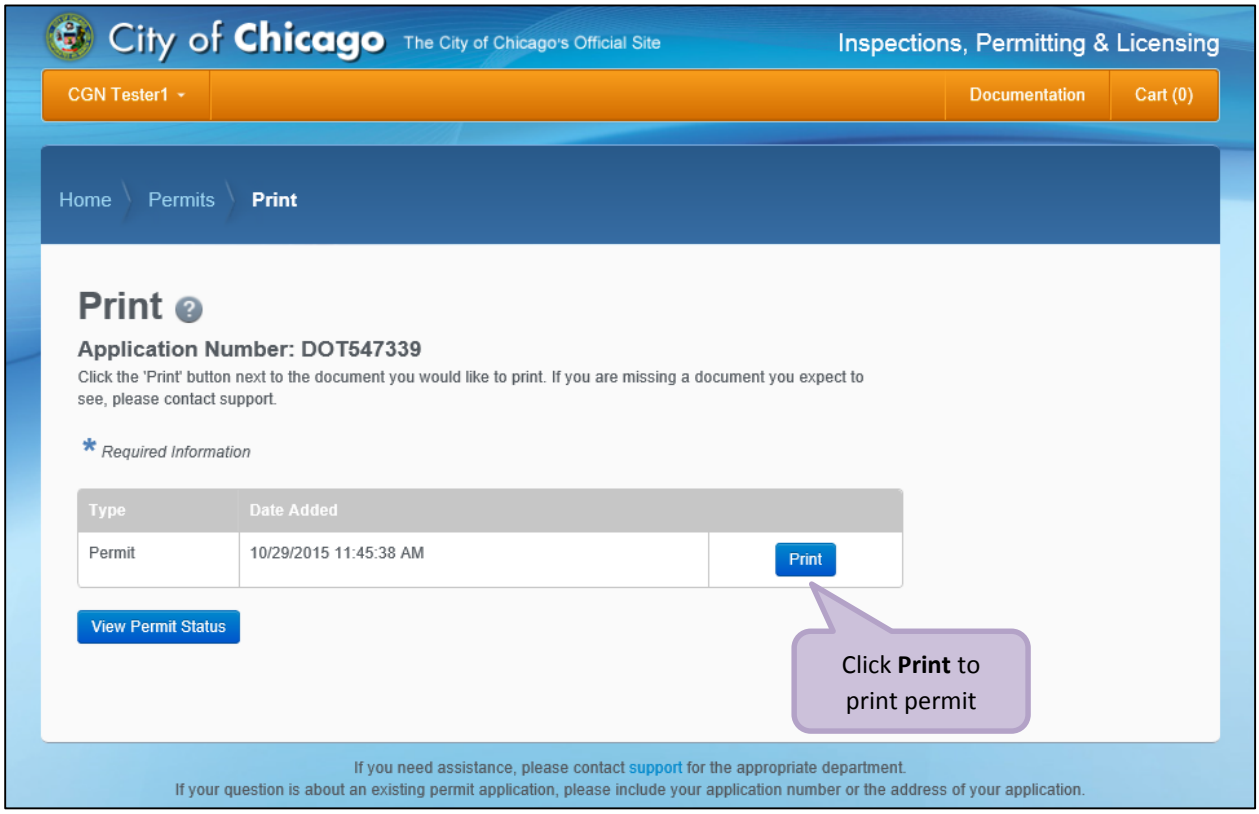
*Note: You can print permits once the Permit Status = **Complete**.*



Print

The **Print** page is displayed:

- Click **Print** next to the document you would like to print



PDF Permit

The permit will be displayed on another webpage:

- You can save this PDF to your local hard drive or print

Permit # DOT547339

DOT Occupy the Pub. ROW Permit
Media Parking

ISSUED

City of Chicago
Department of Transportation
(312) 744-4652

Received Date: October 29, 2015 11:43 am

CGN TESTER1
30 N LASALLE
CHICAGO, IL 60602

JOHN DOE (773)674-3678

PERMIT DATES

October 29, 2015 12:00 am through October 30, 2015 11:59 pm

PERMIT DETAILS

Media Parking
From: 10/29/2015 To: 10/30/2015

101 - 102 E WACKER DR

Subcontractors:

There are no subcontractors.

Restrictions:

1. A copy of the permit must remain on-site for inspector's review.
2. Permittee must provide a sign which identifies the telephone number and company or person performing the work. Signage may be affixed to barricades.
3. Pedestrian walkway must be kept free of all obstructions and debris.
4. Maintain fire hydrant and manhole access.

Fees:

There are no fees.

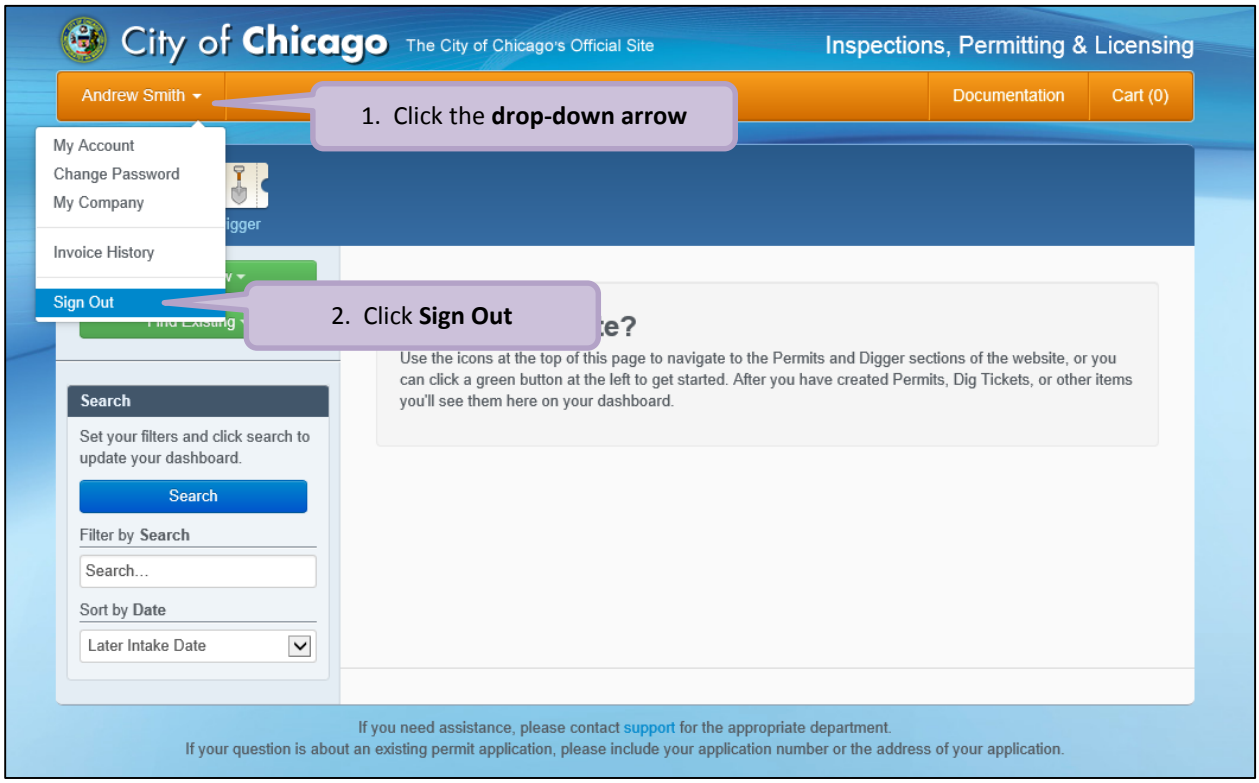
EFFECTIVE DATES OF PERMIT

Current: October 29, 2015 through October 30, 2015 (Input date: October 29, 2015 11:43 am)

END OF PERMIT

CGN TESTER1 Page #: 1

Sign Out

When finished, be sure to sign out:

- Navigate back to the E-Permit Application
- Click the **drop-down arrow** beside your name
- Click **Sign Out** to log off of the E-Permit application