



City of Chicago

CDOT
CHICAGO DEPARTMENT
OF TRANSPORTATION



CDOT Paying Fees & Printing Permits

Online Permit Portal



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

 **do_not_reply@cityofchicago.org** Nov 9 (1 days ago) ☆  

to me ▾

Dear Customer,

Permit Fees have been added to a permit that you are associated with. The total amount due is \$1300. The permit details are below.

Permit details:

Permit Number: DOT547596
Permit Type: DOT Special Event Permit
Work Type: Filming
Start Date: 11/5/2015 12:00:00 AM
End Date: 11/30/2015 11:59:59 PM
Location: 100-249 E WACKER DR

Please go to the below link to pay the fee(s).
<https://ipitest.cityofchicago.org/profile>

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

Click this link to pay the fee(s)



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|

.....

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.



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 screenshot shows the City of Chicago's official site for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The dashboard displays a list of permits. The first permit is 'CDOT Occupy Public Right-of-Way Permit' (DOT547861) with a status of 'Application Checks'. The second is 'CDOT Special Events Permit' (DOT547597) with a status of 'Fee Payment'. The third is 'CDOT Special Events Permit' (DOT547596) with a status of 'Fee Payment'. A callout box points to the 'Permit' icon on the first permit, stating '1. Click the Permit box to expand additional details'. Another callout box points to the 'Add to Cart (\$1,300)' link on the second permit, stating '2. Click Add to Cart to add permit to your Cart'. The status of the selected permit is 'Fee Payment'. The 'Important Dates' table shows: Application Date: 11/9/2015, Issued Date: N/A, Start Date: 11/5/2015, End Date: 11/30/2015, Expiration Date: N/A. The 'Next Steps' include 'Add to Cart (\$1,300)' and 'Edit Emergency Contacts'. A note at the bottom states: 'Application must be paid in full. The permit will be issued following successful 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

The screenshot shows a dialog box titled 'Item Added to Cart'. The text inside reads: 'The requested item has been added to your cart. Click the "Proceed to Checkout" button below if you would like to pay for the item(s) in your cart now. Otherwise, click "Continue" to stay on this page'. There are two buttons: 'Continue' and 'Proceed to Checkout'. A callout box points to the 'Proceed to Checkout' button with the text 'Click Proceed to Checkout'.



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

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

CGN Tester1 ▾ Documentation Cart (1)

Home > Inspections, Permitting & Licensing

Checkout

My Cart

Application Number	Description	Address	Fee Description	Amount	
DOT547296	DOT Special Event Permit	101-102 E WACKER DR	DOT Special Events Processing Fee	\$50.00	Remove
Total				\$50.00	Remove All

Begin Checkout (\$50.00)

Click **Begin Checkout**

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.



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.***

City of Chicago The City of Chicago's Official Site

City of Chicago
eCheckout

Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions of payment.

Select the Payment Method Credit Card Check

Cancel Next Click Next to proceed

Terms of Use | Privacy Commitment | Copyright © 2009-2015 City of Chicago

*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

City of Chicago
The City of Chicago's Official Site

City of Chicago eCheckout

Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After **15 minutes** your session will be automatically cancelled. Required fields are indicated by *.

Credit Card Type (*)	<input type="text" value="Visa"/>	
Credit Card Number (*)	<input type="text"/>	Please enter the credit card number, without any spaces or hyphens between the numbers
Expiration Date (*)	<input type="text" value="MM"/> <input type="text" value="YYYY"/>	
CVV/Verification # (*)	<input type="text"/>	Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. American Express: Look for the 4-digit code printed on the front of your card, just above and to the right of the card number
Name (*)	<input type="text"/>	Please enter the cardholder name as it appears on the credit card
Street Address (*)	<input type="text"/>	Please enter the credit card billing address
City (*)	<input type="text"/>	
State (*)	<input type="text" value="Illinois"/>	
Zip/Postal Code (*)	<input type="text"/>	

Click **Next** to proceed

[Terms of Use](#) | [Privacy Commitment](#) | Copyright © 2009-2015 City of Chicago



Check Information

Enter your checking account information in the required fields:

- Click **Next** to proceed

City of Chicago The City of Chicago's Official Site

City of Chicago eCheckout

Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have **15 minutes** to complete the checkout process. After ten minutes your session will be automatically cancelled. Required fields are indicated by *.

ABA/Routing Number (*) Please enter the routing number, without any spaces or hyphens between the numbers

Bank Account Number (*) Please enter the account number, without any spaces or hyphens between the numbers

Name on Account (*) Please enter the account holder name

Bank Account Type (*) Personal Business Please enter the account type

If your bank account has fraud protection please call Customer Services at 312-747-4747 to get the City's identification number. This will need to be provided to your bank before making the payment.

ABA Number Account Number

Click **Next** to proceed

Terms of Use | Privacy Commitment | Copyright © 2009-2015 City of Chicago



Order Verification

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

City of Chicago The City of Chicago's Official Site

City of Chicago
eCheckout

Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

Item	Description	Quantity	Amount
DOT547184 60-60 W WASHINGTON S	DOT Dumpster Fee	1	\$800.00
DOT547330 100-300 W MADISON ST	Obstruction Fee	1	\$400.00
Total Payment Amount:			\$1,200.00

Payment Information

Name: CG
 Address: 123 Fake St, Chicago, IL 90017
 Card #: 4445xxxx0007
 Exp Date: 01/19

To submit this order, please click the "Submit Payment" button only once.

[Edit Payment Information](#) [Submit Payment](#)

Click **Submit Payment** to complete transaction

Terms of Use | Privacy Commitment | Copyright © 2009-2015 City of Chicago



Payment Confirmation

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

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

Christopher Godwin Documentation Cart (0)

Home > Inspections, Permitting & Licensing

Payment Confirmation

Thank you for your payment. Click any of the application numbers in the list below to view the status of the application, or click the Home link above to return to your application list.

Application Number	Status	Description	Address	Fee Description	Amount
DOT547184	Fee Payment	DOT Dumpster Permit	60-60 W WASHINGTON ST	DOT Dumpster Fee	\$800.00
DOT547330	Inspection	DOT Construction Canopy Permit	100-300 W MADISON ST	Obstruction Fee	\$400.00

Transaction Date: 10/29/2015 4:28:00 PM
 Transaction Number: 12007
 Transaction Amount: \$1,200.00

Please retain a copy of this page as your receipt.

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 **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**.

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](#).

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.

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

To manage your account, **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**.*

The screenshot shows the City of Chicago's official site for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The dashboard features a sidebar with navigation options for 'Permit' and 'Digger', and buttons for 'Create New' and 'Find Existing'. A search and filter section is on the left, with filters for status (Application Checks: 13, Application in Review: 6, Complete: 1, Fee Payment: 8, Final Review: 2, Routing Review: 1) and type (Permit: 31). The main area displays a list of permits:

- CDOT Occupy Public Right-of-Way Permit (DOT547861) - Occupy ROW - Moving Van Park - Application Checks
- CDOT Special Events Permit (DOT547597) - Events - Sidewalk Sale - Fee Payment
- CDOT Special Events Permit (DOT547596) - Events - Filming
- CDOT Occupy Public Right-of-Way Permit (DOT547339) - Occupy ROW - Media Parking - Complete

The 'Complete' permit is expanded to show details:

Status	Important Dates	Print
Complete	Application Date: 10/29/2015	Documents...
Next Steps	Issued Date: 10/29/2015	
Edit Emergency Contacts	Start Date: 10/29/2015	
	End Date: 10/30/2015	
	Expiration Date: 10/30/2015	

Two callouts are present: '1. Click the **Permit** box to expand additional details' pointing to the permit card, and '2. Click **Documents...** link to print permit' pointing to the link in the expanded view.



Print

The **Print** page is displayed:

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

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

CGN Tester1 Documentation Cart (0)

Home > Permits > **Print**

Print ?

Application Number: DOT547339

Click the 'Print' button next to the document you would like to print. If you are missing a document you expect to see, please contact support.

* Required Information

Type	Date Added	
Permit	10/29/2015 11:45:38 AM	Print

[View Permit Status](#)

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.




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**


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

Received Date: October 29, 2015 11:43 am

ISSUED

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

Save
Print
Up
Down
Permit # 547339
1 / 1
Zoom
PDF

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

The screenshot shows the City of Chicago website interface. At the top, the user is logged in as "Andrew Smith". A callout box labeled "1. Click the drop-down arrow" points to the arrow next to the name. 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. The page also features a search bar, a filter section, and a footer with contact information.