



City of Chicago



CDOT Events Permits

Sidewalk Sale



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](#).

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 menu, 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 Events**

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 **Sidewalk Sale**
- 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 permit application system. The page header includes the City of Chicago logo and 'The City of Chicago's Official Site'. The navigation bar shows 'Home > Permits > Apply'. The left sidebar lists the application steps: 1. Application Type, 2. Basic Information (selected), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' and contains the following fields:

- Event Name:** A text input field containing 'Events - Sidewalk Sale'. A callout box points to this field with the instruction: '1. Enter the Event Name'.
- Type of Event:** A drop-down menu with 'Sidewalk Sale' selected. A callout box points to this field with the instruction: '2. Select from drop-down list'.
- Start Date:** A date input field containing '11/05/2015'. A callout box points to this field with the instruction: '3. Select the Start Date'.
- End Date:** A date input field containing '11/06/2015'. A callout box points to this field with the instruction: '4. Select the End Date'.
- Description of Event:** A text area containing 'Sidewalk Sale'. A callout box points to this field with the instruction: '5. Enter the Description of Event'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout box points to the 'Next Step' button with the instruction: '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

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. Basic Information
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Application Information

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

* Required Information

| Name | Phone | E-Mail |
|--|-------|--------|
| + Add Emergency Contact 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.

To **Add Emergency Contact Information**:

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

Add Emergency Contact Information

Name *

Phone *

E-Mail x

Cancel Add Emergency Contact Information



Your **Emergency Contacts** have been added:

- Click **Next Step** 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 navigation menu includes 'Home', 'Permits', and 'Apply'. The left sidebar lists the application steps: 1. Application Type, 2. Basic Information, 3. Application Information (selected), 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts'. A table lists the contact information for John Doe, with 'Edit' and 'Delete' links. A callout box points to the 'Next Step' button, instructing the user to click it to proceed. At the bottom, there is a support link and a note about existing permit applications.

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. Basic Information
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Application Information

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

* Required Information

Emergency Contacts

| Name | Phone | E-Mail | |
|----------|---------------|--------------------|---|
| John Doe | (773)674-3678 | john.doe@email.com | Edit Delete |

+ Add Emergency Contact Information

Previous Step **Next Step**

Click the **Next Step** 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.



4. Event Information

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

Location Information

Click **+ Add Location Information** to display the **Add Location Information** dialog box

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. Basic Information
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Event Information

Application Number: DOT547597

Enter the location where the event will occur.

* Required Information

Your permit application has been saved to your dashboard.

Location Information

| Location | Street Closure | Additional Information |
|-----------------------------------|----------------|------------------------|
| + Add Location Information | | |

Previous Step Next Step

Click **+Add Location 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.



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: 111 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE

Street Closure: Sidewalk Closure Only *

Additional Information: [Empty]

Buttons: Cancel, Add Location Information

Callout: Click Add Location Information to



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 | 111 | 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

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. Basic Information
3. Application Information
- 4. Event Information**
5. Legal Agreements
6. Status

Event Information

Application Number: DOT547597

Enter the location where the event will occur.

** Required Information*

Location Information

| Location | Street Closure | Additional Information | |
|---------------------|-----------------------|------------------------|---------------|
| 101-111 E WACKER DR | Sidewalk Closure Only | | Edit Delete |

[+ 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 City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The current step in the application process is 'Legal Agreements' for application number 'DOT547597'. 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.

Legal Agreements
Application Number: DOT547597
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

2. Click the **Submit** button to proceed.

Previous Step **Submit**

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.

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: DOT547597

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 | DOT547597 | |
| 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 | 11/6/2015 | |



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.'