



City of Chicago



CDOT Occupy Right-of-Way Permit

Manhole Access



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 tabs for "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 for "Filter by Search" and "Sort by 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 **Occupy the Public Right of Way**

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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 Occupy the Public Right of Way

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.

The screenshot shows the 'Applicants' page in the City of Chicago's online permit application system. The page title is 'Applicants' with a help icon. Below the title, there is a note: 'If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.' A section titled '* Required Information' contains a table for 'Applicant *' with the following data:

Name	Address	Phone Number	Email
CGN Tester1	30 N LaSalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Below the table is a 'Subcontractor' section with the text: 'If any companies other than your own will be acting as Subcontractor, click the 'Add Subcontractor' button to add them to this application.' A green 'Add Subcontractor' button is visible. At the bottom of the page, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes provide instructions: one points to the 'Add Subcontractor' button, stating 'If another company should be listed, click the Add Excavator / Sub-Contractor button', and another points to the 'Next Step' button, stating 'Otherwise, click the Next Step button to Proceed.'



Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter the **Company Name** (required)
- Enter the **Primary Phone** (required)
- Enter the **Email** (optional)
- Enter the **Address Line 1** (required)
- Enter the **Address Line 2** (optional)
- Enter the **City** (required)
- Select the **State** (required)
- Enter the **Zip Code** (required)

Add Subcontractor

Company Name *

Primary Phone *

Email

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

add them to this application.

Enter the required fields and click **Save**.



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. Occupy Information
6. Documentation
7. Legal Agreements
8. Status

Applicants ?

If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.

* Required Information

Applicant *

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Subcontractor

Name	Address	Phone Number	Email
PJS EXCAVATING SEWER AND WATER INC	6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631	(312)437-0500	Edit Remove

[Add Subcontractor](#)

[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 **Activity Type** from the drop-down (required)
 - Select **Manhole Access**
- Enter the **Description of Work** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Job Information' form in the City of Chicago's online permit application system. 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)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists the application steps: 1. Application Type, 2. Applicants, 3. Basic Job Information (highlighted), 4. Application Information, 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Basic Job Information' with a help icon. Below the title is the instruction: 'Enter the activity type which this permit will cover. You may...'. A section for '* Required Information' contains three fields: 'Project Name' (text input with 'Occupy ROW - Manhole Access'), 'Activity Type' (dropdown menu with 'Manhole Access' selected), and 'Description of Work' (text area with 'Manhole Access'). At the bottom are 'Previous Step' and 'Next Step' buttons. Four callout boxes provide instructions: 1. Enter the Project Name, 2. Select from drop-down list, 3. Enter Description of Work, and 4. Click the Next Step button to proceed. A footer note states: '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. 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 on the City of Chicago website. The page has a blue header with the City of Chicago logo and 'The City of Chicago's Official Site'. Below the header is a navigation bar with 'Home', 'Permits', and 'Apply'. The main content area is titled 'Application Information' and contains a sidebar with steps 1-8. The 'Emergency Contacts' section is highlighted, and a callout box points to the '+ Add Emergency Contact Information' button.

To **Add Emergency Contact Information**:

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

The screenshot shows the 'Add Emergency Contact Information' dialog box. The dialog box has a title bar with a close button. 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'. Below the fields are two buttons: 'Cancel' and 'Add Emergency Contact Information'. A callout box points to the 'Add Emergency Contact Information' button.



Emergency Contacts have been added:

- Click **Next Step** 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 navigation bar includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists eight steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information (highlighted), 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status.

Application Information ?

Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

** 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.



5. Occupy Information

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

Manhole Access Information

Enter the **Manhole Access Information**:

- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Click **+ Add Information** to display the **Add Information** dialog box

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

CGN Tester1 Documentation Cart (0)

Home > Permits > Edit

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

Occupy Information ?

Application Number: DOT547360

Enter the information regarding the way you intend to occupy the public right-of-way.

** Required Information*

Manhole Access Information

Start Date *

End Date *

Location Information *

Location	Additional Information
+ 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.



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)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location Information [X]

From: 101 *

To: 101 *

Direction: E ▾ *

Street Name: WACKER *

Suffix: DRIVE ▾

Additional Information: []

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	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 > **Edit**

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

Occupancy Information ?

Application Number: DOT547360
Enter the information regarding the way you intend to occupy the public right-of-way.

** Required Information*

Manhole Access Information

Start Date *

End Date *

Location Information *

Location	Additional Information
101 E WACKER DR 🗺️	Edit Delete

[+ Add Location Information](#)

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

Location Information has been added

Click **Next Step** 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.

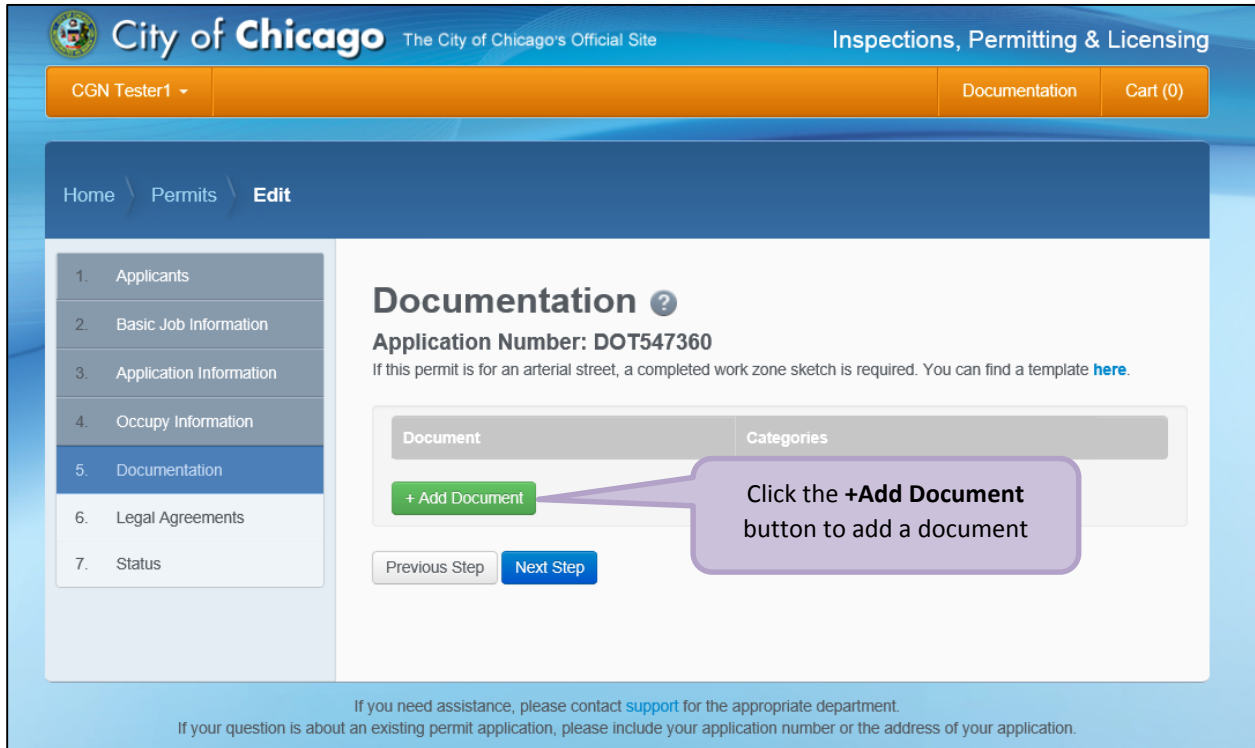


6. Documentation

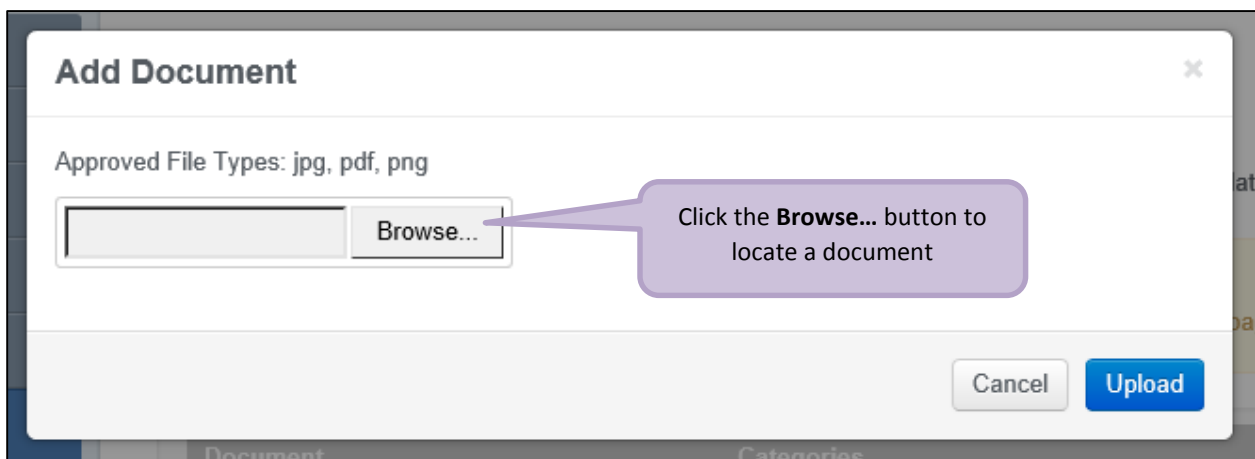
If this permit is for an arterial street, a completed work zone sketch is required:

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

Note: Only jpg, pdf, or png files can be added.



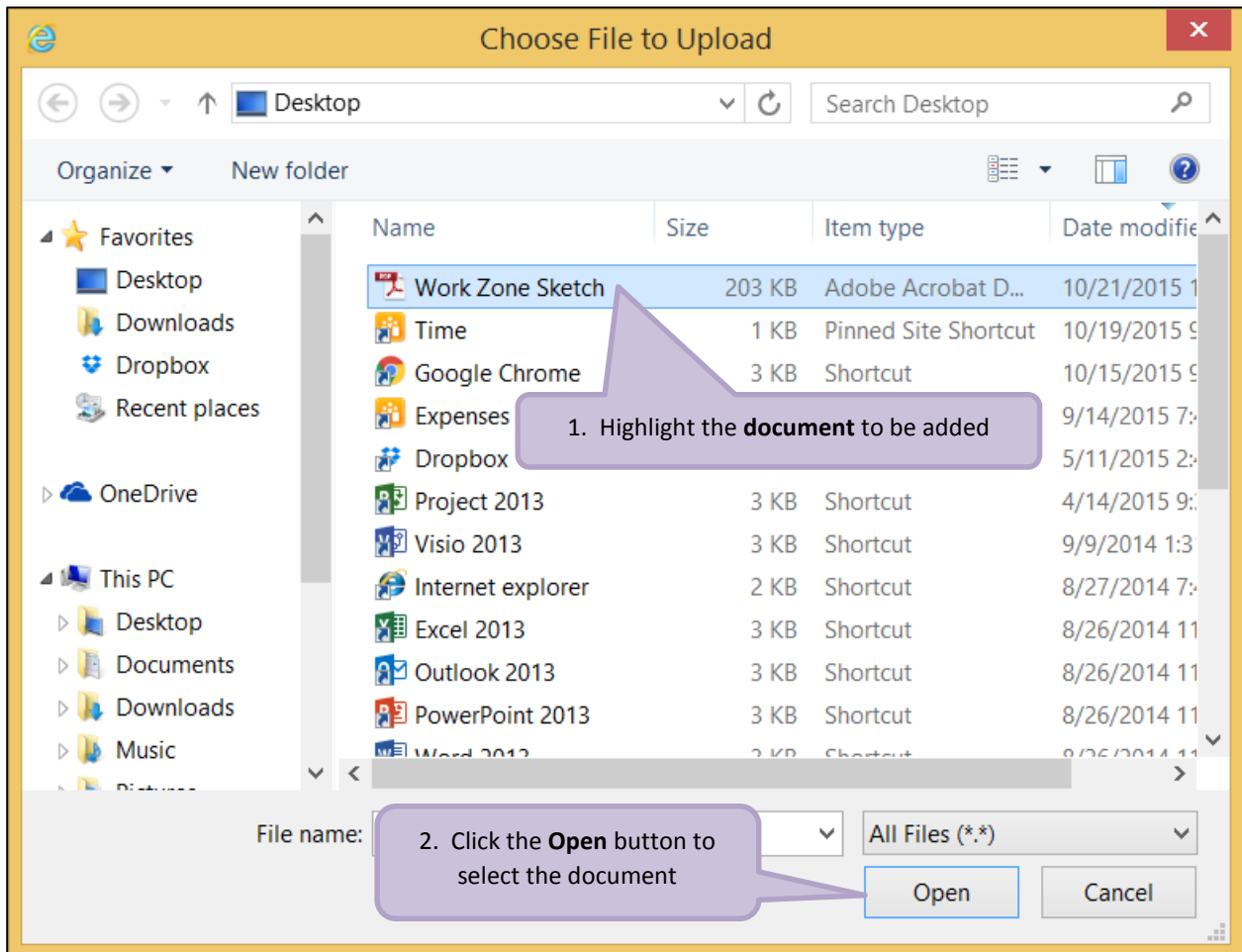
Click the **Browse...** button to locate the document.



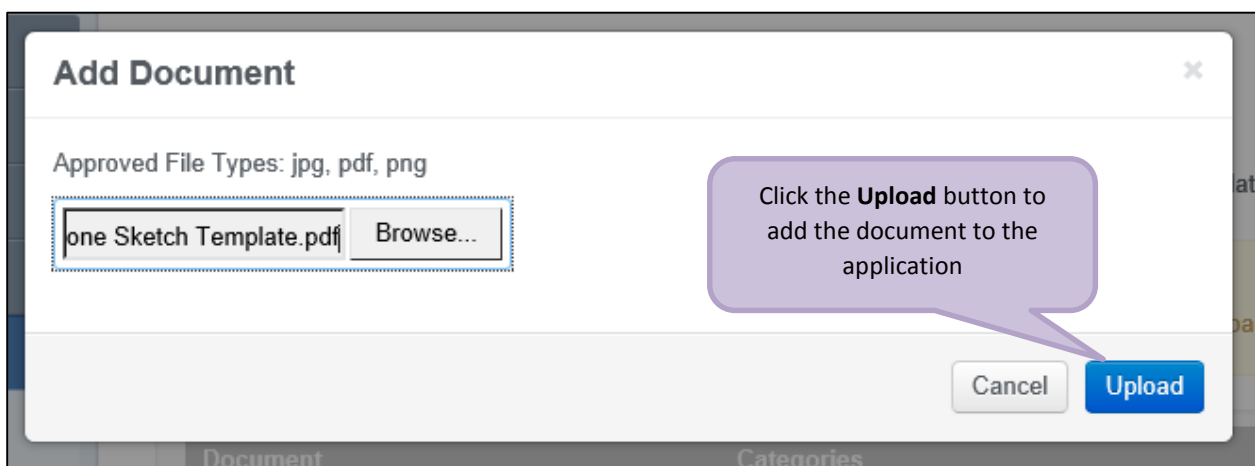


The in **Choose File to Upload** dialog box:

- 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

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Edit

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

Documentation ?

Application Number: DOT547291

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

Document	Categories
Work Zone Sketch Template.pdf	• Work Zone Sketches Remove

[+ Add Document](#)

[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.



7. Legal Agreements

The **Legal Agreements** must be acknowledged:

- Read the **Certification** legal agreement
- Click the **I Agree** checkbox (required)
- Click **Submit** to proceed

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

CGN Tester1 Documentation Cart (0)

Home Permits **Edit**

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

Legal Agreements ?

Application Number: DOT547360

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

Previous Step **Submit** 2. Click the **Submit** 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.



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.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

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

Permit Application Status

Application Number: DOT547360

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	DOT547360	
Type	Occupy the Public Right of Way	
Current Status	Application Checks	
Applicants	CGN Tester1 - Applicant	more info...

Reviews

Review	Date Completed	Status	Notes
Public Way Occupation Review		Pending	

Important Dates

Creation Date	10/29/2015	
Submission Date		



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 filter sidebar on the left and a list of applications, including one for 'Public Way Opening - General'. At the bottom, there is a support notice: '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.'