



City of Chicago



CDOT Other Transportation and Public Way Permits

Vacation



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](#).

Sign In

MyName| x

.....

[Forgot Password?](#)

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 a "Permit" and "Digger" section. A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in green), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively. Below the dropdown is a search and filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake 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 **Other Transportation and Public Way Permits**

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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 **Other Transportation and Public Way Permits**

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 **Project Name** (optional)
- Select the **Type of Work** from the drop-down (required)
 - Select **Vacation**
- 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 website. The form is titled 'Basic Job Information' and includes a sub-header 'Please enter the start and end dates of the work, and select...'. Below this, there is a section for '* Required Information' with the following fields:

- Project Name:** A text input field containing 'Other - Vacation'.
- Type of Work:** A drop-down menu with 'Vacation' selected.
- Start Date:** A date input field containing '11/05/2015'.
- End Date:** A date input field containing '11/12/2015'.
- Description of Work:** A text area containing 'Other Transportation and Public Way - Vacation'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted in blue. The form is surrounded by a navigation bar at the top with 'Home', 'Permits', and 'Apply' links. A sidebar on the left lists the steps of the application process, with 'Basic Job Information' selected. The page also features a user profile 'CGN Tester1', 'Documentation', and 'Cart (0)' links.

Numbered callouts on the form indicate the following steps:

1. Enter the **Project Name**
2. Select from drop-down list
3. Select the **Start Date**
4. Select the **End Date**
5. Enter the **Description of Work**
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 Job Information
3. Application Information
4. Vacation 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. If there is any relevant contract or ordinance information, enter that information as well.

* 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 '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 application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Vacation Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a note: '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.' Below this is a section for 'Emergency Contacts' marked as '* Required Information'. It contains a table with one entry: John Doe, (773)674-3678, john.doe@email.com, with 'Edit | Delete' links. A '+ Add Emergency Contact Information' button is below the table. At the bottom of the form 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.'

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



4. Vacation 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** to display the **Add Location** 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 Job Information
3. Application Information
- 4. Vacation Information**
5. Legal Agreements
6. Status

Vacation Information

Application Number: DOT547580

Enter the address to be vacated and the information received from the Department of Cultural Affairs and Special Events.

** Required Information*

Your permit application has been saved to your dashboard.

Location *

Location	Additional Information
+ Add Location	

Public Right-of-Way Information

Project Completion Date

Fee Value *

OUC Number? *

Maps and Plats Number *

Case Number

November 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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



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** to proceed

Add Location [Close]

From: 101 *

To: 101 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE

Additional Information: []

Buttons: Cancel, Add Location

Callout: Click **Add Location** to proceed



Review and confirm the address you entered:

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

Add Location

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

Click **Confirm** to proceed

Buttons: Cancel, Re-Enter, Confirm



Public Right-of-Way Information

The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps

Enter the following information in the **Freight Tunnel Access Information**:

- Select the **Project Completion Date** from the **Calendar** pop-up (required)
- Enter the **Fee Value** (required)
- Enter the **OUC Number** (required)
- Enter the **Maps and Plats Number** (required)
- Enter the **Case Number** (optional)
- Click **Next Step** to proceed

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CGN Tester1 - Documentation Cart (0)

Home Permits **Apply**

1. Application Type
2. Basic Job Information
3. Application Information
4. **Vacation Information**
5. Legal Agreements
6. Status

Vacation Information

Application Number: DOT547580

Enter the address to be vacated and the information received from the Department of Cultural Affairs and Special Events.

* Required Information

Location *	Additional Information
101 E WACKER DR 🗺	

+ Add Location

Public Right-of-Way Information

Project Completion Date: 11/30/2015 ?

Fee Value: 100 * ?

OUC Number?: 123456 * ?

Maps and Plats Number: ABC-123 * ?

Case Number:

Previous Step **Next Step**

1. Select the **Project Completion Date**

2. Enter the **Fee Value**

3. Enter the **OUC Number**

4. Enter the **Maps and Plats Number**

5. Enter the **Case Number**

6. Click **Next Step** to proceed

Location Information has been added



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 the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The current step in the application process is 'Legal Agreements', which is highlighted in the sidebar. The main content area displays the 'Legal Agreements' section for application number DOT547580. It includes a 'Certification' section with a list of terms and conditions. A callout box with a purple background and white text points to the 'I Agree' checkbox, stating '1. Click the I Agree checkbox to accept the agreement'. Another callout box points to the 'Submit' button, stating '2. Click the Submit button to proceed.' The page also includes a footer with contact information for support.



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 Job Information

2. Application Information

3. Vacation Information

4. Legal Agreements

5. **Status**

Permit Application Status

Application Number: DOT547580

Application Information:

- All fees for this application must be paid in full. The permit will be issued following successful fee payment

[Add to Cart \(\\$100\)](#) [Cancel Permit](#)

Application Number	DOT547580	
Type	Other Transportation and Public Way Permits	
Current Status	Fee Payment	

Important Dates

Creation Date	11/5/2015	
Submission Date	11/5/2015	
Start Date	11/5/2015	
End Date	11/12/2015	

Basic Job Information

Project Name	Other - Vacation
Type of Work	Vacation
Start Date	11/5/2015



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.'