



City of Chicago



CDOT Creating Your Web Account

Online Permit Portal



10/21/2015





Table of Contents

Creating a New Account	1
Email Account Verification (Step 1 of 3)	2
Create New Account (Step 2 of 3).....	4
Join/Create Company (Step 3 of 3 – Optional)	5
Individual/Personal Account	5
Company Information.....	5
Sign Out.....	9
Appendix A: Request New Company	10



Creating a New Account

To create a new account, click on [Online Permit Portal](#) or enter <https://ipi.cityofchicago.org/profile> in your address bar.

Click **Create New Account**.

*Note: If you already have an account, enter your **Username** and **Password** to **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

Username

Password

[Sign In](#)

[Forgot Password?](#)

[Create New Account](#)

To create your account, click **Create New Account**

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.



Email Account Verification (Step 1 of 3)

Enter your **Account Information**:

- Enter your **Email Address** (required)
- Click **Submit** to proceed

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

Home > Inspections, Permitting & Licensing

Email Account Verification (Step 1 of 3)

In order to create an account, we'll need to confirm your email address.

* Required Information

Account Information

Email Address *

Submit

[Forgot User](#) [Password?](#)

Click **Submit** to proceed

Enter your **Email Address**

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.

A confirmation message will be sent to your email address you provided from:

- do-not-reply@cityofchicago.org

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

Home > Inspections, Permitting & Licensing

Email Account Verification

A confirmation message was sent to the email address you provided.
Please follow the link in that email to complete the account setup process.

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 the link to verify the email address you provided – this link will take you to Create Account screen on the Online Permit Portal.

The screenshot shows an email client interface. The email is from 'do-not-reply@cityofchicago.org' with the subject '(Test) City of Chicago : Online Programs Enrollment Email Verification'. The email body contains the following text:

Sat 10/24/2015 10:12 AM

do-not-reply@cityofchicago.org
(Test) City of Chicago : Online Programs Enrollment Email Verification

To: Andrew

Action Items

This email is to confirm the validity of this email address. Please click [here](#) to complete your account creation.

If the link above does not work copy the link below into your browser.

<https://ipitest.cityofchicago.org/Profile/Account/Register?qY2oD6HjyNYJX67upZSRm6Goghjln8aOKznzqbXQkzSMW6OCAAtugmUZ%2fayx1Ot9P>

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.


A callout bubble with a purple border and white background points to the link in the email body, containing the text: 'Click the link to verify your email address'.



Create New Account (Step 2 of 3)

Enter all of the **required fields (*)**.

- Click **Register** to proceed (at the bottom of the page)

*Note: The **Help Icon**  provides any additional information about fields to users.*



Join/Create Company (Step 3 of 3 – Optional)

Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company information, click **Skip This Step** to proceed to the **Home Page**.

Company Information

Following the following steps to link your **Company Information** to your account:

- Enter the partial or full name of your **Company** in the free form text field
- Click **Find Company**

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

Andrew Smith ▾ Documentation Cart (0)

Home > Inspections, Permitting & Licensing

Join/Create Company (Step 3 of 3 - Optional)

Your account was created successfully, however your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.

* Required Information

Company Information

Enter the name of your company *

Find Company

Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company's information, you can skip this step and continue into the site. (You will be able to join/create a company later.)

Skip This Step

1. Enter partial/full name of your **Company**

2. Click **Find Company** to proceed **OR CLICK ENTER**

Click **Skip This Step** to create individual or personal account

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.



Locate your company in the fields that appear:

- Click **Request Enrollment in Company**

*Note: If you do not see your company, either click the **Request New Company** button at the **bottom of the page**, or search again. For steps to request a new company, please refer to **Appendix A** at the back of the training guide.*

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

Andrew Smith ▾ Documentation Cart (0)

Home > Inspections, Permitting & Licensing

Join/Create Company (Step 3 of 3 - Optional)

Your account was created successfully, however your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.

* Required Information

Company Information

Enter the name of your company

Find Company

Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company's information, you can skip this step and continue into the site. (You will be able to join/create a company later.)

Skip This Step

Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.

Company Name	Address	
PEOPLES GAS	130 E RANDOLPH DR. CHICAGO IL 60601	Request Enrollment in Company

The **Confirm enrollment request** dialog box will be displayed:

- Click **Request** to proceed

Confirm enrollment request [X]

Are you sure you want to request that your account be added to this company?

Cancel **Request**



The **Pending Enrollment Request** page will be displayed.

*Note: Please allow 1-2 weeks for your request to be completed. If your request is not completed by that time, please contact the **Administrators** found at the bottom of the page. IT WILL NOT REQUIRE 1-2 WEEKS IN THE INITIAL STAGES OF THE TRANSITION TO THE NEW PERMIT PORTAL.*

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

Andrew Smith ▾ Cart (0)

Home > Inspections, Permitting & Licensing

Pending Enrollment Request

Your request to join test is waiting for an administrator to confirm that you work for the company. Please allow 1 - 2 weeks for your request to be completed. If your request is not completed by that time, please contact the appropriate administrator listed below.

The enrollment request has been sent successfully.

Pending Request

Company Name
123 Boulevard
Chicago
IL

(312)123-44567
name@company.com

Administrators
Chicago Department of Transportation
TBD



Once you have successfully logged in, the **Home Page** will be displayed.

Note: Click on any text in blue on this page to get more details.

The screenshot shows the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as Andrew Smith. The dashboard includes navigation icons for Permit and Digger, buttons for 'Create New' and 'Find Existing', a search section with a search button and filters, and a 'New To The Site?' section. Callout boxes provide instructions: 'Click **Apply** to select a new permit to apply for online' (pointing to the Permit icon), 'You can **Search** for existing permits for renewal purposes' (pointing to the search button), 'Existing permits will be displayed here' (pointing to the main content area), and 'You can **Filter and Sort by Date** existing permits' (pointing to the search filters).



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

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

Andrew Smith ▾ 1. Click the **drop-down arrow** Documentation Cart (0)

- My Account
- Change Password
- My Company
- Invoice History
- Sign Out** 2. Click **Sign Out**

Search

Set your filters and click search to update your dashboard.

Search

Filter by Search

Search...

Sort by Date

Later Intake Date ▾

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.



Appendix A: Request New Company

Enter **Contact Information**:

- Enter the **Company Name** (required)
- Enter the **Telephone Number** (required)
- Enter the **Street Address** (required)
- Enter the **Street Address 2** (optional)
- Enter the **City** (required)
- Select the **State/Province** from the drop-down (required)
- Enter the **Zip/Postal Code** (required)
- Enter the **FEIN** (required)
- Click **Request New Company** to proceed

The screenshot shows the 'Request New Company' page on the City of Chicago's official website. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and the navigation menu 'Inspections, Permitting & Licensing'. A user profile bar shows 'Andrew Smith' with a dropdown arrow, and links for 'Documentation' and 'Cart (0)'. The breadcrumb trail is 'Home > Inspections, Permitting & Licensing'. The main heading is 'Request New Company', followed by a brief instruction: 'Fill out the form below in order to request a new company be created. Once your request has been made, the proper City of Chicago department will review your request and create the company record.' A section titled '* Required Information' contains a form with the following fields: 'Company Name' (text input, required), 'Telephone Number' (text input, required), 'Street Address' (text input, required), 'Street Address 2' (text input, optional), 'City' (text input with 'Chicago' selected, required), 'State/Province' (dropdown menu with 'IL' selected, required), 'Zip/Postal Code' (text input, required), and 'FEIN' (text input, required). At the bottom of the form are 'Cancel' and 'Request New Company' buttons, and a help icon (question mark) is located to the right of the FEIN field.



Your request has been sent. Your request should be processed in 1-2 weeks.

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 the department name "Inspections, Permitting & Licensing". Below this, a user profile bar shows "Andrew Smith" with a dropdown arrow, and buttons for "Documentation" and "Cart (0)". A breadcrumb trail indicates "Home > Inspections, Permitting & Licensing". The main content area is titled "My Company" and contains a message: "Your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you." Below this is a section for "* Required Information" with a green confirmation box stating "Your request has been sent. Your request should be processed in 1-2 weeks." Underneath is a "Company Information" section with the prompt "Enter the name of your company" and a text input field with an asterisk. A blue "Find Company" button is positioned below the input field. 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."