



City of Chicago



CDOT Occupy Right-of-Way Permit

Public Place Obstruction



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**.



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" 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 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 **Occupy the Public Right of Way**

The screenshot shows the 'Select Application Type' page on the City of Chicago's official site. 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'. Below the header, there are tabs for 'CGN Tester1', 'Documentation', and 'Cart (0)'. The main content area has a breadcrumb trail 'Home > Permits' and a title 'Select Application Type'. Below the title, there is a sub-header: '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](#).' The page lists several permit types, each with a brief description. A callout box with a purple background and white text points to the 'Occupy the Public Right of Way' option, which is highlighted in blue. The callout text reads: 'Select Occupy the Public Right of Way'.

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.

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 has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists application steps, with 'Applicants' selected. The main content area is titled 'Applicants' and includes a table of existing applicants. A callout bubble points to the 'Add Subcontractor' button, and another points to the 'Next Step' button.

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. 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

If any companies other than your own will be acting as Subcontractor, click the 'Add Subcontractor' button to add them to this application.

[Add Subcontractor](#)

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

If another company should be listed, click the **Add Excavator / Sub-Contractor** button

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)

The screenshot shows a web form titled "Add Subcontractor" with a close button (X) in the top right corner. The form contains the following fields:

- Company Name: PJS EXCAVATING SEWER AND WATER INC *
- Primary Phone: (312)437-0500 *
- Email: (empty)
- Address Line 1: 6645 N. OLIPHANT AVENUE, SUITE E *
- Address Line 2: (empty)
- City: CHICAGO *
- State: ILLINOIS (dropdown menu) *
- Zip Code: 60631 (with a clear 'x' button) *

At the bottom right of the form are two buttons: "Cancel" and "Save". A purple callout box with a pointer to the "Save" button contains the text: "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

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. 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 **Public Place Obstruction**
- 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 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 steps: 1. Application Type, 2. Applicants, 3. Basic Job Information (highlighted), 4. Application Information, 5. Occupy Information, 6. Documentation, 7. Legal Agreements, 8. Status. The main form area is titled 'Basic Job Information' with a subtitle 'Enter the activity type which this permit will cover. You may :'. Below this is a section for '* Required Information' with three fields: 'Project Name' (text input with 'Occupy ROW - PublicObstruction'), 'Activity Type' (drop-down menu with 'Public Place Obstruction' selected), and 'Description of Work' (text input with 'Public Place Obstruction'). 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' step 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 'Home', 'Permits', and 'Apply'. A sidebar on the left lists steps from 1 to 8, with '4. Application Information' selected. The main content area is titled 'Application Information' and includes a help icon. Below the title is a description: '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.' A section labeled '* Required Information' contains a table for 'Emergency Contacts' with columns for Name, Phone, and E-Mail. A green button labeled '+ Add Emergency Contact Information' is positioned below the table. A callout bubble points to this button with the text: 'Click the +Add Emergency Contact Information button'. Below the table is a section for 'City Contract / Ordinance Information' with a text input field containing 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom of the form are 'Previous Step' and 'Next Step' buttons. 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.'

To **Add Emergency Contact Information**:

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

The screenshot shows the 'Add Emergency Contact Information' dialog box. It has a title bar with a close button (X). The form 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'. Each field has a red asterisk indicating it is required. At the bottom of the dialog are two buttons: 'Cancel' and 'Add Emergency Contact Information'. A callout bubble points to the 'Add Emergency Contact Information' button with the text: 'Click the +Add Emergency Contact Information button'.



City Contract / Ordinance Information

Click the **City Contract / Ordinance Information** button to display the **City Contract / Ordinance Information**.

*Note: The **City Contract / Ordinance Information** is not required. If you do not have a City Contract or Ordinance information for this permit, please leave these fields blank.*

Otherwise, click **Next Step** to proceed.

The screenshot shows the 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation menu includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information (selected), 5. Occupy Information, 6. Documentation, 7. Legal Agreements, 8. Status.

The main content area is titled 'Application Information' with a help icon. Below the title is a description: '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.' A note indicates that this information is required.

There are two main sections in the form:

- Emergency Contacts:** A table with columns for Name, Phone, and E-Mail. One contact is listed: John Doe, (773)674-3678, john.doe@email.com. There are 'Edit' and 'Delete' links for this contact. A green button below the table says '+ Add Emergency Contact Information'.
- City Contract / Ordinance Information:** A text input field containing the text 'I need to enter City Contract or Ordinance Information for this permit.'

At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'. Two callout boxes provide instructions:

- A purple callout box points to the 'City Contract / Ordinance Information' field with the text: 'City Contract / Ordinance Information can be entered here.'
- A purple callout box points to the 'Next Step' button with the text: 'Or Click the **Next Step** button to proceed.'

At the bottom of the page, there is a footer note: '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 **City Contract / Ordinance Information**:

- Enter the **City Contract #**
- Select the **Department Responsible** from the drop-down:
 - **Chicago City Colleges**
 - **Chicago Public Building Commission**
 - **Chicago Public Schools**
 - **Department of Aviation**
 - **Department of Streets and Sanitation – Forestry Division**
 - **Department of Transportation**
 - **Department of Water Management – Sewer Division**
 - **Department of Water Management – Water Division**
- Enter the **Ordinance #**
- Enter the **Page #**
- Select the **Date of Passage** of the ordinance that applies from the **Calendar** pop-up
- Select the **End Date of Ordinance** of the ordinance that applies from the **Calendar** pop-up
- Click **Next Step** to proceed

Note: Only enter Ordinance information if this permit is being carried out under a City ordinance.

City Contract / Ordinance Information

Enter the City Contract information if applicable

City Contract # ?

Department Responsible ?

Enter the Ordinance information, if applicable

Ordinance # ?

Page # ?

Date of Passage ?

End Date of Ordinance ?

Or Click the **Next Step** button to proceed.



5. Occupy Information

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

Enter the **Occupy Information**:

- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter **What is the purpose or related work for this Public Place Obstruction** (required)
- Click **+Add Location** to display the **Add Location** dialog box

The screenshot shows the 'Occupy Information' step of a permit application. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user is logged in as 'CGN Tester1'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps 1 through 8, with 'Occupy Information' selected. The main content area shows the 'Occupy Information' title with a help icon, the 'Application Number: DOT547304', and a message: 'Your permit application has been saved to your dashboard.' Below this is the 'Public Place Obstruction Information' section, which includes fields for 'Start Date', 'End Date', and a text area for 'What is the purpose or related work for this Public Place Obstruction?'. A calendar pop-up is open for 'October 2015', showing dates from 1 to 31. A table below the calendar is for 'Location *' with columns for 'Location', 'Length (FT)', and 'Additional Information'. A green '+ Add Location' button is visible. At the bottom are 'Previous Step' and 'Next Step' buttons. Three callout boxes provide instructions: 'The Application Number has been created' points to the application number; 'Select the Nature of Work' points to the text area; and 'Click the +Add Location button' points to the '+ Add Location' button.



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 the **Length** in **feet** (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location [Close]

From: 101 *

To: 101 *

Direction: E ▾ *

Street Name: WACKER *

Suffix: DRIVE ▾

Length: 50 ft. *

Additional Information: [Empty]

Buttons: Cancel, Add Location

Callout: Click Add Location Information to



Review and confirm the address you entered:

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

Edit Dumpster 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 \ **Apply**

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

Occupy Information ?

Application Number: **DOT547304**

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

** Required Information*

Public Place Obstruction Information

Start Date *

End Date *

What is the purpose or related work for this Public Place Obstruction? *

Location *

Location	Length (FT)	Additional Information
101-101E WACKER DR 🗺️	50	Edit Delete

[+ Add Location](#)

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

Location Information has been added

Click Next Step to proceed

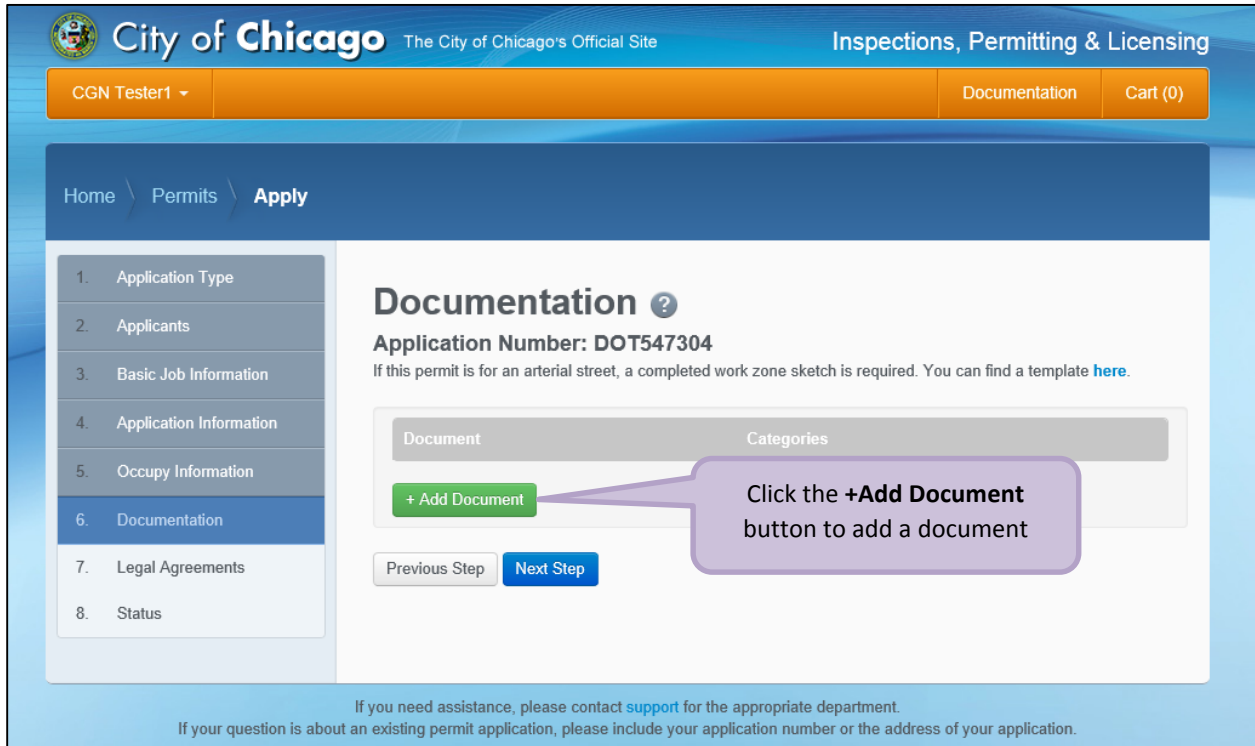


6. Documentation

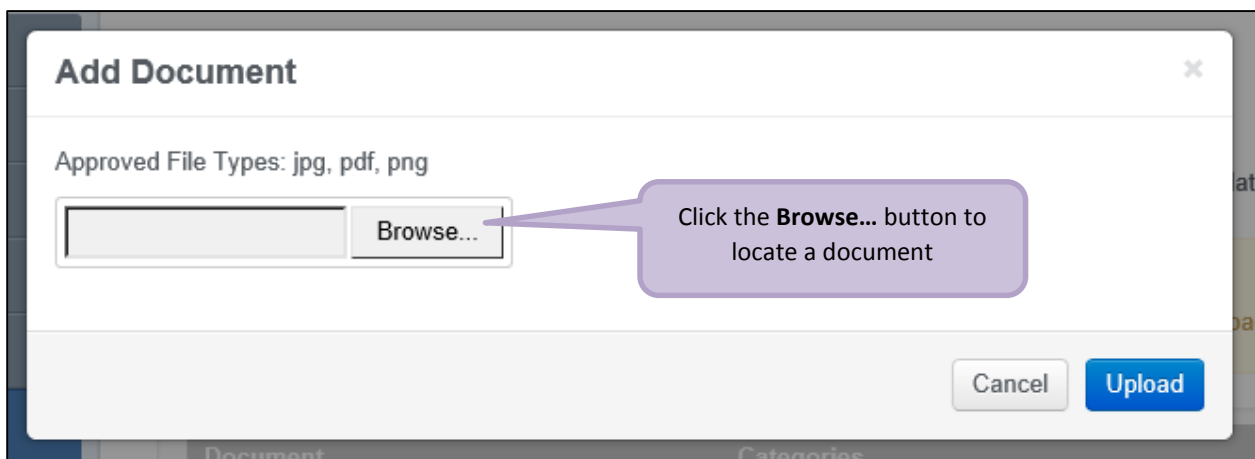
If this permit is for an arterial street, a completed work zone sketch is required:

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

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



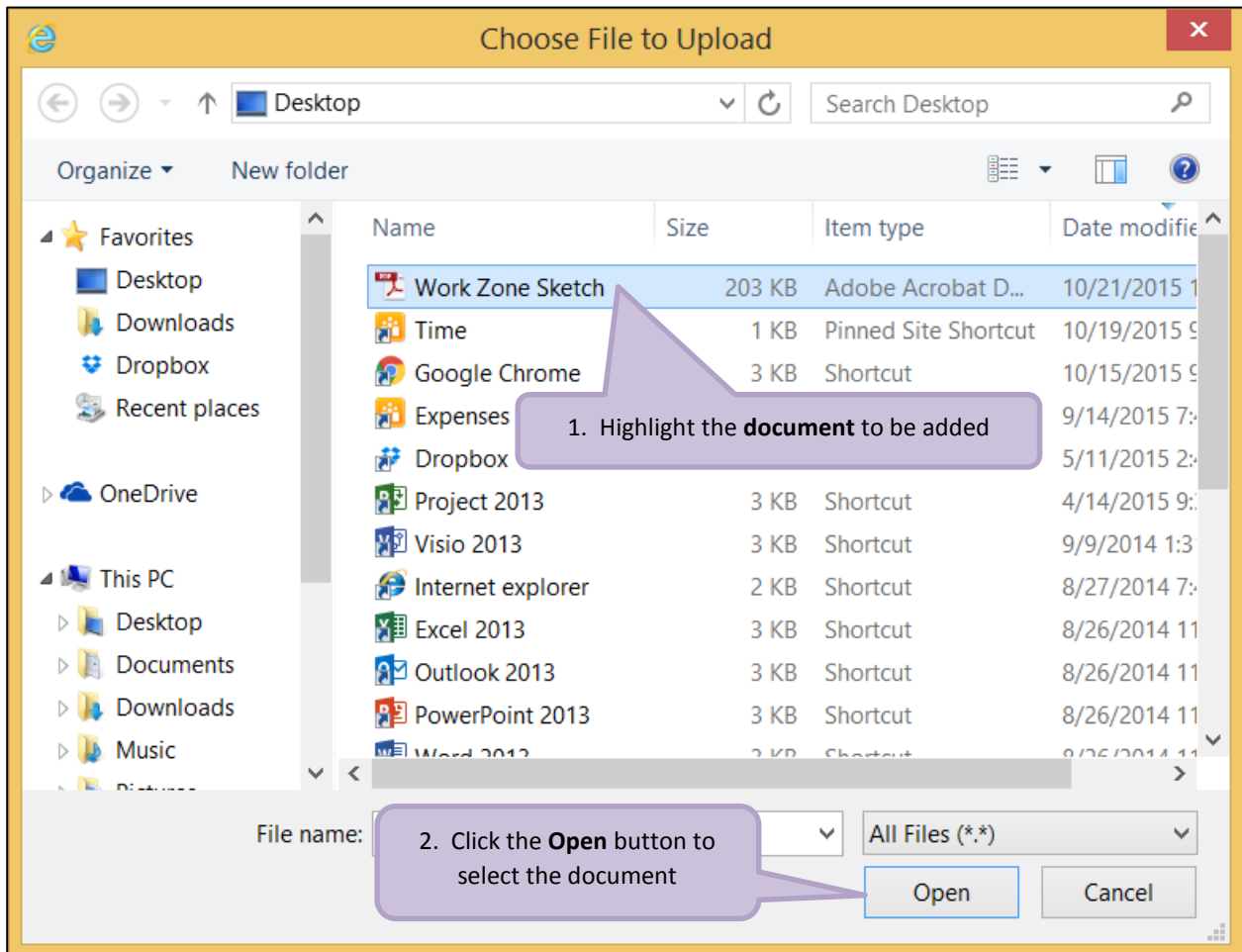
Click the **Browse...** button to locate the document.



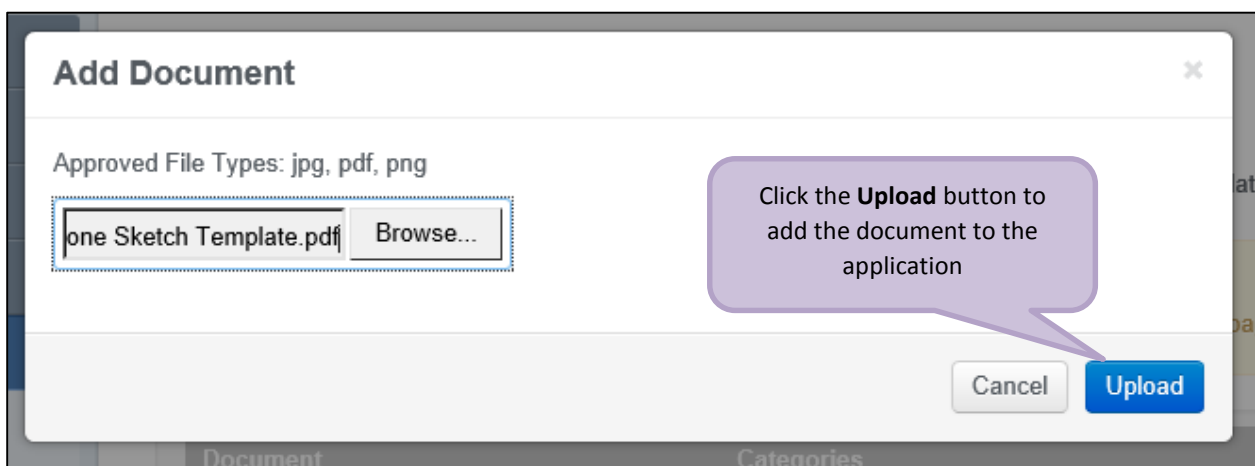


The in **Choose File to Upload** dialog box:

- 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

The screenshot shows the 'City of Chicago' official site for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation bar includes 'Home', 'Permits', and 'Edit'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area is titled 'Documentation' with a help icon. It displays the 'Application Number: DOT547304' and a note: 'If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).' Below this is a table with columns 'Document' and 'Categories'. The table contains one entry: 'Work Zone Sketch Template.pdf' under the 'Document' column and '• Work Zone Sketches' under the 'Categories' column, with a 'Remove' link. A '+ Add Document' button is located below the table. At the bottom of the main content area 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.' At the very bottom of the page, there is a footer note: '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

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', which is highlighted in the sidebar. The main content area displays the 'Legal Agreements' section for application number DOT547304. It includes a 'Certification' section with a list of terms and conditions. Below the terms, there is a checkbox labeled 'I Agree' and a 'Submit' button. Two callout boxes provide instructions: '1. Click the I Agree checkbox to accept the agreement' and '2. Click the Submit button to proceed.'



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: **DOT547304**

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	DOT547304	
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	10/28/2015	
Submission Date		
Start Date	10/28/2015	



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 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.'