



City of Chicago



CDOT Occupy Right-of-Way Permit

Traffic and Light Pole Use



10/21/2015





Table of Contents

1. Application Type	1
Signing In to the E-Permit Application	1
Creating a New Permit	2
2. Applicants.....	4
Primary Applicant.....	4
3. Basic Job Information.....	5
4. Application Information.....	6
Emergency Contacts	6
5. Occupy Information	8
Pole Use Information	8
Location Information	9
6. Documentation	12
7. Legal Agreements.....	15
8. Status	16
9. Sign Out.....	17



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 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 'Inspections, Permitting & Licensing'. Below the header, there is a navigation bar with 'Home' and 'Permits' links. The main content area is titled 'Select Application Type' and contains a list of permit options. 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'.

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**:

- Click **Next Step** to proceed.

The screenshot shows the 'Applicants' step of a permit application on the City of Chicago website. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user is logged in as 'CGN Tester1'. The navigation menu shows 'Home > Permits > Apply'. The sidebar lists steps: 1. Application Type, 2. Applicants (selected), 3. Basic Job Information, 4. Application Information, 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Applicants' with a help icon. Below the title 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 an 'Applicant *' table 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.' and a green 'Add Subcontractor' button. At the bottom, there 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.'



3. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Activity Type** from the drop-down (required)
 - Select **Traffic and Light Pole Use**
- 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' and includes the instruction '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 - Traffic & Light'), 'Activity Type' (dropdown menu with 'Traffic and Light Pole Use' selected), and 'Description of Work' (text input with 'Traffic and Light Pole Use'). 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

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 ✕

Cancel Add Emergency Contact Information



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.*

Pole Use Information

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

The screenshot shows the 'Occupy Information' form in the City of Chicago's online permit application system. The form is titled 'Occupy Information' and displays the 'Application Number: DOT547337'. The form is divided into sections: 'Pole Use Information' and 'Location'. The 'Pole Use Information' section includes fields for 'Start Date' and 'End Date', both marked as required. A calendar pop-up is shown for the 'Start Date' field, displaying the month of October 2015. The 'Location' section includes a table with columns for 'Location' and 'Pole Type', and a '+ Add Location' button. The form also includes 'Previous Step' and 'Next Step' buttons. Three callouts provide instructions: '1. Select the Start Date' points to the calendar, '2. Select the End Date' points to the 'End Date' field, and '3. Click the +Add Location button' points to the '+ Add Location' button. A fourth callout states 'The Application Number has been created' pointing to the application number.



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)
- Select the type of **Pole Type** from the drop-down (required)
- Enter the **Pole File Number** (optional)
- Enter **Additional Information** (optional)
- Click **Add Location** to proceed

Edit Location [Close]

From: 101 *

To: 101 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Pole Type: Light Pole *

Pole File Number: 12345

Additional Information:

Click **Add Location** to proceed

Cancel Edit Location



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

Click **Confirm** to proceed

Cancel Re-Enter Confirm



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

Occupy Information ?

Application Number: DOT547337

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

* Required Information

Pole Use Information

Start Date *

End Date *

Location *

Location	Pole Type	Pole Number	Additional Information
101-101E WACKER DR 🇺🇸	Light Pole	12345	Edit Delete

[+ Add Location](#)

[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.

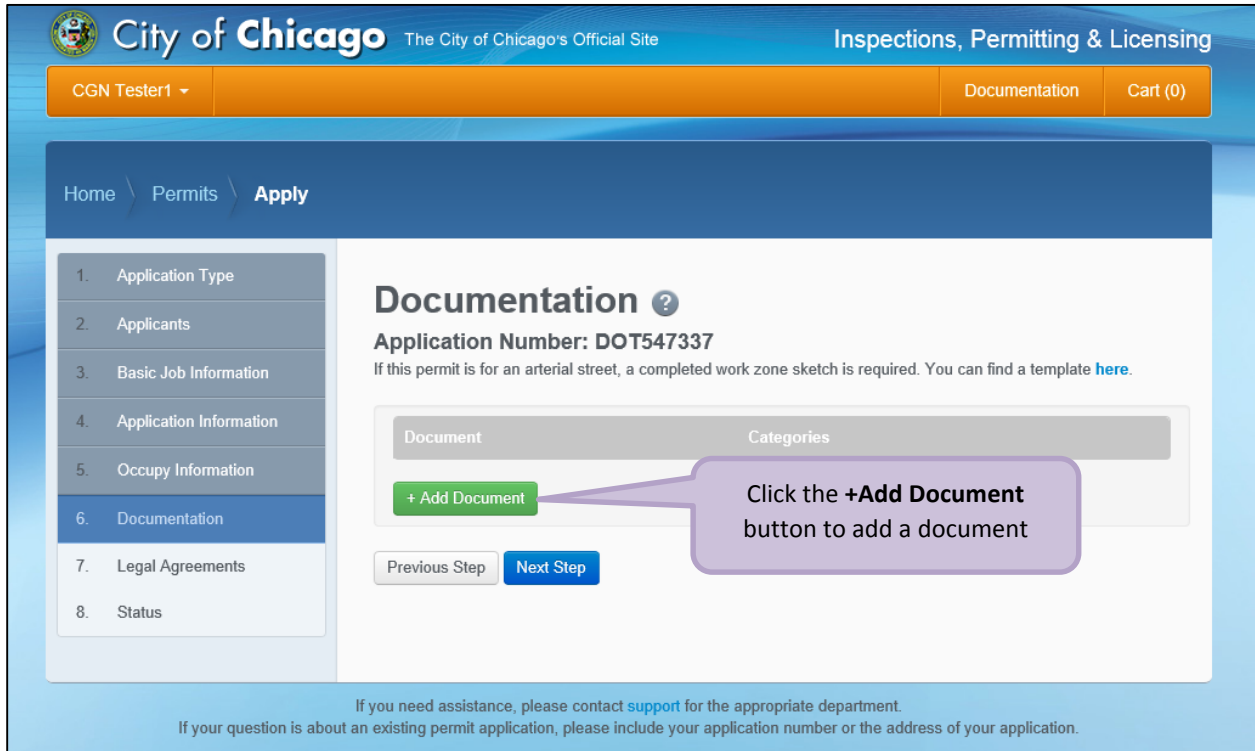


6. Documentation

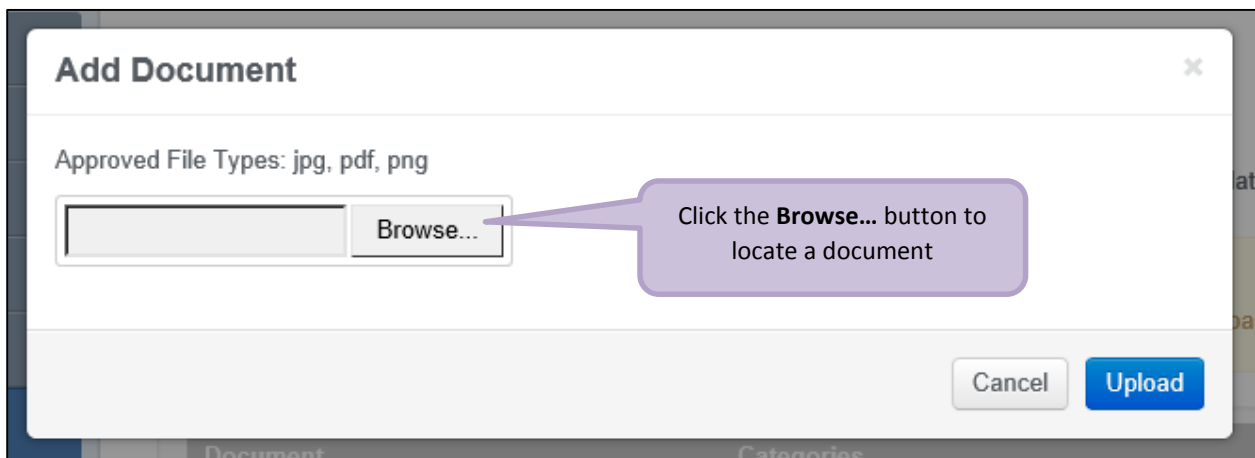
If this permit is for an arterial street, a completed work zone sketch is required:

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

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



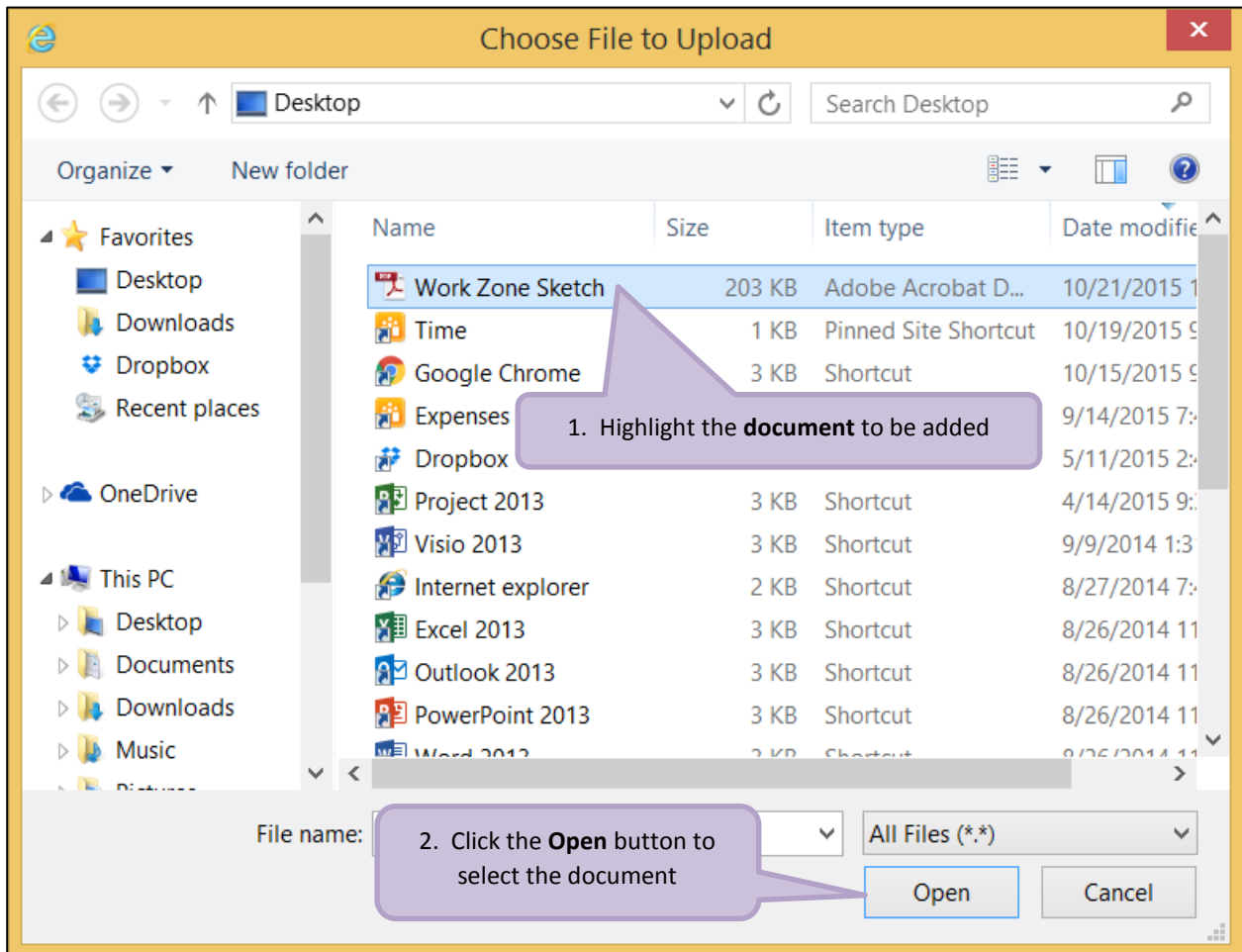
Click the **Browse...** button to locate the document.



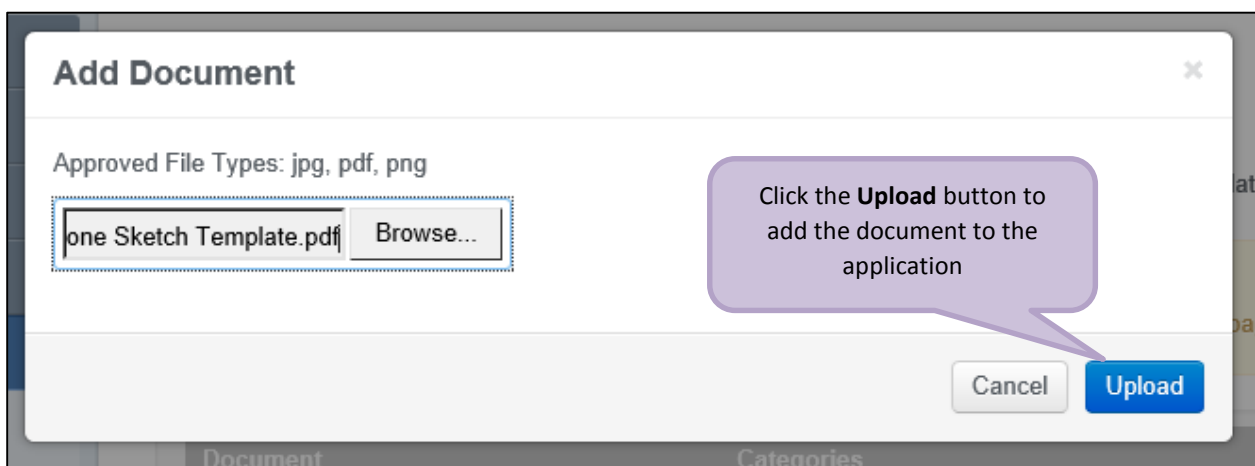


The in **Choose File to Upload** dialog box:

- 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's official website 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: DOT547337' and a note that a completed work zone sketch is required for arterial streets. A table lists the uploaded document 'Work Zone Sketch Template.pdf' under the category 'Work Zone Sketches', with a 'Remove' link. Below the table is a '+ Add Document' button. At the bottom of the main area are 'Previous Step' and 'Next Step' buttons. A purple 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 support link: '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 page title is 'Legal Agreements' for application number 'DOT547337'. The sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation, 6. Legal Agreements (highlighted), and 7. Status. The main content area is titled 'Legal Agreements' with a help icon. Below the title, it says 'Application Number: DOT547337' and 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. Inside this box, it says 'By accepting this agreement you are certifying that:' followed by two numbered points: '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' and '2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below the text is a checkbox labeled '* I Agree' which is checked. A callout box points to this checkbox with the text '1. Click the I Agree checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the text '2. Click the Submit 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.'



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: DOT547337

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	DOT547337	
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		
Start Date	10/29/2015	



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