City of Chicago

CDOT Construction Dumpster Permit
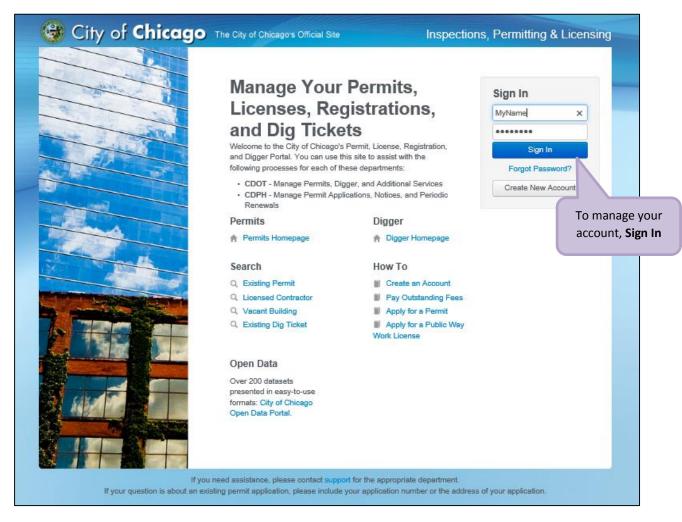
Dumpsters

Table of Contents

1. Application Type

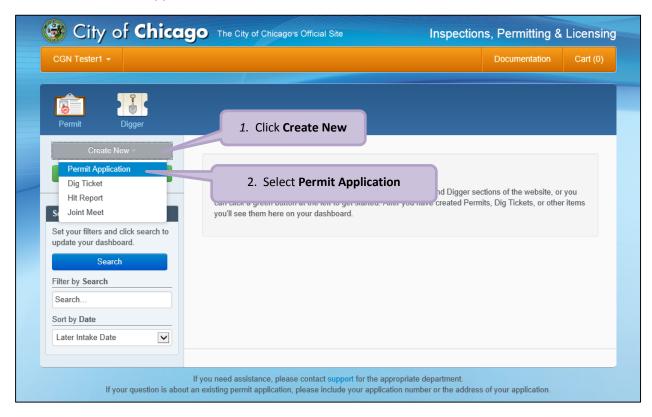## Signing In to the E-Permit Application

To manage your account, sign in using your credentials and click **Sign In**.
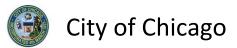
Creating a New Permit

To create a new permit:
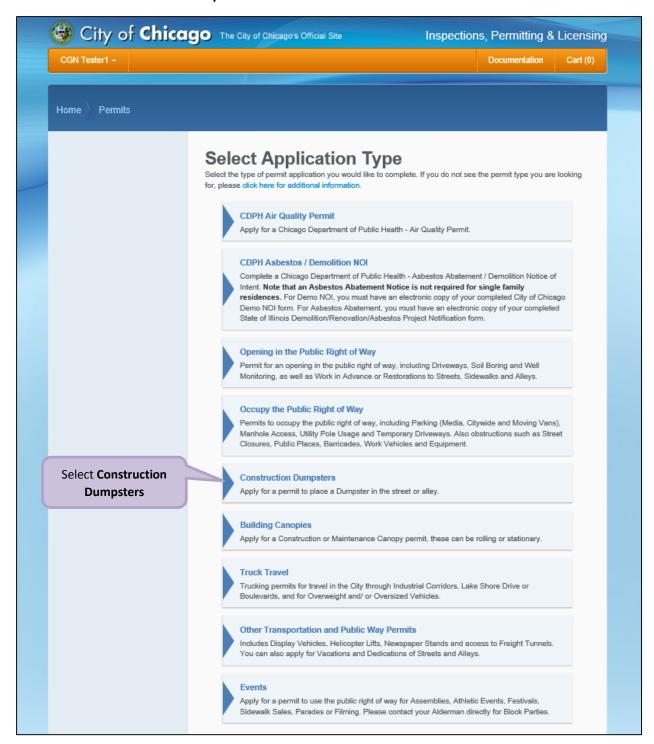
- Click the **Create New** drop-down
- Select **Permit Application**

On the **Select Application Type** screen:

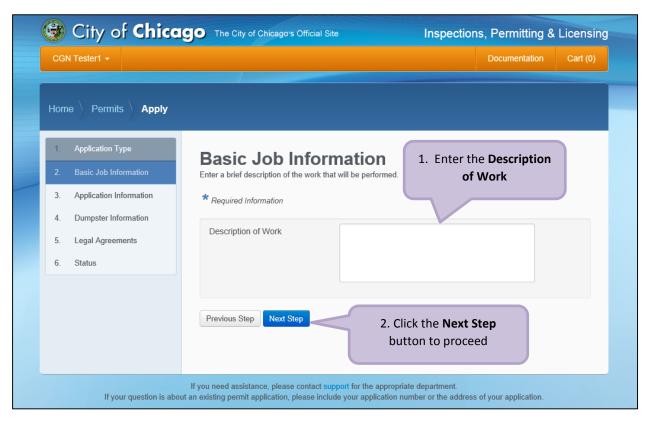- Select **Construction Dumpsters**

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 **Description of Work** (optional)
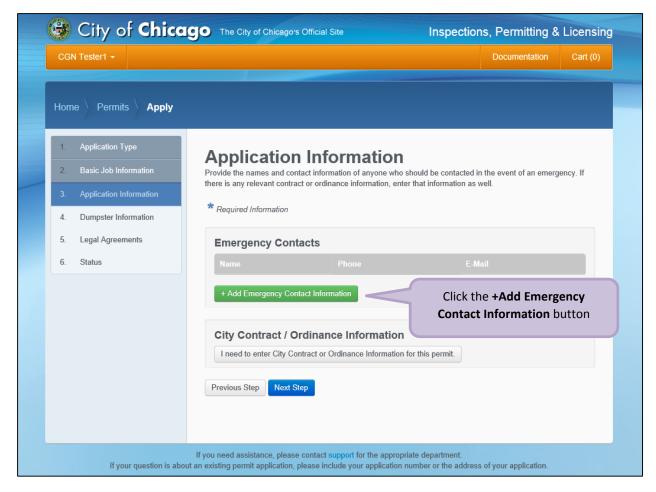- Click **Next Step** to proceed

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

To **Add Emergency Contact Information**:

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

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.

Enter the **City Contract / Ordinance Information**:

- Enter the **City Contract #**
- Select the **Department Responsible** from the drop-down:
  - **Chicago City Colleges**
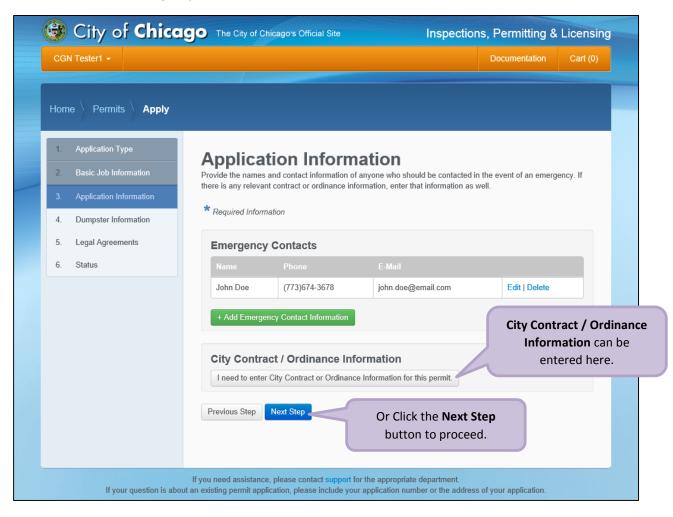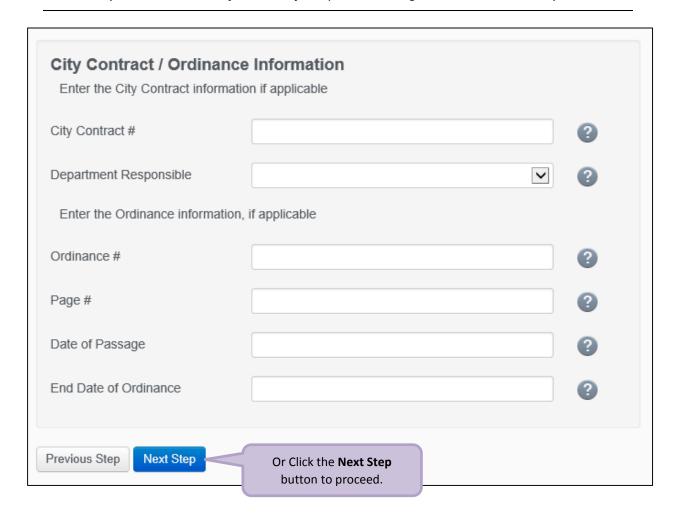 - **Chicago Public Building Commission**
  - **Chicago Public Schools**
  - **Department of Aviation**
  - **Department of Streets and Sanitation – Forestry Division**
  - **Department of Transportation**
  - **Department of Water Management – Sewer Division**
  - **Department of Water Management – Water 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

Previous Step   Next Step   Or Click the **Next Step** button to proceed.
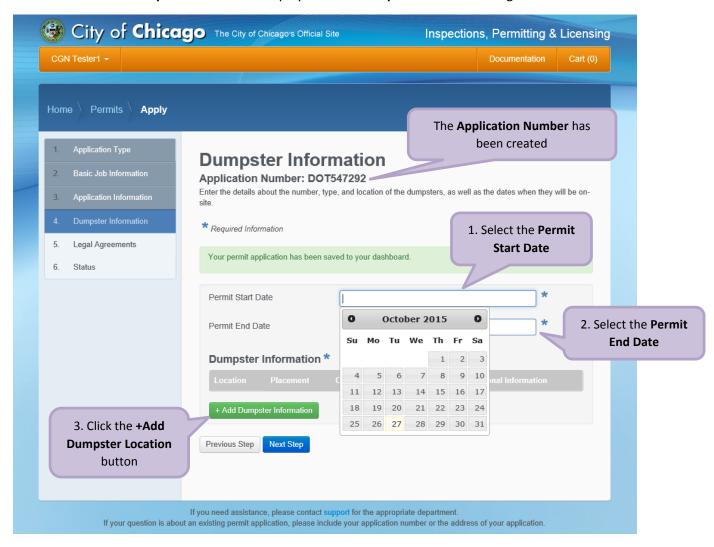
4. Dumpster Information

*Note: At this point, your permit application has been saved to your dashboard and the **Application Number** has been created.*
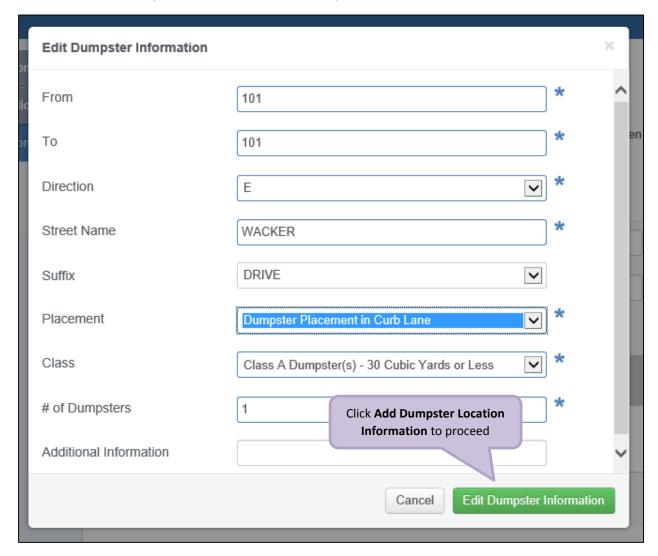
Enter the **Dumpster Information**:
- Select the **Permit Start Date** from the **Calendar** pop-up (required)
- Select the **Permit End Date** from the **Calendar** pop-up (required)
- Click **+Add Dumpster Location** to display the **Add Dumpster Location** dialog box
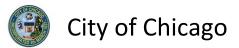
Add Dumpster Location Information

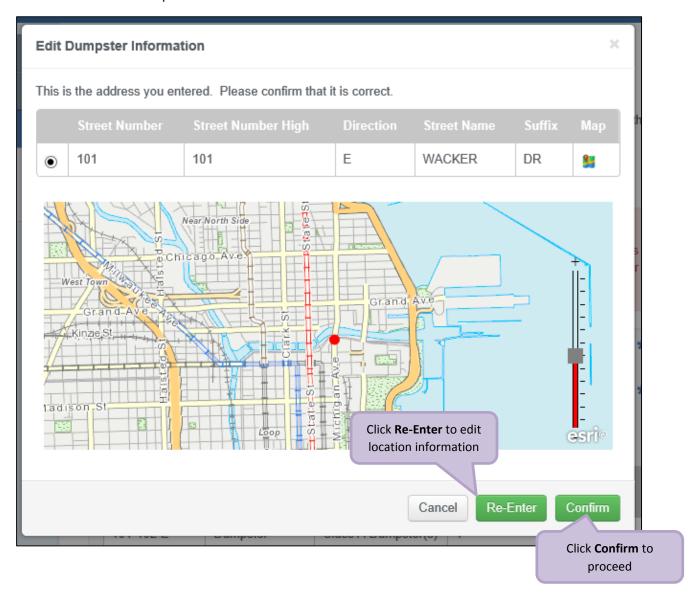Enter the following in the **Add Dumpster Location Information** dialog box:

- 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 **Placement** from the drop-down (required)
- Select the type of **Class** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Dumpster Location Information** to proceed

Edit Dumpster Information ✕

From	101
To	101
Direction	E
Street Name	WACKER
Suffix	DRIVE
Placement	Dumpster Placement in Curb Lane
Class	Class A Dumpster(s) - 30 Cubic Yards or Less
# of Dumpsters	1
Additional Information	

Click **Add Dumpster Location Information** to proceed

Cancel   Edit Dumpster Information

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
⦿	101	101	E	WACKER	DR	🗺️

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

Click **Confirm** to proceed

Cancel   Re-Enter   Confirm

![City of Chicago seal] City of Chicago

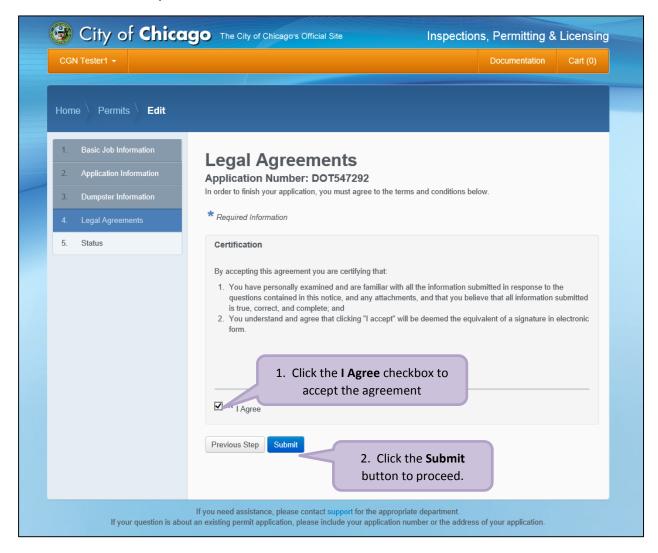The **Dumpster Information** has been added:

- Click **Next Step** to proceed

5. Legal Agreements

The **Legal Agreements** must be acknowledged:
- Read the **Certification** legal agreement
- Click the **I Agree** checkbox (required)
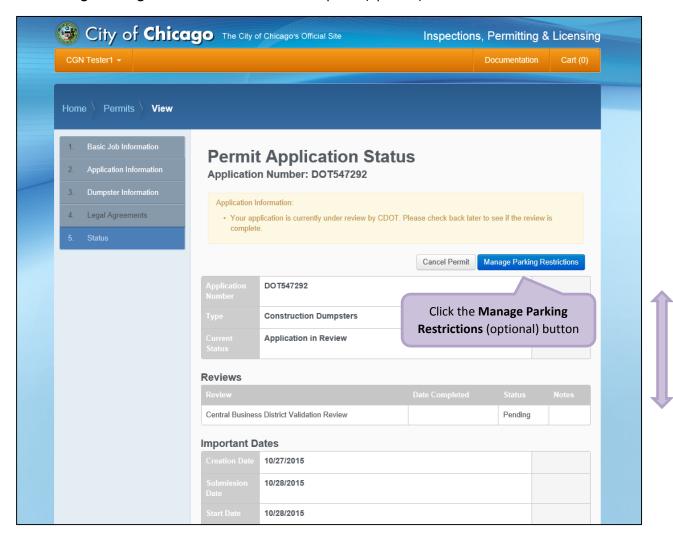- Click **Submit** to proceed

6. Status

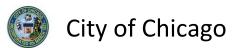Congratulations! You have finished entering the permit application.

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.
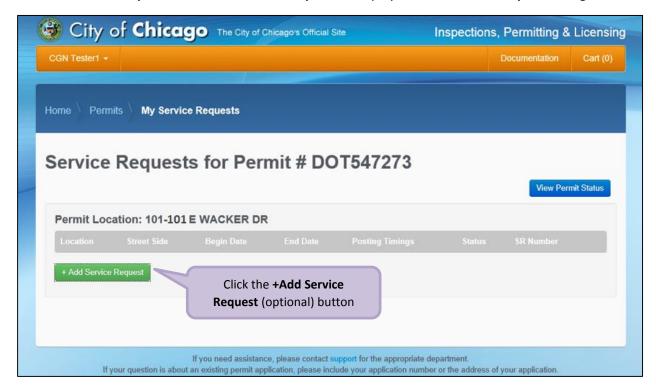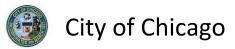
Manage Parking Restrictions
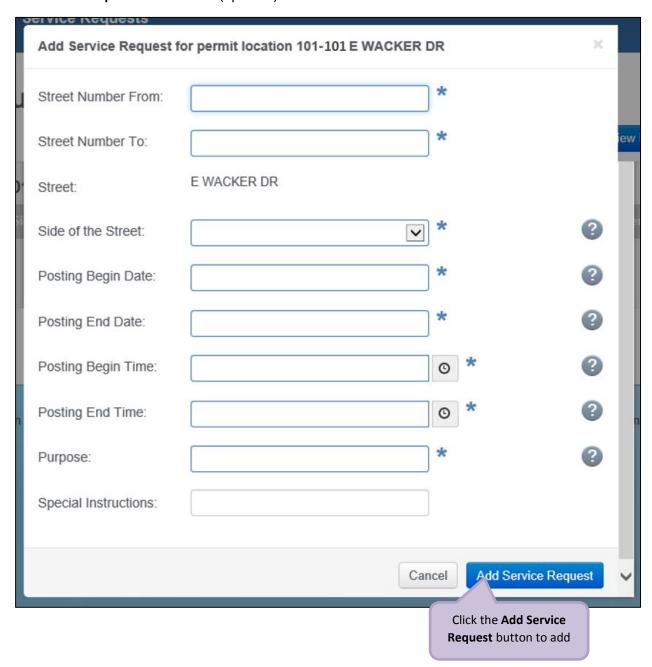Click **Manage Parking Restrictions** to add service requests (optional).

To add a **Service Request**, click **+Add Service Request** to display the **Add Service Request** dialog box.

Enter the service request information:

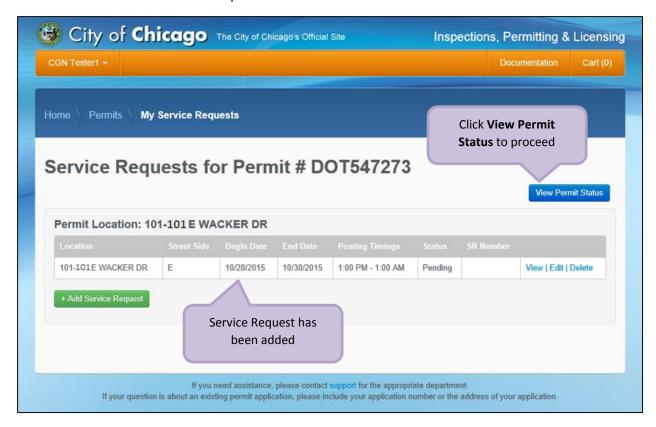- Enter **Street Number From** (required)
- Enter **Street Number To** (required)
- Enter **Purpose** (required)
- Select the **Side of the Street** from the drop-down (required)
- Select **Posting Begin Time** from the **Clock** pop-up (required)
- Select **Posting End Time** from the **Clock** pop-up (required)
- Select **Posting Begin Date** from the **Calendar** pop-up (required)
- Select **Posting End Date** from the **Calendar** pop-up (required)
- Enter **Special Instructions** (optional)

Click the **Add Service Request** button to add

Your **Service Request** has been added:

- Click **View Permit Status** to proceed

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