



City of Chicago



# CDOT Construction Dumpster Permit

## Dumpsters



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" button and the "Permit Application" option. 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 set to "Later Intake Date". At the bottom of the page, there is a footer with support 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 **Construction Dumpsters**

The screenshot shows the 'Select Application Type' 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'. 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 categories, each with a brief description. A callout box with a purple background and white text points to the 'Construction Dumpsters' category, which is highlighted in blue. The callout text reads 'Select Construction Dumpsters'.

**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. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Description of Work** (optional)
- Click **Next Step** 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 navigation path is 'Home > Permits > Apply'. The sidebar lists six steps: 1. Application Type, 2. Basic Job Information (current), 3. Application Information, 4. Dumpster Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Job Information' and instructs the user to 'Enter a brief description of the work that will be performed.' A purple callout box points to the 'Description of Work' text input field with the instruction: '1. Enter the **Description of Work**'. Below the input field are two buttons: 'Previous Step' and 'Next Step'. A second purple callout box points to the 'Next Step' button with the instruction: '2. 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.'



### 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

The screenshot shows the 'Application Information' page in the City of Chicago's online system. The page has a blue header with the City of Chicago logo and 'The City of Chicago's Official Site' on the left, and 'Inspections, Permitting & Licensing' on the right. Below the header is an orange navigation bar with 'CGN Tester1', 'Documentation', and 'Cart (0)'. The main content area has a blue breadcrumb trail: 'Home > Permits > Apply'. On the left is a sidebar with a list of steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (highlighted), 4. Dumpster Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts' with a table with columns 'Name', 'Phone', and 'E-Mail'. Below the table is a green button labeled '+ Add Emergency Contact Information'. A purple 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 are 'Previous Step' and 'Next Step' buttons.

To **Add Emergency Contact Information**:

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

The screenshot shows a dialog box titled 'Add Emergency Contact Information'. It has 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 purple 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 breadcrumb trail is 'Home > Permits > Apply'. The sidebar lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Dumpster Information, 5. Legal Agreements, and 6. Status.

The main content area is titled 'Application Information' and includes the instruction: '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.

The 'Emergency Contacts' section contains a table with the following data:

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

Below the table is a '+ Add Emergency Contact Information' button. The 'City Contract / Ordinance Information' section has a text input field containing the text: 'I need to enter City Contract or Ordinance Information for this permit.' A callout box points to this field with the text: 'City Contract / Ordinance Information can be entered here.'

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: '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.



## 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

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Apply

- Application Type
- Basic Job Information
- Application Information
- Dumpster Information**
- Legal Agreements
- Status

### Dumpster Information

**Application Number: DOT547292**

Enter the details about the number, type, and location of the dumpsters, as well as the dates when they will be on-site.

*\* Required Information*

Your permit application has been saved to your dashboard.

Permit Start Date  \*

Permit End Date  \*

#### Dumpster Information \*

| Location             | Placement            | Capacity             | Material             | Additional Information |
|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   |

**+ Add Dumpster 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.



## 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:

Buttons: Cancel, Edit Dumpster Information

Callout: Click Add Dumpster Location Information to proceed



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

Buttons: Cancel, Re-Enter, Confirm



The **Dumpster Information** has been added:

- Click **Next Step** to proceed

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Edit**

1. Basic Job Information
2. Application Information
- 3. Dumpster Information**
4. Legal Agreements
5. Status

### Dumpster Information

**Application Number: DOT547292**

Enter the details about the number, type, and location of the dumpsters, as well as the dates when they will be on-site.

*\* Required Information*

Permit Start Date  \*

Permit End Date  \*

**Dumpster Information \***

| Location        | Placement                       | Class  | # of Dumpsters | Additional Information                        |
|-----------------|---------------------------------|--|----------------|---|
| 101 E WACKER DR | Dumpster Placement in Curb Lane | Class A Dumpster(s) - 30 Cubic Yards or Less | 1              | <a href="#">Edit</a>   <a href="#">Delete</a> |

[+ Add Dumpster 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.



## 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 Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The page title is 'Legal Agreements' for application number 'DOT547292'. The main content area is titled 'Legal Agreements' and 'Application Number: DOT547292'. It states: 'In order to finish your application, you must agree to the terms and conditions below.' Below this is a section for '\* Required Information' with a sub-section for 'Certification'. The certification text reads: 'By accepting this agreement you are certifying that: 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 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' At the bottom of the certification section, 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.' A footer note says: '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. 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).

The screenshot displays the 'Permit Application Status' page for application number DOT547292. The page includes a navigation menu on the left with options like 'Basic Job Information', 'Application Information', 'Dumpster Information', 'Legal Agreements', and 'Status'. The main content area shows application details, a 'Reviews' table, and 'Important Dates'. A callout box highlights the 'Manage Parking Restrictions' button.

| Application Number | DOT547292              |
|--------------------|------------------------|
| Type               | Construction Dumpsters |
| Current Status     | Application in Review  |

| Review                                      | Date Completed | Status  | Notes |
|---|----------------|---------|-------|
| Central Business District Validation Review |                | Pending |       |

| Important Dates |            |
|-----------------|------------|
| Creation Date   | 10/27/2015 |
| Submission Date | 10/28/2015 |
| Start Date      | 10/28/2015 |





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

The screenshot shows the City of Chicago's official 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, there is a user profile section with "CGN Tester1" and a "Documentation" link. The main content area is titled "Service Requests for Permit # DOT547273" and includes a "View Permit Status" button. A table header lists columns: "Location", "Street Side", "Begin Date", "End Date", "Posting Timings", "Status", and "SR Number". A green button labeled "+ Add Service Request" is visible in the table area, with a callout box pointing to it that says "Click the +Add Service Request (optional) button". 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."



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)

The screenshot shows a web form titled "Add Service Request for permit location 101-101 E WACKER DR". The form contains the following fields and controls:

- Street Number From:  \*
- Street Number To:  \*
- Street: E WACKER DR
- Side of the Street:  \* (with a dropdown arrow icon)
- Posting Begin Date:  \* (with a question mark icon)
- Posting End Date:  \* (with a question mark icon)
- Posting Begin Time:  \* (with a clock icon)
- Posting End Time:  \* (with a clock icon)
- Purpose:  \* (with a question mark icon)
- Special Instructions:

At the bottom of the form, there are two buttons: "Cancel" and "Add Service Request".

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



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

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

CGN Tester1 - Documentation Cart (0)

Home > Permits > My Service Requests

Click **View Permit Status** to proceed

### Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-101 E WACKER DR

| Location           | Street Side | Begin Date | End Date   | Posting Timings   | Status  | SR Number                            |
|--------------------|-------------|------------|------------|-------------------|---------|--------------------------------------|
| 101-101E WACKER DR | E           | 10/28/2015 | 10/30/2015 | 1:00 PM - 1:00 AM | Pending | <a href="#">View   Edit   Delete</a> |

[+ Add Service Request](#)

Service Request has been added

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. 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 for support.