



City of Chicago



CDOT Events Permits

Parade



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**.

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](#)

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 manage your account, **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 section with a "Search" button and filter options. At the bottom, 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 Events**

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.

Select Events

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 **Event Name** (optional)
- Select the **Type of Event** from the drop-down (required)
 - Select **Parade**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Description of Event** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Information' section of the City of Chicago's permit application system. 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 the application steps: 1. Application Type, 2. Basic Information (selected), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main form area is titled 'Basic Information' and includes the instruction 'Please enter the dates when the event will start and end.' Below this, a section for '* Required Information' contains the following fields: 'Event Name' (text input with 'Events - Parade'), 'Type of Event' (drop-down menu with 'Parade' selected), 'Start Date' (text input with '10/27/2015'), 'End Date' (text input with '10/30/2015'), and 'Description of Event' (text area with 'Parade'). At the bottom of the form are 'Previous Step' and 'Next Step' buttons. Six callout boxes provide instructions: 1. Enter the Event Name; 2. Select from drop-down list; 3. Select the Start Date; 4. Select the End Date; 5. Enter the Description of Event; 6. Click the Next Step button 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



Your **Emergency Contacts** have been added:

- 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 menu includes 'Home', 'Permits', and 'Apply'. The left sidebar lists the application steps: 1. Application Type, 2. Basic Information, 3. Application Information (selected), 4. Event Information, 5. Legal Agreements, and 6. Status.

Application Information

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

** 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.



4. Event Information

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

Route Information

- Enter the **Textual Route Description** (required)

Parade Information

- Select the **Assembly Time** from the **Clock** pop-up (required)
- Select the **Step-off Time** from the **Clock** pop-up (required)
Enter the **Number of Vehicles** (required)
- Enter the **Number of Participants** (required)
- Enter **How was this Number was Determined** (optional)

The **Application Number** has been created

Event Information
Application Number: DOT547296
Enter the location where the event will occur.

** Required Information*

Your permit application has been saved to your dashboard.

Route Information
Textual Route Description: Down East Wacker Drive

Parade Information
 Assembly Time: 7:00 AM
 Step-off Time: 8:00 AM
 Number of Vehicles: 20
 Number of Participants: 200
 How was this number determined: Estimate

1. Enter the **Textual Route Description**

2. Select the **Assembly Time**

3. Select the **Step-off Time**

4. Enter the **Number of Vehicles**

5. Enter the **Number of Participants**

6. Enter **How was this number Determined**



Reviewing Stands Details

- Enter the **Number of Stands**
- Select the **Construction Time** from the **Clock** pop-up
- Select the **Dismantle Time** from the **Clock** pop-up

Location Information

Click + **Add Location Information** to display the **Add Location Information** dialog box

The screenshot shows a web interface with two main sections: 'Reviewing Stands Details' and 'Location Information'. The 'Reviewing Stands Details' section contains three input fields: 'Number of Stands' (text input with value '1'), 'Construction Time' (clock picker with value '6:00 AM'), and 'Dismantle Time' (clock picker with value '3:00 PM'). The 'Location Information' section has a table with columns 'Location', 'Street Closure', and 'Additional Information'. Below the table is a green '+ Add Location Information' button. At the bottom are 'Previous Step' and 'Next Step' buttons. Four purple callout boxes provide instructions: 1. Enter the Number of Stands (pointing to the text input), 2. Select the Construction Time (pointing to the clock picker), 3. Select the Dismantle Time (pointing to the clock picker), and 4. Click +Add Location Information (pointing to the green button). A footer note reads: '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 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 **Street Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Edit Location Information [Close]

From: 100 *

To: 249 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Street Closure: Full Street Closure *

Additional Information: [Empty]

Buttons: Cancel, Edit Location Information

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 Location Information

We could not find the address: "100 - 299 E WACKER DR." This is our closest guess. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	100	249	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 **Edit**

1. Basic Information
2. Application Information
3. Event Information
4. Legal Agreements
5. Status

Event Information

Application Number: DOT547296
Enter the location where the event will occur.

** Required Information*

Route Information

Textual Route Description *

Parade Information

Assembly Time * ?
 Step-off Time * ?
 Number of Vehicles * ?
 Number of Participants * ?
 How was this number determined: ?

Reviewing Stands Details

Number of Stands ?
 Construction Time ?
 Dismantle Time ?

Location Information

Location	Street Closure	Additional Information
100-229 E WACKER DR	Full Street Closure	Edit Delete

[+ Add Location Information](#)

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

Location 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

The screenshot shows the 'Legal Agreements' 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 navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. A breadcrumb trail indicates 'Home > Permits > Edit'. A sidebar on the left lists five steps: 1. Basic Information, 2. Application Information, 3. Event Information, 4. Legal Agreements (highlighted), and 5. Status. The main content area is titled 'Legal Agreements' with the application number 'DOT547296'. It states: 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. 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.' Below this text is a checkbox labeled '* I Agree' which is checked. A 'Submit' button is located at the bottom of the certification box. Two callout boxes provide instructions: '1. Click the I Agree checkbox to accept the agreement' and '2. Click the Submit button to proceed.' At the bottom of the page, there is a footer: '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.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

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

Permit Application Status

Application Number: **DOT547296**

Application Information:

- Permit application fee must be paid before permit review can begin.
- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

[Add to Cart \(\\$50\)](#) [Cancel Permit](#)

Application Number	DOT547296
Type	Events
Current Status	Application Checks

Reviews

Review	Date Completed	Status	Notes
Special Events Review		Pending	

Important Dates

Creation Date	10/27/2015
Submission Date	
Start Date	10/29/2015
End Date	10/30/2015



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: '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.'