



City of Chicago



CDOT Public Way Opening Permit

Work in Advance



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 a "Permit" and "Digger" section. A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in green), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" button and the "Permit Application" option. The first callout says "1. Click Create New" and the second says "2. Select Permit Application". Below the dropdown, there 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 **Opening in 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'. The main content area is titled 'Select Application Type' and contains a list of permit categories. A callout box with a purple background and white text points to the 'Opening in the Public Right of Way' option.

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.

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

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

- Application Type
- Applicants**
- Basic Job Information
- Application Information
- Opening Information
- Documentation
- Legal Agreements
- Status

Applicants

If you need to add an excavator / sub-contractor, click the 'Add Excavator / Sub-Contractor' button below to search for a licensed excavator.

** Required Information*

Primary Applicant *

Primary Applicant	License Type	License Number	Active
CGN Tester1	Canopy Provider License	CPL13033	Yes
30 N Lasalle	Dumpster Provider License	DPL13034	Yes
Chicago IL 60602	Public Way Work License	PWW13035	Yes
(312)555-6666			
cgntestuser1@gmail.com			

Excavator / Sub-Contractor

If an entity other than you or your company should be listed as Excavator / Sub-Contractor, click the 'Add Excavator / Sub-Contractor' button to add them to this application.

[Add Excavator / Sub-Contractor](#) [Add Me](#)

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

Callout 1: If another company should be listed, click the **Add Excavator / Sub-Contractor** button

Callout 2: Otherwise, click the **Next Step** button to Proceed.

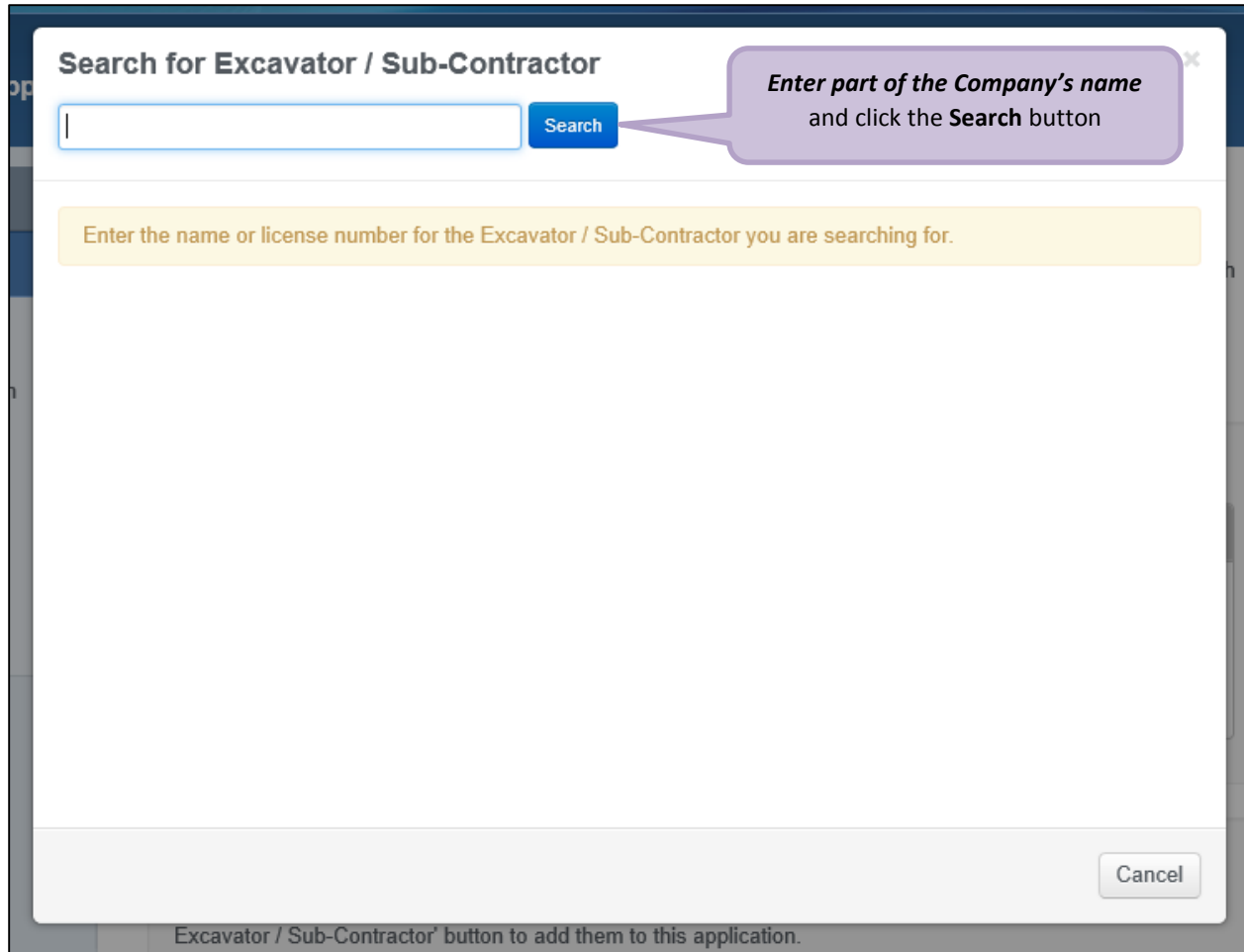


Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter part of the Company's name in the **Search** box
- Click the **Search** button to look up entries

*Note: More information typed into the **Search** box will provide a closer set of search results.*



Search for Excavator / Sub-Contractor

Enter part of the Company's name and click the **Search** button

Enter the name or license number for the Excavator / Sub-Contractor you are searching for.

Cancel

Excavator / Sub-Contractor' button to add them to this application.



The **Search Results** will be displayed:

- Click the **Add** button beside the Excavator / Sub-Contractor you wish to add to the application

Search for Excavator / Sub-Contractor

- W - Has Web Account
- C - Has a valid Letter of Credit
- I - Has valid Insurance

Excavator / Sub-Contractor	License Type	License Number	Active	Feature	
FJA EXCAVATING INC 10340 BELDEN AVE UNIT A 847-288-0565	Public Way Work License	PWW13001	No	C	<input type="button" value="Add"/>
RICHARDS EXCAVATING, INC 42645 N DELANY RD	Public Way Work License	PWW13000	No	C	<input type="button" value="Add"/>
PLAINFIELD GRADING & EXCAVATING, INC. 7150 S. RIDGE ROAD 815-378-3115	Public Way Work License Public Way Work License	PWW12941 PWW12942	No Yes	C L I	<input type="button" value="Add"/>
PJS EXCAVATING SEWER AND WATER INC 6645 N. OLIPHANT AVENUE, SUITE E 312-437-0500	Public Way Work License Public Way Work License	PWW12928 PWW12929	No Yes	C L I	<input type="button" value="Add"/>
CONLEY EXCAVATING, INC	Public				<input type="button" value="Add"/>

Click the **Add** button beside the Excavator / Sub-Contractor you wish to add to the application



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. Opening Information
6. Documentation
7. Legal Agreements
8. Status

Applicants

If you need to add an excavator / sub-contractor, click the 'Add Excavator / Sub-Contractor' button below to search for a licensed excavator.

** Required Information*

Primary Applicant *

Primary Applicant	License Type	License Number	Active
CGN Tester1 30 N Lasalle Chicago IL 60602 (312)555-6666 cgntestuser1@gmail.com	Canopy Provider License	CPL13033	Yes
	Dumpster Provider License	DPL13034	Yes
	Public Way Work License	PWW13035	Yes

Excavator / Sub-Contractor

Excavator / Sub-Contractor	License Type	License Number	Active	
PJS EXCAVATING SEWER AND WATER INC 6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631 312-437-0500	Public Way Work License	PWW12928	No	Remove
	Public Way Work License	PWW12929	Yes	

[Add Excavator / Sub-Contractor](#) [Add Me](#)

[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 **Type of Work** from the drop-down (required)
 - Select **Work in Advance**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- 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 form includes a sidebar with steps 1 through 8, where step 3 is highlighted. The main form area contains fields for Project Name, Type of Work, Start Date, End Date, and Description of Work. A 'Next Step' button is at the bottom. Six purple callout boxes provide instructions: 1. Enter the Project Name; 2. Select from drop-down list; 3. Select the Start Date; 4. Select the End Date; 5. Enter Description of Work; 6. Click the Next Step button to proceed.

1. Enter the Project Name

2. Select from drop-down list

3. Select the Start Date

4. Select the End Date

5. Enter Description of Work

6. Click the Next Step button to proceed



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

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.

The screenshot shows the 'Apply' page for 'Application Information'. The page has a blue header with the City of Chicago logo and navigation links. 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 table for 'Emergency Contacts' with one entry for John Doe. Below this is a section for 'City Contract / Ordinance Information' with a text input field containing the message 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes are present: one pointing to the 'City Contract / Ordinance Information' section with the text 'City Contract / Ordinance Information can be entered here.', and another pointing to the 'Next Step' button with the text 'Or Click the Next Step button 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 ?

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



5. Opening Information

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

Work in Advance Information

- Enter **What type of work will be performed** (required)
- Enter the **Depth** in *feet* (required)
- Click **+Add Location** to display the **Add Location** dialog box

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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. Opening Information
6. Documentation
7. Legal Agreements
8. Status

Opening Information

Application Number: DOT547325

Describe the work that will take place, enter the depth of excavation, and indicate the locations where the work will be performed.

** Required Information*

Your permit application has been saved to your dashboard.

Work in Advance Information

What type of work will be performed? *

Depth ft. *

Location Information *

Location	Closure	Additional Information
+ Add Location 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.



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 **Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location [Close]

From: 101 *

To: 161 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE *

Closure: Sidewalk Closure *

Additional Information: [Empty]

Click Add Location Information to

Cancel Add Location



Review and confirm the address you entered:

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

Add Location 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	161	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

The screenshot shows the 'Opening 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 navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. A breadcrumb trail indicates 'Home > Permits > Apply'. A sidebar on the left lists steps 1 through 8, with 'Opening Information' selected. The main content area is titled 'Opening Information' and shows 'Application Number: DOT547325'. Below this, there is a section for 'Work in Advance Information' with fields for 'What type of work will be performed?' (Construction) and 'Depth' (2 ft.). A 'Location Information' section contains a table with one entry: '101-161E WACKER DR' with a 'Sidewalk Closure' and 'Additional Information' links. A '+ Add Location Information' button is below the table. At the bottom, 'Previous Step' and 'Next Step' buttons are visible, with a callout pointing to 'Next Step'.

Location Information has been added

Click **Next Step** 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.



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. The **Work Zone Sketch** is required for this permit.*

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. Opening Information
- 6. Documentation**
7. Legal Agreements
8. Status

Documentation

Application Number: DOT547325

If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

The following documentation is required for this application:

- Work Zone Sketch Upload Required - This action can be completed on the 'Documentation' page

Document	Categories
+ Add Document	

Previous Step Next Step

Click the +Add Document button to add a document

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.

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

Add Document

Approved File Types: jpg, pdf, png

Browse...

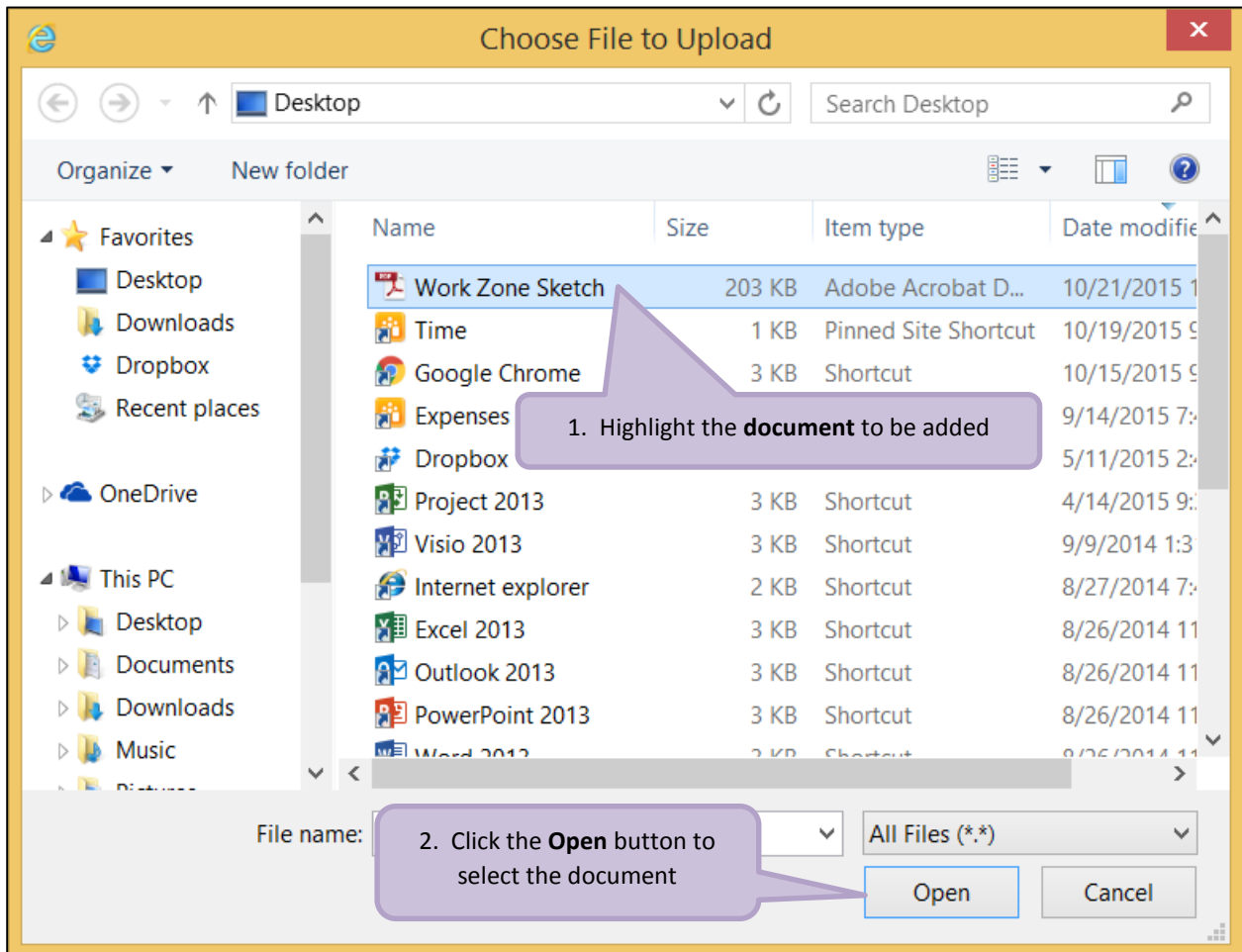
Click the Browse... button to locate a document

Cancel Upload

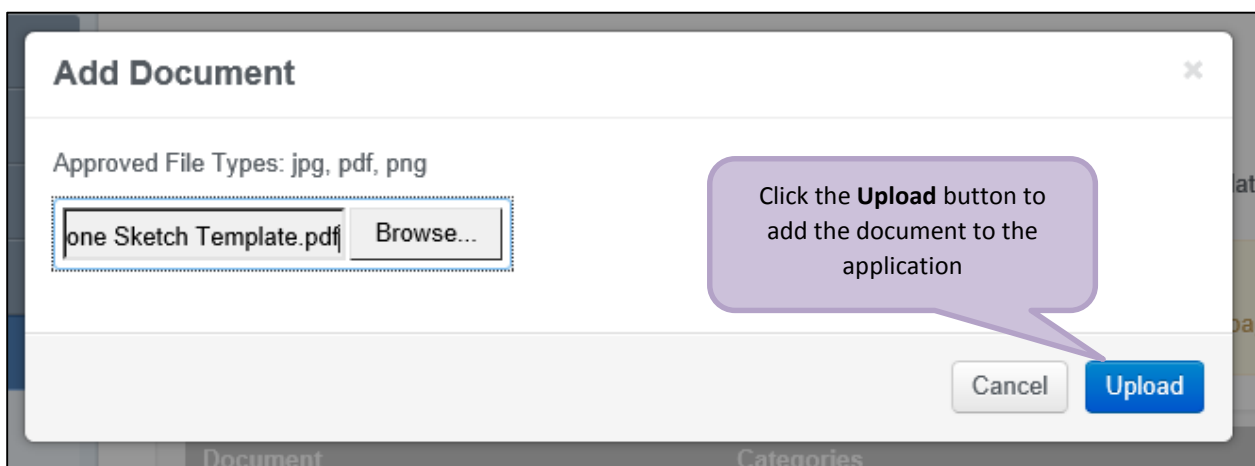


The in **Choose File to Upload** dialog box:

- 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 breadcrumb trail is 'Home > Permits > Edit'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Opening Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area is titled 'Documentation' for application number 'DOT547325'. It includes a note about work zone sketches for arterial streets and a table with one document: 'Work Zone Sketch Template.pdf' in the 'Work Zone Sketches' category, 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 callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.' At the very bottom, there is a support contact note.

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CGN Tester1 Documentation Cart (0)

Home > Permits > Edit

1. Applicants
2. Basic Job Information
3. Application Information
4. Opening Information
5. Documentation
6. Legal Agreements
7. Status

Documentation

Application Number: DOT547325

If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

Document	Categories	
Work Zone Sketch Template.pdf	• Work Zone Sketches	Remove

+ Add Document

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.



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 navigation menu includes Home, Permits, and Edit. A sidebar on the left lists application steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Opening Information, 5. Documentation, 6. Legal Agreements (highlighted), and 7. Status. The main content area is titled 'Legal Agreements' for application number DOT547325. It states that the user must agree to the terms and conditions. Under the heading '* Required Information', there is a 'Certification' section. The 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'. A callout box points to this checkbox with the instruction: '1. Click the I Agree checkbox to accept the agreement'. At the bottom of the form are two buttons: 'Previous Step' and 'Submit'. A callout box points to the 'Submit' button with the instruction: '2. Click the Submit 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.'



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.

Manage Parking Restrictions

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

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

- Applicants
- Basic Job Information
- Application Information
- Opening Information
- Documentation
- Legal Agreements
- Status**

Permit Application Status

Application Number: **DOT547325**

Application Information:

- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

Cancel Permit Add Dig Ticket **Manage Parking Restrictions**

Application Number	DOT547325
Type	Opening in the Public Right of Way
Current Status	Application Checks
Applicants	CGN Tester1 - Primary Applicant more info...

Click the **Manage Parking Restrictions** (optional) button

Reviews

Review	Date Completed	Status	Notes
Public Way Opening Review		Pending	

Important Dates

Creation Date	10/28/2015
Submission Date	
Start Date	10/29/2015



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

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CGN Tester1 - Documentation Cart (0)

Home \ Permits \ My Service Requests

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-161E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
+ Add Service Request						

Click the **+Add Service Request (optional)** button

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)

Add Service Request for permit location 101-161 E WACKER DR

Street Number From: *

Street Number To: *

Street: E WACKER DR

Side of the Street: * ?

Posting Begin Date: * ?

Posting End Date: * ?

Posting Begin Time: * ?

Posting End Time: * ?

Purpose: * ?

Special Instructions:

Cancel Add Service Request

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



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

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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: 101-161 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-161E WACKER DR	E	10/28/2015	10/30/2015	1:00 PM - 1:00 AM	Pending	View Edit Delete

[+ 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.



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.'