

Chicago Collection Bin



“Collection bin” means any bin, box, truck, or other container placed outdoors for the collection of clothes or other items as donations.

A permit is required to install or maintain any collection bin outdoors on private property in the City of Chicago.

Application Requirements

- The Collection Bin Permit Application can be found under “Public Way Use” at www.cityofchicago.org/bacp
- Application Requirements:
 - Detailed Drawing (Site Map)
 - Position of all permanent structures, including but not limited to, buildings and driveways located within the lot
 - Location of all streets, alleys, fire hydrants, light poles and traffic control signs adjacent to the lot
 - Lot lines
 - Location of proposed collection bin(s)
 - Key for explanation of symbols
 - A letter signed by the property owner or lessee, or designated agent, setting forth the owner’s or lessee’s permission to locate the collection bin on the lot, if such collection bin will not be installed or maintained by the owner or lessee
 - Pictures of proposed site/property
 - Application/Permit Fee per Collection Bin: \$100.00

How to Submit a Completed Application & Documents

- Submit your completed application and all the associated documents by mail or in person to:
City of Chicago, Department of Business Affairs and Consumer Protection
Small Business Center, Public Way Use Unit
City Hall, Room 800
121 North LaSalle Street
Chicago, Illinois 60602

Permit Terms

- Rules and Regulations can be found in the City of Chicago Municipal Code 7-28-785 Collection Bins
- The Collection Bin Permit has a two-year term