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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**

![Image of City of Chicago's permit creation process]

1. Click **Create New**
2. Select **Permit Application**
On the **Select Application Type** screen:

- Select Truck Travel

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**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 Project Name (optional)
- Select the Permit Type from the drop-down (required)
  - Select Overweight or Oversized Vehicle
- Click Next Step to proceed

![Diagram of the City of Chicago Permit Application](image.png)

1. Enter the Project Name
2. Select from drop-down list
3. Enter Description of Work
4. 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
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.
4. Trucking Information

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

**Overweight and Oversized Trip Type and Dates**
- Select the **Trip Type** from the drop-down (required)
- Select the **Permit Effective Date** from the Calendar pop-up (optional)

**List of Vehicles this Permit will Apply To**
- Click **+Add List Vehicles this Permit will Apply to** to display the dialog box

*Note: Single Trip is limited to a 14 day window. Monthly Trip is limited to a 30 day window.*
Enter the following in the **Add List Vehicles this Permit will Apply To** dialog box:

- Enter the **License Plate Number**
- Enter the **Place of Issuance**
- Click **Add List Vehicles this Permit will Apply To** to proceed

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**Vehicle Information**

- Complete the **Vehicle Information** section
- Complete the **Weight & Dimensions** section
- Click the **+Add Axle & Weight Information**

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Axle and Weight Information
Enter the following in the Add Axle and Weight Information dialog box:

- Enter the **Axle**
- Enter the **Weight on the Axle** in pounds (lbs)
- Enter the **Distance from Previous Axle** in feet (ft) and inches (in)
- Click **Add Axle and Weight Information** to proceed

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**Note:** The total number of axles and weight must match. The First Axle’s **Distance From Previous Axle** will be 0.

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Repeat steps above until all axle and weight information have been entered.
Route Information
Select the following information:

- Select Yes or No if the Route is a Round Trip
- Select Yes or No if the Route is over 5 Miles
- Enter the Origin or Closest Intersection Upon Entering City Limits
- Enter the Destination if in the City of Chicago
- Enter the Entrance Route
- Enter the Exit or Closest Intersection to Exit of City Limits
- Enter the Exit Route
- Click Next Step to proceed

<table>
<thead>
<tr>
<th>1. Select Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Enter Entrance Route Information</td>
</tr>
<tr>
<td>3. Enter Exit Route Information</td>
</tr>
<tr>
<td>4. Click Next Step to proceed</td>
</tr>
</tbody>
</table>
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.*
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