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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**
On the Select Application Type screen:

- Select Truck Travel

*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 Travel on Industrial Corridor
- Click Next Step to proceed

![Image of the City of Chicago CDOT Truck Travel Permit - Travel on Industrial Corridor application form]

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

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*Note: Only enter Ordinance information if this permit is being carried out under a City ordinance.*

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### City Contract / Ordinance Information

Enter the City Contract information if applicable

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>City Contract #</td>
<td></td>
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<tr>
<td>Department</td>
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<td>Choose from</td>
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<tr>
<td>Ordinance #</td>
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<td>Page #</td>
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</tr>
<tr>
<td>Date of Passage</td>
<td></td>
<td>Enter date</td>
</tr>
<tr>
<td>End Date of Ordinance</td>
<td></td>
<td>Enter date</td>
</tr>
</tbody>
</table>

Or Click the **Next Step** button to proceed.
4. Trucking Information

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

List of Vehicles this Permit will Apply To

- Click **Add List Vehicles this Permit will Apply to** to display the dialog box.

The Application Number has been created

Click **Add List Vehicles this Permit will Apply to**
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

**Industrial Corridor Information**

- Vehicle information has been added
- Select What year is this permit application for from the drop down (required)
- 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
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