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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 Building Canopies**

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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 Type of Work from the drop-down (required)
  - Select Construction
- Click Next Step 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. Canopy Information

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

Enter the Canopy Information:
- Enter the Building Owner’s Name (required)
- Enter the Building Owner’s Phone (required)
- Enter the Description of Work (optional)
- Click +Add Canopies to display the Add Canopies dialog box

1. Enter the Building Owner’s Name
2. Enter the Building Owner’s Phone
3. Enter the Description of Work
4. Click the +Add Canopies button
Add Canopies

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 **Canopy Type** from the drop-down (required)
- Select the **Placement** from the drop-down (required)
- Select the **Start Date** from the Calendar pop-up (required)
- Select the **End Date** from the Calendar pop-up (required)
- Select the **Original Start Date** from the Calendar pop-up (optional)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed
Review and confirm the address you entered:
- Click Re-Enter to edit canopy information
- Click Confirm to proceed

Click Re-Enter to edit location information

Click Confirm to proceed
The **Canopy Information** has been added:

- Click **Add Canopies** as needed, and repeat previous steps
- 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.

Manage Parking Restrictions
Click Manage Parking Restrictions to add service requests (optional).
To add a Service Request, click +Add Service Request to display the Add Service Request dialog box.
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)

Click the Add Service Request button to add
Your Service Request has been added:

- Click View Permit Status to proceed
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