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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

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 Maintenance
- Click Next Step to proceed

![Diagram of the Basic Job Information section with instructions]

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.
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.

<table>
<thead>
<tr>
<th>City Contract / Ordinance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the City Contract Information if applicable</td>
</tr>
<tr>
<td>City Contract #</td>
</tr>
<tr>
<td>Department Responsible</td>
</tr>
<tr>
<td>Enter the Ordinance information, if applicable</td>
</tr>
<tr>
<td>Ordinance #</td>
</tr>
<tr>
<td>Page #</td>
</tr>
<tr>
<td>Date of Passage</td>
</tr>
<tr>
<td>End Date of Ordinance</td>
</tr>
</tbody>
</table>

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

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

The Application Number has been created
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

![Add Canopies dialog box image]

Click Add Canopies to proceed
Review and confirm the address you entered:

- Click **Re-Enter** to edit canopy 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

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

![Legal Agreements Form]

1. Click the **I Agree** checkbox to accept the agreement
2. Click the **Submit** button 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.

Click the +Add Service Request (optional) button
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