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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 Events**

*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 Event Name (optional)
- Select the Type of Event from the drop-down (required)
  - Select Assembly
- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter the Description of Event (optional)
- 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. Event Information

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

Assembly Information

- Enter the Start Time from the Clock pop-up (required)
- Enter the End Time from the Clock pop-up (required)
- Click + Add Location Information to display the Add Location Information dialog box
Location Information
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 **Street Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed
Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed
The Location Information has been added:

- Click Add Location Information 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.*
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