



City of Chicago



# CDOT Events Permits

## Athletic Event



10/21/2015





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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**

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "CGN Tester1" and buttons for "Documentation" and "Cart (0)". The main content area has two tabs: "Permit" and "Digger". A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" button and the "Permit Application" option. The first callout says "1. Click Create New" and the second says "2. Select Permit Application". Below the dropdown, there is a search section with a "Search" button and filter options. At the bottom of the page, there is a footer with support information.

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.



On the **Select Application Type** screen:

- **Select Events**

**Select Application Type**

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**  
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**  
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**  
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**  
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**  
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**  
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**  
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- Other Transportation and Public Way Permits**  
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys.
- Events**  
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

**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 **Athletic Event**
- 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

The screenshot shows the 'Basic Information' section of a permit application form. The form is titled 'Basic Information' and includes a sub-instruction: 'Please enter the dates when the event will start and end.' The form contains the following fields:

- Event Name:** A text input field containing 'Events - Athletic Event'.
- Type of Event:** A dropdown menu with 'Athletic Event' selected.
- Start Date:** A date input field containing '11/09/2015'.
- End Date:** A date input field containing '11/13/2015'.
- Description of Event:** A text area containing 'Events - Athletic Event'.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted in blue. Six callout boxes with numbered instructions are overlaid on the form:

1. Enter the **Event Name**
2. Select from drop-down list
3. Select the **Start Date**
4. Select the **End Date**
5. Enter the **Description of Event**
6. 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



Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.

The screenshot shows the City of Chicago's official website for the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The navigation menu includes 'Home', 'Permits', and 'Apply'. The left sidebar lists the application steps: 1. Application Type, 2. Basic Information, 3. Application Information (selected), 4. Event Information, 5. Legal Agreements, and 6. Status.

### Application Information

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

*\* Required Information*

#### Emergency Contacts

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Emergency Contact Information](#)

[Previous Step](#) [Next Step](#)

Click the **Next Step** button to proceed.

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.



## 4. Event Information

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

### Route Information

- Enter the **Textual Route Description** (required)

The screenshot displays the City of Chicago's official website for the 'Inspections, Permitting & Licensing' section. The user is logged in as 'CGN Tester1'. The navigation menu shows 'Home', 'Permits', and 'Apply'. The 'Event Information' section is active, showing an 'Application Number: DOT547589' and a message: 'Your permit application has been saved to your dashboard.' The 'Route Information' section is also visible, with a 'Textual Route Description' field containing 'Chicago Half Marathon'. Two callout boxes highlight key information: one states 'The Application Number has been created' pointing to the application number, and another states '1. Enter the Textual Route Description' pointing to the input field.



## Athletic Information

- Select the **Event Type** from the drop-down (required)
- Enter the **Event Name** (required)
- Enter the **Assembly Time** from the **Clock** pop-up (required)
- Enter the **Step-off Time** from the **Clock** pop-up (required)
- Enter the **Number of Participants** (required)
- Enter **How was this Number Determined** (optional)
- Click **+ Add Location Information**

The screenshot shows a web form for entering athletic event information. The form is divided into two main sections: 'Athletic Information' and 'Location Information'. The 'Athletic Information' section contains several fields: 'Event Type' (a dropdown menu with 'Walkathon Athletic Event' selected), 'Event Name' (a text input with 'Chicago Half Marathon'), 'Assembly Time' (a clock input with '8:00 AM'), 'Step-off Time' (a clock input with '9:00 AM'), 'Number of Participants' (a text input with '150'), and 'How was this Number Determined:' (a text area with 'Registrations'). The 'Location Information' section has tabs for 'Location', 'Street Closure', and 'Additional Information', and a green '+ Add Location Information' button. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. Seven purple callout boxes with white text and arrows point to specific elements: 1. '1. Select the Event Type' points to the dropdown menu. 2. '2. Enter the Event Name' points to the 'Event Name' text input. 3. '3. Enter the Assembly Time' points to the 'Assembly Time' clock input. 4. '4. Enter the Step-off Time' points to the 'Step-off Time' clock input. 5. '5. Enter the Number of Participants' points to the 'Number of Participants' text input. 6. '6. Enter How was this Number Determined' points to the 'How was this Number Determined:' text area. 7. '7. Click + Add Location Information' points to the '+ Add Location Information' button.



## 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

The screenshot shows a software interface for adding location information. At the top, the event type is 'Walkathon Athletic Event'. The dialog box is titled 'Add Location Information' and contains the following fields:

- From:** 100
- To:** 371
- Direction:** E
- Street Name:** WACKER
- Suffix:** DRIVE
- Street Closure:** Full Street Closure
- Additional Information:** (empty field)

At the bottom right, there is a callout bubble that says 'Click Add Location Information to' pointing to a green button labeled 'Add Location Information'. A 'Cancel' button is also visible to the left of the green button. Navigation buttons for 'Previous Step' and 'Next Step' are partially visible at the bottom of the dialog.



Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

Event Type: Walkathon Athletic Event

### Add Location Information

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	100	371	E	WACKER	DR	

Click **Re-Enter** to edit location information

Cancel Re-Enter Confirm

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

**City of Chicago** The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 - Documentation Cart (0)

Home > Permits > Edit

**Event Information**  
Application Number: DOT547589  
Enter the details of the sporting event below, including the address where event will occur.

*\* Required Information*

**Route Information**

Textual Route Description  \*

**Athletic Information**

Event Type  \*

Event Name  \* ?

Assembly Time  \* ?

Step-off Time  \* ?

Number of Participants  \* ?

How was this Number Determined:  ?

**Location Information**

Location	Street Closure	Additional Information
100-371 E WACKER DR	Full Street Closure	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Location Information](#)

[Previous Step](#) [Next Step](#)

**Location Information** has been added

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

The screenshot shows the City of Chicago's official website interface. At the top, there is a navigation bar with the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. Below this is a user menu showing 'CGN Tester1' and a 'Cart (0)'. The main content area has a breadcrumb trail: 'Home > Permits > Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Information, 3. Application Information, 4. Event Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' with the application number 'DOT547589'. It states: 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '\* Required Information' contains a 'Certification' box. The text reads: 'By accepting this agreement you are certifying that: 1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below this text is a checkbox labeled '\* I Agree'. A callout box points to this checkbox with the instruction: '1. Click the I Agree checkbox to accept the agreement'. At the bottom of the certification box are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the instruction: '2. Click the Submit button to proceed.' At the very bottom of the page, there is a footer note: '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.'



## 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.*

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Basic Information  
2. Application Information  
3. Event Information  
4. Legal Agreements  
5. **Status**

### Permit Application Status

**Application Number: DOT547589**

Application Information:

- Permit application fee must be paid before permit review can begin.
- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

[Add to Cart \(\\$50\) 🛒](#) [Cancel Permit](#)

Application Number	DOT547589	
Type	Events	
Current Status	Application Checks	

#### Reviews

Review	Date Completed	Status	Notes
Special Events Review		Pending	

#### Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/9/2015	
End Date	11/13/2015	



## 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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information for support.