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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**.

To manage your account, **Sign In**
Creating a New Permit

To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**

![Image of City of Chicago application process showing steps 1 and 2: Click Create New, 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 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

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.

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

1. Select the Event Type
2. Enter the Event Name
3. Enter the Assembly Time
4. Enter the Step-off Time
5. Enter the Number of Participants
6. Enter How was this Number Determined
7. Click + Add Location Information
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

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