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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
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 Festival
- 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. Festival Information

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

Enter the following information in the Festival Information section:

- Enter the Event Name (required)
- Enter the Event Purpose (required)
- Select Yes or No in Will Alcohol be Served (required)
- Select Yes or No in Will Food be Served (required)
- Click + Add Location Information
City of Chicago

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

Add Location Information

We could not find the address: “101 - 161 E WACKER DR.” This is our closest guess. Please confirm that it is correct.

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Number High</th>
<th>Direction</th>
<th>Street Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>153</td>
<td>E</td>
<td>WACKER</td>
<td>DR</td>
</tr>
</tbody>
</table>

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