



# CDOT Events Permits Festival



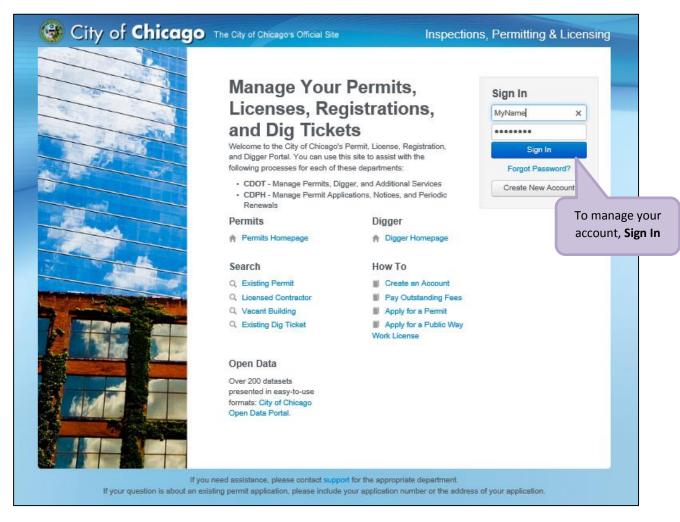
# Table of Contents

1. Application Type	1
Signing In to the E-Permit Application	1
Creating a New Permit	2
2. Basic Job Information	4
3. Application Information	5
Emergency Contacts	5
City Contract / Ordinance Information	6
4. Festival Information	8
Location Information	9
5. Legal Agreements	. 12
6. Status	. 13
7. Sign Out	.14

### 1. Application Type

#### Signing In to the E-Permit Application

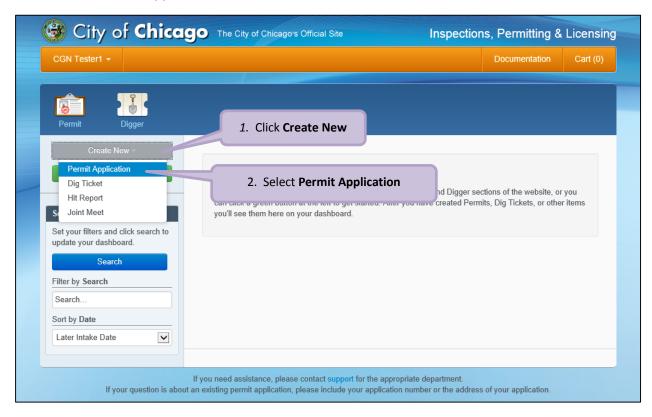
To manage your account, sign in using your credentials and click Sign In.



#### Creating a New Permit

To create a new permit:

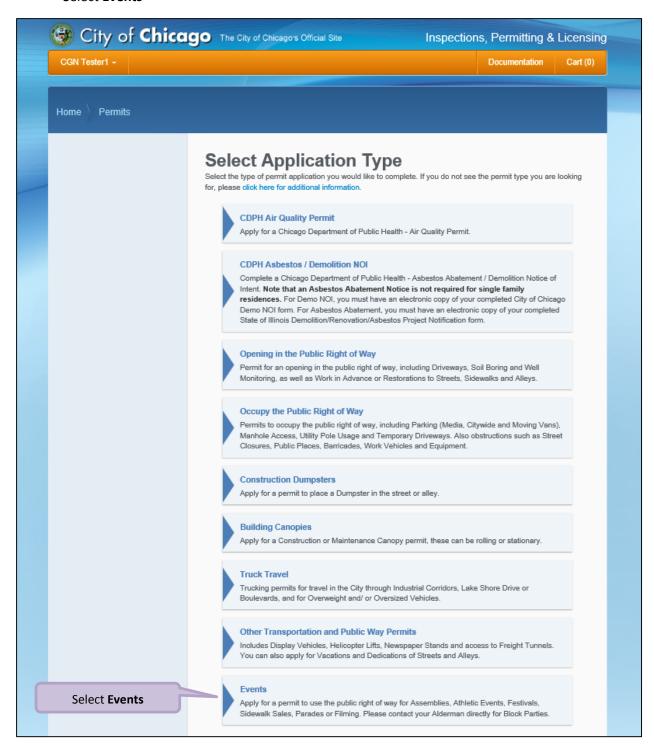
- Click the Create New drop-down
- Select Permit Application





#### On the **Select Application Type** screen:

Select Events

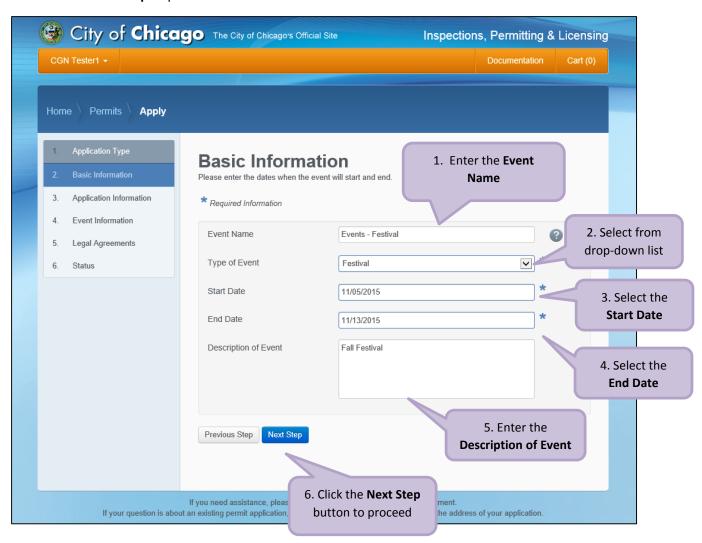


Note: You may not have as many options of permits dependent on the types of licenses you have.

#### 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 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



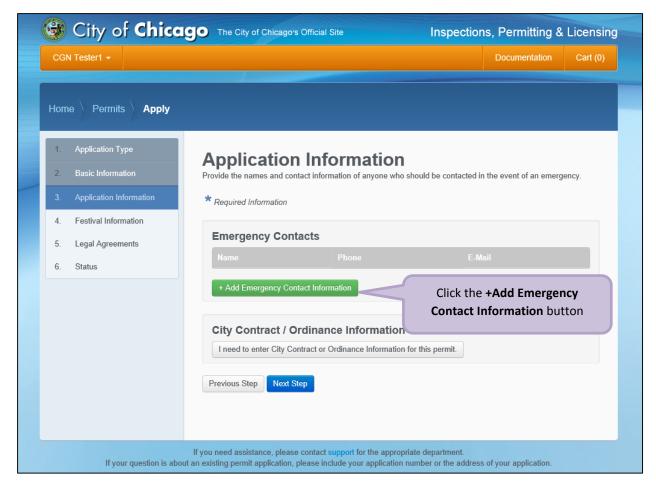


## 3. Application Information

#### **Emergency Contacts**

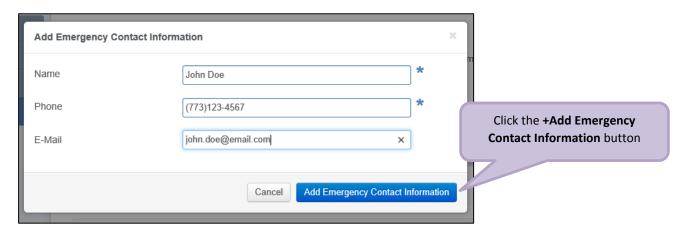
Add **Emergency Contact** information:

 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



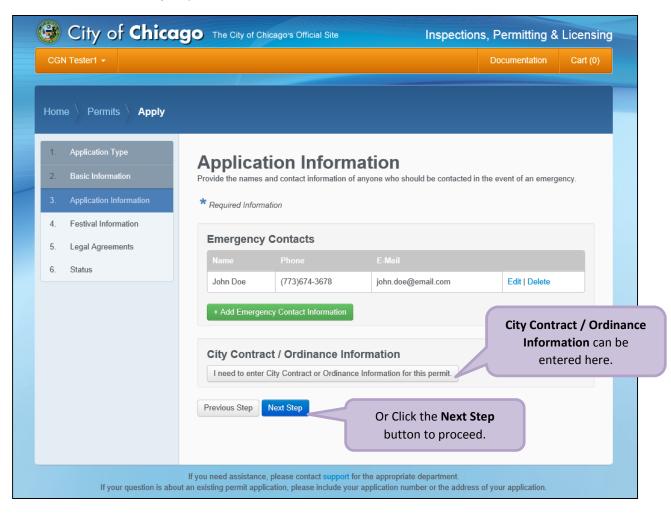


#### City Contract / Ordinance Information

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.

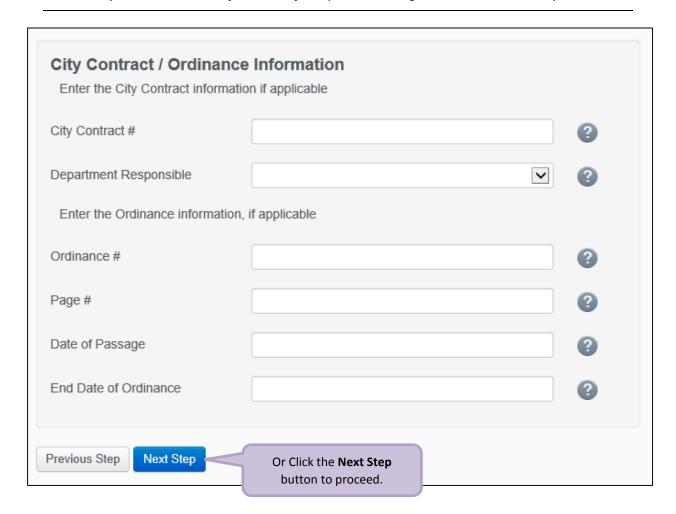
Otherwise, click **Next Step** to proceed.



#### Enter the **City Contract / Ordinance Information**:

- Enter the City Contract #
- Select the **Department Responsible** from the drop-down:
  - Chicago City Colleges
  - O 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.

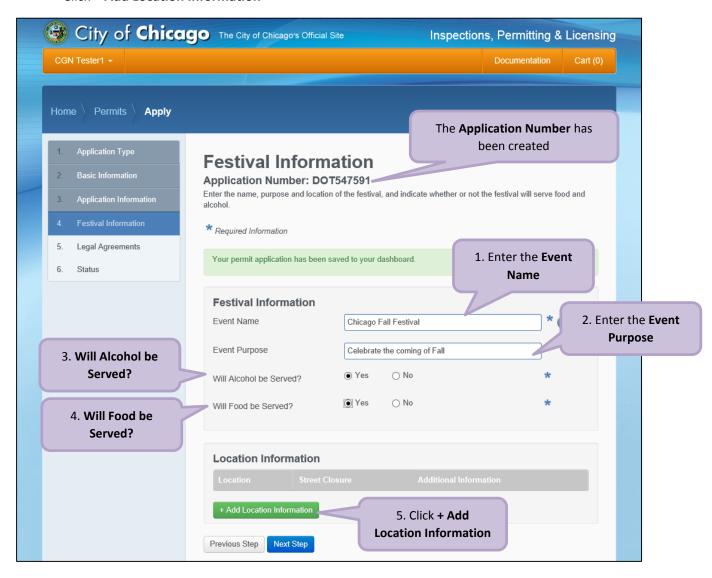


#### 4. Festival Information

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:

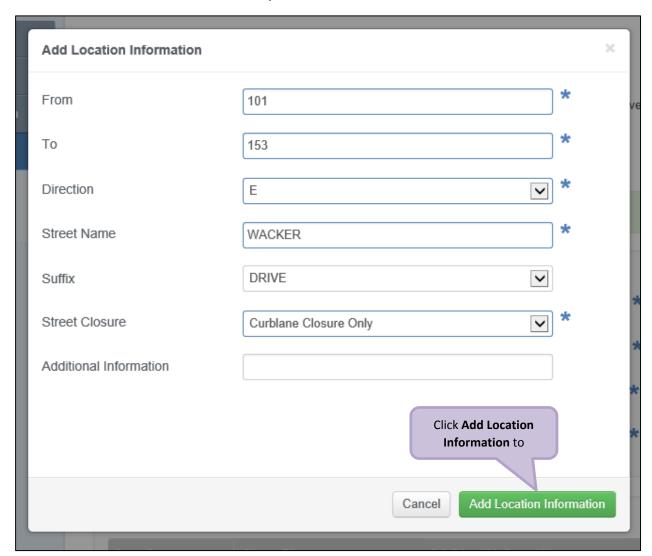
- Enter the Event Name (required)
- Enter the Event Purpose (required)
- Select **Yes** or **No** in **Will Alcohol be Served** (required)
- Select **Yes** or **No** in **Will Food be Served** (required)
- Click + Add Location Information

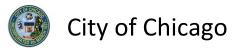


#### **Location Information**

Enter the following in the **Add Location Information** dialog box:

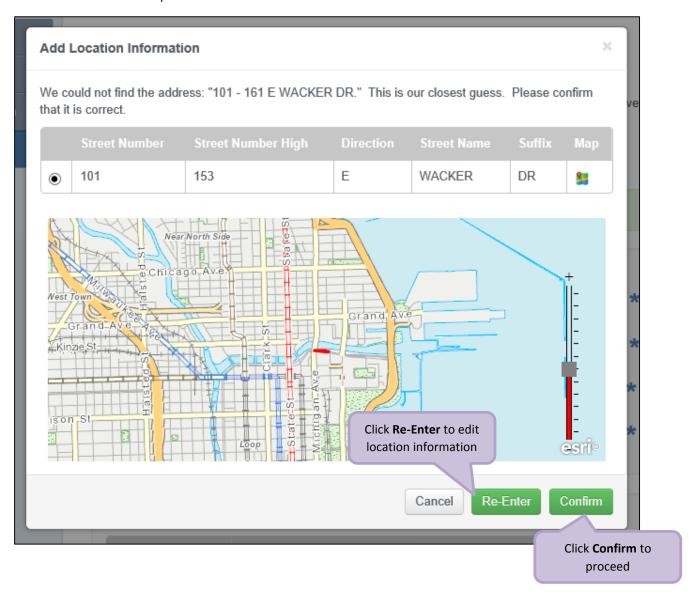
- Enter the **street number** in the **From** field (required)
- Enter the **street number** in the **To** field (required)
- Select the **Direction** from the drop-down (required)
- Enter/Select the **Street Name** (required)
- Select the **Suffix** from the drop-down (optional)
- Select the type of **Street Closure** from the drop-down (required)
- Enter Additional Information (optional)
- Click Add Location Information to proceed





Review and confirm the address you entered:

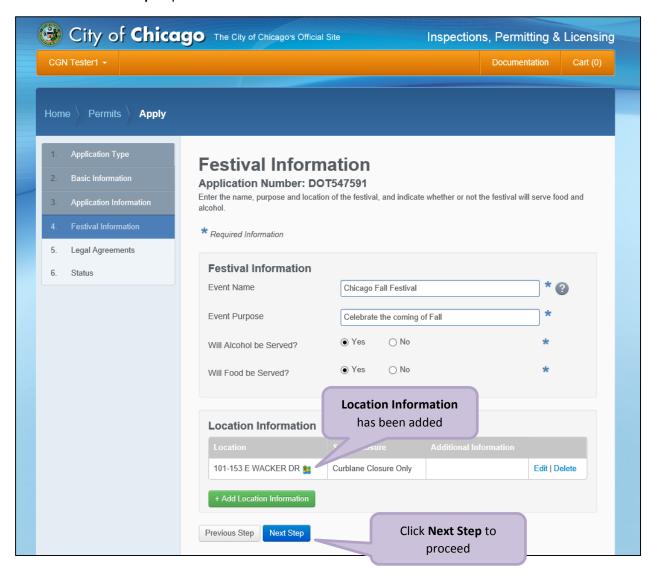
- Click **Re-Enter** to edit location information
- Click Confirm to proceed





The Location Information has been added:

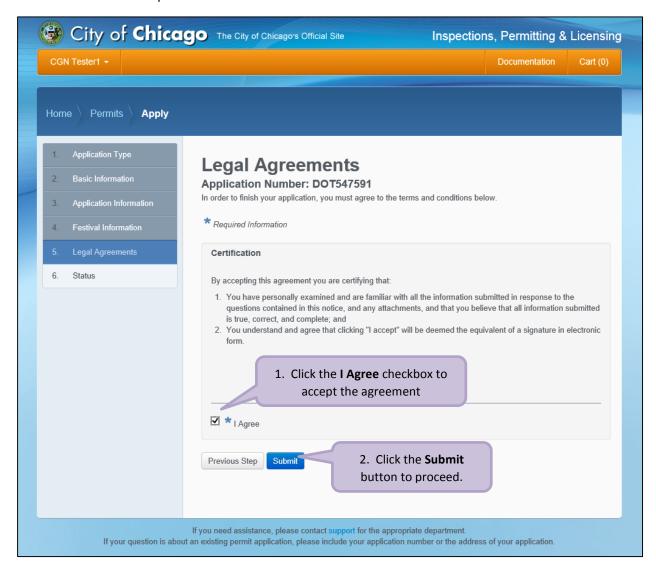
- Click Add Location Information as needed, and repeat previous steps
- Click **Next Step** to proceed



## 5. Legal Agreements

The Legal Agreements must be acknowledged:

- Read the Certification legal agreement
- Click the I Agree checkbox (required)
- Click **Submit** to proceed

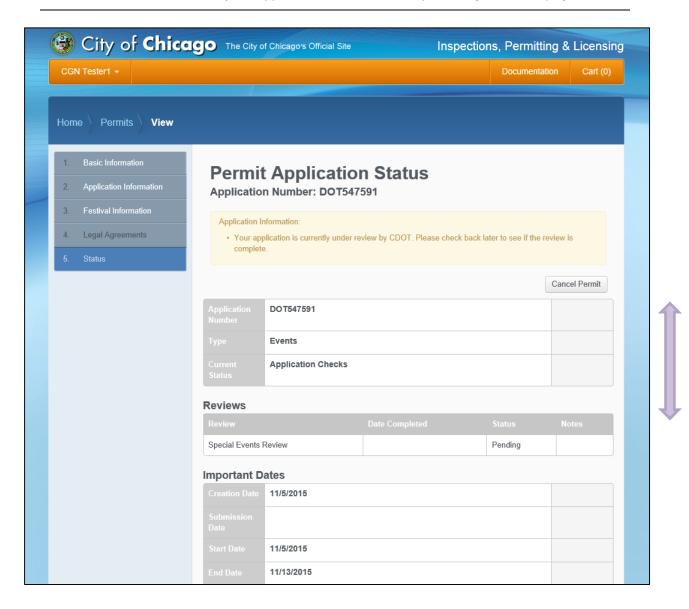


#### 6. Status

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

