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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

1. Click Create New

2. 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 **Parade**
- 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

![Basic Job Information Form](Image)

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)

Parade Information
- Select the Assembly Time from the Clock pop-up (required)
- Select the Step-off Time from the Clock pop-up (required)
- Enter the Number of Vehicles (required)
- Enter the Number of Participants (required)
- Enter How was this Number was Determined (optional)
Reviewing Stands Details

- Enter the **Number of Stands**
- Select the **Construction Time** from the **Clock** pop-up
- Select the **Dismantle Time** from the **Clock** pop-up

**Location Information**

Click **+ Add Location Information** to display the **Add Location Information** dialog box.

1. Enter the **Number of Stands**
2. Select the **Construction Time**
3. Select the **Dismantle Time**
4. Click **+ Add 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

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Number High</th>
<th>Direction</th>
<th>Street Name</th>
<th>Suffix</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>249</td>
<td>E</td>
<td>WACKER</td>
<td>DR</td>
<td></td>
</tr>
</tbody>
</table>

We could not find the address: "100 - 299 E WACKER DR." This is our closest guess. Please confirm that it is correct.

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