



# **CDOT Events Permits**

Sidewalk Sale



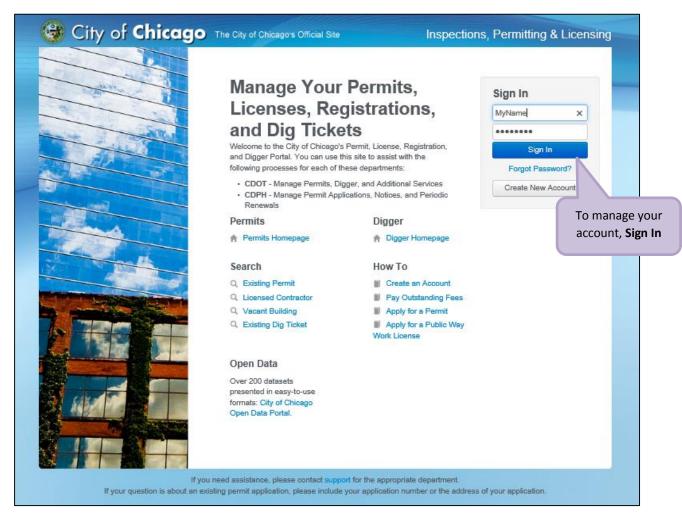
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# 1. Application Type

## Signing In to the E-Permit Application

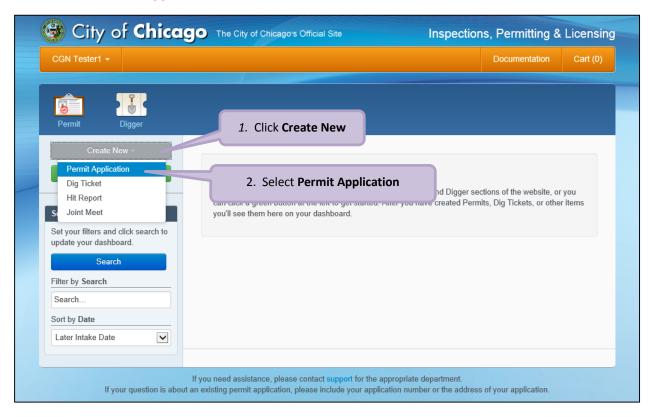
To manage your account, sign in using your credentials and click Sign In.



## Creating a New Permit

To create a new permit:

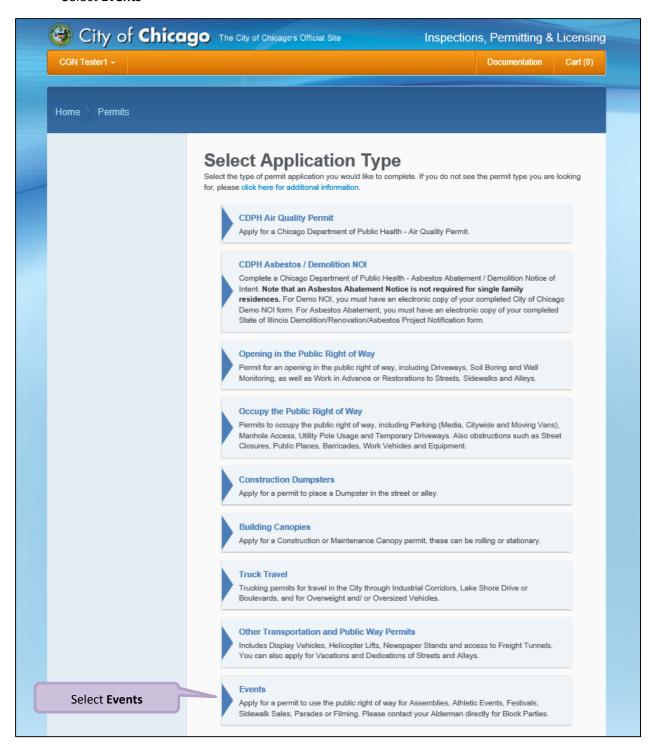
- Click the Create New drop-down
- Select Permit Application





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

Select Events

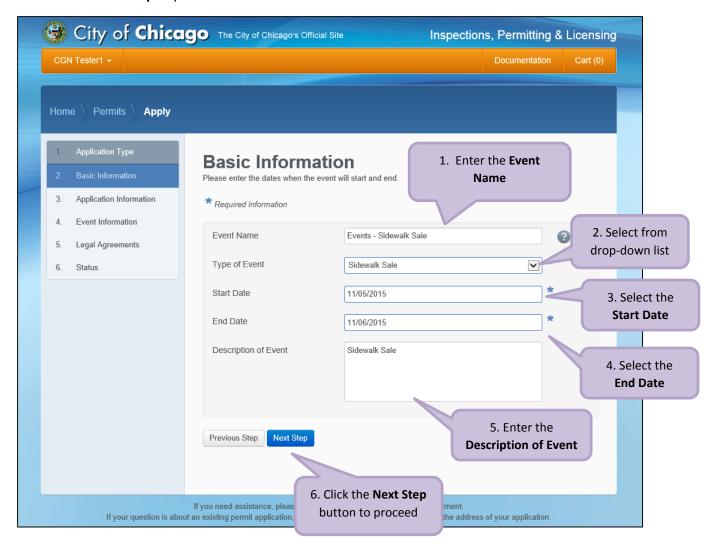


Note: You may not have as many options of permits dependent on the types of licenses you have.

## 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 Sidewalk Sale
- 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



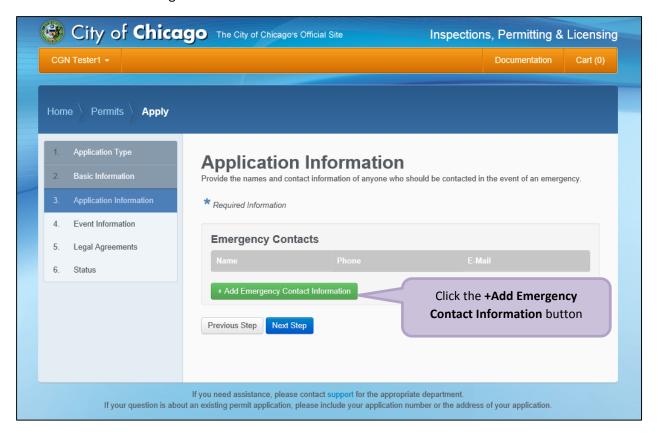


# 3. Application Information

#### **Emergency Contacts**

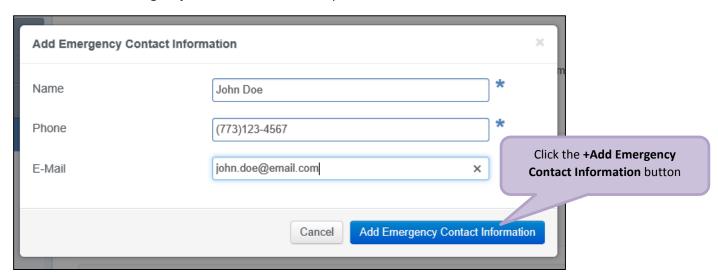
Add **Emergency Contact** information:

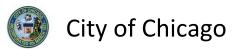
Click the +Add Emergency Contact Information button to display the Add Emergency Contact
Information dialog box



#### To Add Emergency Contact Information:

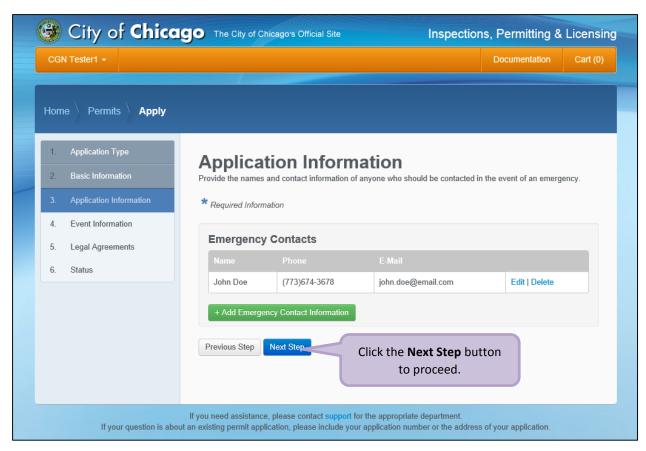
• Click Add Emergency Contact Information to proceed





Your **Emergency Contacts** have been added:

• Click **Next Step** to proceed.

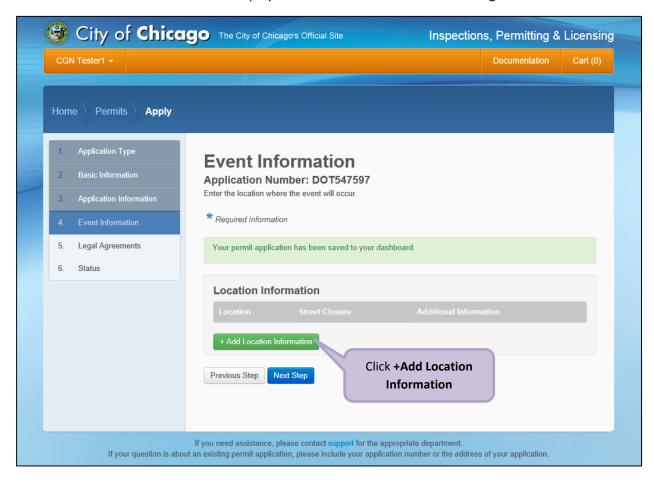


## 4. Event Information

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

#### **Location Information**

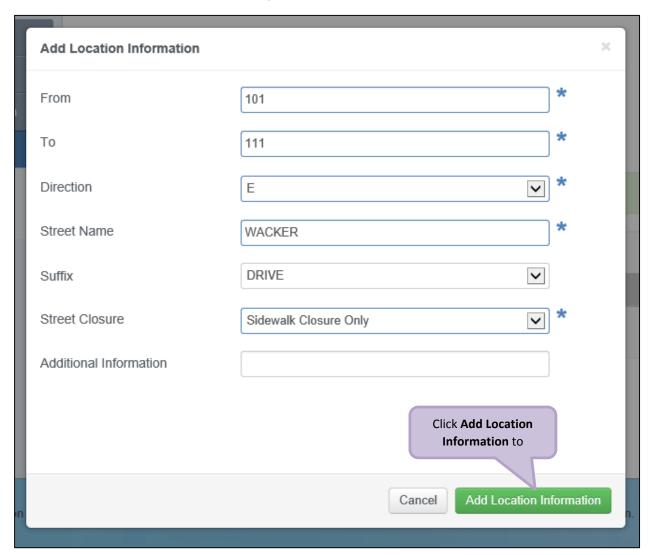
Click + Add Location Information to display the Add Location Information dialog box

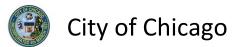




Enter the following in the **Add Location Information** dialog box:

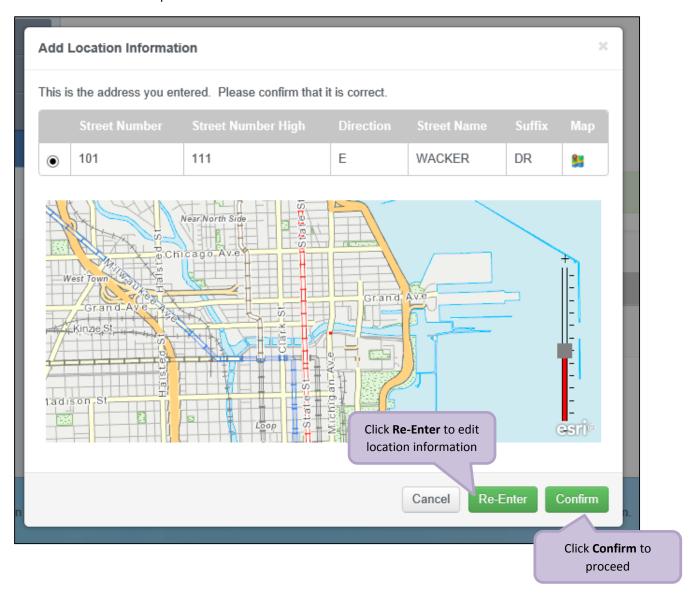
- Enter the **street number** in the **From** field (required)
- Enter the **street number** in the **To** field (required)
- Select the **Direction** from the drop-down (required)
- Enter/Select the **Street Name** (required)
- Select the **Suffix** from the drop-down (optional)
- Select the type of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





Review and confirm the address you entered:

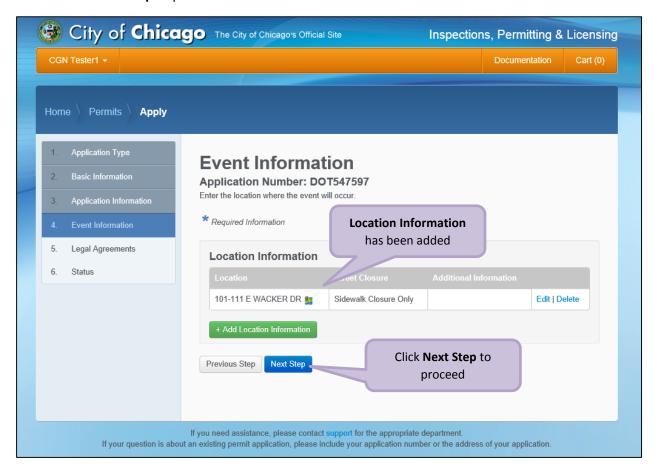
- Click **Re-Enter** to edit location information
- Click Confirm to proceed





The **Location Information** has been added:

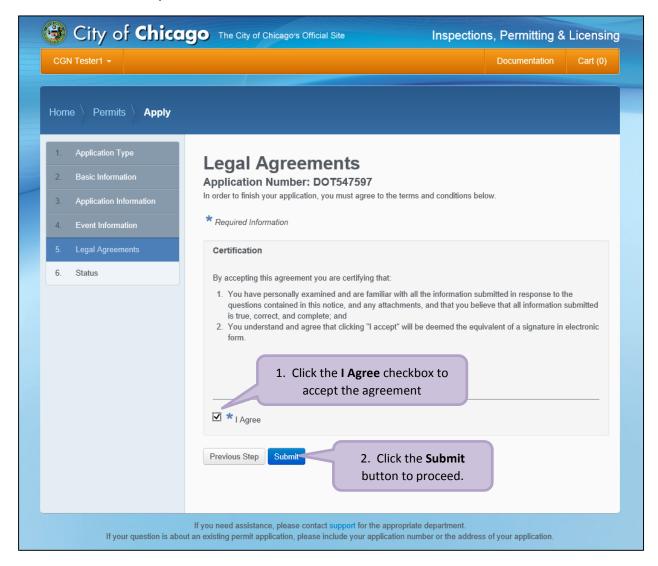
- Click Add Location Information as needed, and repeat previous steps
- Click **Next Step** to proceed



# 5. Legal Agreements

The Legal Agreements must be acknowledged:

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

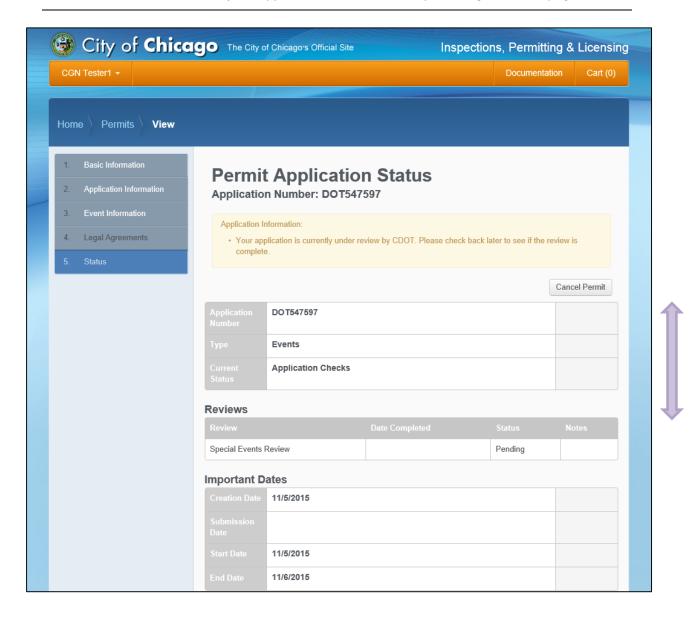


## 6. Status

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

