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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**

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*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

![Add Location Information dialog box](image-url)
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

![Add Location Information Dialog Box]

- **From**: 101
- **To**: 111
- **Direction**: E
- **Street Name**: WACKER
- **Suffix**: DRIVE
- **Street Closure**: Sidewalk Closure Only
- **Additional Information**

Click *Add Location Information* to proceed.
Review and confirm the address you entered:

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

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

1. Click the **I Agree** checkbox to accept the agreement
2. Click the **Submit** button 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