



City of Chicago



CDOT Occupy Right-of-Way Permit

Barricades, Equipment and Temporary Driveways



10/21/2015





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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**.

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Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Digger

[Digger Homepage](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Sign In

MyName|

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

To manage your account, **Sign In**



Creating a New Permit

To create a new permit:

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

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "CGN Tester1" and buttons for "Documentation" and "Cart (0)". The main content area has a "Permit" and "Digger" section. A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively. Below the dropdown is a search filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake Date". At the bottom of the page, there is a footer with contact information: "If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application."



On the **Select Application Type** screen:

- Select **Occupy the Public Right of Way**

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CGN Tester1 - Documentation Cart (0)

Home > Permits

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- Other Transportation and Public Way Permits**
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys.
- Events**
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

Select Occupy the Public Right of Way

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



2. Applicants

Primary Applicant

The company associated with your web login will display the **Primary Applicant**.

If an entity other than you or your company should be listed as Excavator / Sub-Contractor than click the **Add Excavator / Sub-Contractor** button to display the **Search for Excavator / Sub-Contractor** dialog box.

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

The screenshot shows the 'Applicants' page in the City of Chicago's online permit application system. The page has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists application steps, with 'Applicants' selected. The main content area is titled 'Applicants' and includes instructions for adding subcontractors. A table lists the primary applicant: CGN Tester1, 30 N LaSalle, Chicago IL 60602, (312)555-6666, and cgntestuser1@gmail.com. Below the table is an 'Add Subcontractor' button. At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes provide additional instructions: one points to the 'Add Subcontractor' button, and the other points to the 'Next Step' button.

Applicants ?

If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.

* Required Information

Applicant *

Name	Address	Phone Number	Email
CGN Tester1	30 N LaSalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Subcontractor

If any companies other than your own will be acting as Subcontractor, click the 'Add Subcontractor' button to add them to this application.

[Add Subcontractor](#)

[Previous Step](#) [Next Step](#)

If another company should be listed, click the **Add Excavator / Sub-Contractor** button

Otherwise, click the **Next Step** button to Proceed.



Excavator / Sub-Contractor

Add an Excavator / Sub-Contractor information:

- Enter the **Company Name** (required)
- Enter the **Primary Phone** (required)
- Enter the **Email** (optional)
- Enter the **Address Line 1** (required)
- Enter the **Address Line 2** (optional)
- Enter the **City** (required)
- Select the **State** (required)
- Enter the **Zip Code** (required)

The screenshot shows a web form titled "Add Subcontractor" with a close button (X) in the top right corner. The form contains the following fields:

- Company Name: PJS EXCAVATING SEWER AND WATER INC *
- Primary Phone: (312)437-0500 *
- Email: (empty)
- Address Line 1: 6645 N. OLIPHANT AVENUE, SUITE E *
- Address Line 2: (empty)
- City: CHICAGO *
- State: ILLINOIS (dropdown menu) *
- Zip Code: 60631 (with a clear 'x' button) *

At the bottom right of the form are two buttons: "Cancel" and "Save". A purple callout bubble points to the "Save" button with the text: "Enter the required fields and click **Save**." Below the form, the text "add them to this application." is partially visible.



The new Excavator / Sub-Contractor will be added to the application:

- Click the **Next Step** button to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Apply

1. Application Type
2. Applicants
3. Basic Job Information
4. Application Information
5. Occupy Information
6. Documentation
7. Legal Agreements
8. Status

Applicants ?

If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.

* Required Information

Applicant *

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Subcontractor

Name	Address	Phone Number	Email
PJS EXCAVATING SEWER AND WATER INC	6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631	(312)437-0500	Edit Remove

[Add Subcontractor](#)

[Previous Step](#) [Next Step](#)

Click the **Next Step** button to proceed.



3. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Activity Type** from the drop-down (required)
 - Select **Barricades, Equipment and Temporary Driveways**
- Enter the **Description of Work** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sidebar with steps 1 through 8. The current step is 'Basic Job Information'. The form fields are: 'Project Name' (text input with 'Occupy ROW - Bar/Equip/TempDri'), 'Activity Type' (drop-down menu with 'Barricades, Equipment and Temporary Driveways'), and 'Description of Work' (text area with 'Placement of Barricades, Equipment and Temporary Driveways'). There are 'Previous Step' and 'Next Step' buttons at the bottom. Callouts point to the Project Name field, the Activity Type drop-down, the Description of Work field, and the Next Step button.

1. Enter the Project Name

2. Select from drop-down list

3. Enter Description of Work

4. Click the Next Step button to proceed

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



4. Application Information

Emergency Contacts

Add **Emergency Contact** information:

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

The screenshot shows the 'Application Information' step in the City of Chicago's online application system. The page title is 'Application Information' with a help icon. Below the title, there is a description: 'Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.' A red asterisk indicates that the information is required. The 'Emergency Contacts' section contains a table with columns for Name, Phone, and E-Mail. A green button labeled '+ Add Emergency Contact Information' is positioned below the table. A callout bubble points to this button with the text: 'Click the +Add Emergency Contact Information button'. Below the table is a section for 'City Contract / Ordinance Information' with a text input field containing 'I need to enter City Contract or Ordinance Information for this permit.' At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The page footer includes contact information for support.

To **Add Emergency Contact Information**:

- Click **Add Emergency Contact Information** to proceed

The screenshot shows the 'Add Emergency Contact Information' dialog box. It has a title bar with a close button (X). The form contains three input fields: 'Name' with the value 'John Doe', 'Phone' with the value '(773)123-4567', and 'E-Mail' with the value 'john.doe@email.com'. Each field has a red asterisk indicating it is required. At the bottom of the dialog are 'Cancel' and 'Add Emergency Contact Information' buttons. A callout bubble points to the 'Add Emergency Contact Information' button with the text: 'Click the +Add Emergency Contact Information button'.



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.

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CGN Tester1 Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Applicants
3. Basic Job Information
- 4. Application Information**
5. Occupy Information
6. Documentation
7. Legal Agreements
8. Status

Application Information [?]

Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

** Required Information*

Emergency Contacts

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	Edit Delete

[+ Add Emergency Contact Information](#)

City Contract / Ordinance Information

I need to enter City Contract or Ordinance Information for this permit.

[Previous Step](#) [Next Step](#)

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

City Contract / Ordinance Information can be entered here.

Or Click the **Next Step** button 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.

City Contract / Ordinance Information

Enter the City Contract information if applicable

City Contract # ?

Department Responsible ?

Enter the Ordinance information, if applicable

Ordinance # ?

Page # ?

Date of Passage ?

End Date of Ordinance ?

Or Click the **Next Step** button to proceed.



5. Occupy Information

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

Enter the **Occupy Information**:

- Select the **Nature of Work** from the drop-down list (required)
- Click **+Add Location** to display the **Add Location** dialog box

The screenshot displays the 'City of Chicago' website interface for the 'Occupy Information' step of a permit application. The top navigation bar includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user menu shows 'CGN Tester1' with a dropdown arrow, and there are links for 'Documentation' and 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information, 5. Occupy Information (highlighted), 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Occupy Information' with a help icon. It shows the 'Application Number: DOT547291' and a message: 'Your permit application has been saved to your dashboard.' Below this is a 'Nature of Work' dropdown menu with a required field asterisk. A '+ Add Location' button is visible next to it. At the bottom of the main area are 'Previous Step' and 'Next Step' buttons. Three callout boxes provide instructions: one points to the application number, another points to the 'Nature of Work' dropdown, and a third points to the '+ Add Location' button. A footer note states: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



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 **Closure** from the drop-down (required)
- Enter **Additional Information** (optional)
- Click **Add Location Information** to proceed

Add Location [Close]

From: 101 *

To: 161 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE

Closure: Partial Street Closure * ?

Additional Information: |

Click Add Location Information to

Cancel Add Location



Review and confirm the address you entered:

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

Add Location Information ✕

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	161	E	WACKER	DR	

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

Cancel Re-Enter Confirm

Click **Confirm** to proceed



The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps
- Click **+Add Barricades** to display the **Add Barricades** dialog box

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Edit**

1. Applicants
2. Basic Job Information
3. Application Information
4. **Occupy Information**
5. Documentation
6. Legal Agreements
7. Status

Occupy Information ?

Application Number: DOT547291
Enter the information regarding the way you intend to occupy the public right-of-way.

* Required Information

Nature of Work: Maintenance

Location * + Add Location

101-161E WACKER DR Edit Delete

Barricades

Placement	Length (ft.)	Purpose of Obstruction	Start Date	End Date	Original Start Date
+ Add Barricades					

Operating Equipment

Placement	Length (ft.)	Equipment Stored	Start Date	End Date	Original Start Date
+ Add Operating Equipment					

Work Vehicles

Placement	Length (ft.)	License Plate Number	Start Date	End Date	Original Start Date
-----------	--------------	----------------------	------------	----------	---------------------

Click +Add Barricades

Location Information has been added



Add Barricades

- Select the **Placement** from the drop-down (required)
- Enter the **Length** in *feet* (required)
- Enter the **Purpose of Obstruction** (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Original Start Date** from the **Calendar** pop-up (optional)
- Click **Add Barricades** to proceed

Add Barricades [Close]

Placement: Sideway or Parkway - Partial Closure *

Length: 200 ft *

Purpose of Obstruction: Public Safety *

Start Date: 10/28/2015 *

End Date: 10/30/2015 *

Original Start Date: [Empty] ?

Buttons: Cancel, Add Barricades

Callout: Click Add Barricades



Add Operating Equipment

- Click + **Add Operating Equipment** to display the **Add Operating Equipment** dialog box
- Select the **Placement** from the drop-down (required)
- Enter the **Length** in *feet* (required)
- Enter the **Purpose of Obstruction** (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Original Start Date** from the **Calendar** pop-up (optional)
- Click **Add Operating Equipment** to proceed

Add Operating Equipment [Close]

Placement: Sideway or Parkway - Partial Closure *

Length: 200 ft. *

Equipment Stored: Generator *

Start Date: 10/28/2015 *

End Date: 10/30/2015 *

Original Start Date: [Empty] ?

Buttons: Cancel, Add Operating Equipment

Callout: Click Add Operating Equipment



Add Work Vehicles

- Click + **Add Work Vehicles** to display the **Add Work Vehicles** dialog box
- Select the **Placement** from the drop-down (required)
- Enter the **Length** in *feet* (required)
- Enter the **Type of Vehicle** (required)
- Enter the **License Plate Number**(required)
- Enter the **License State/Country** (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Original Start Date** from the **Calendar** pop-up (optional)
- Click **Add Work Vehicles** to proceed

Add Work Vehicles [Close]

Placement: Sideway or Parkway - Partial Closure *

Length: 200 ft. *

Type of Vehicle: Backhoe *

License Plate Number: ABC-123 * ?

License State/Country: IL * ?

Start Date: 10/28/2015 *

End Date: 10/30/2015 *

Original Start Date: [] ?

Click Add Work Vehicles

Cancel Add Work Vehicles

Previous Step Next Step



Add Temporary Driveways

- Click + **Add Temporary Driveways** to display the **Add Temporary Driveways** dialog box
- Enter the **Width** in *feet* (required)
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Click **Add Temporary Driveways** to proceed

Add Temporary Driveways [X]

Width ft. *

Start Date *

End Date *

Click **Add Temporary Driveways**

Cancel **Add Temporary Driveways**



All relevant information added will be displayed on the **Occupy Information** screen:

- Click **Next Step** to proceed

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CGN Tester1 - Documentation Cart (0)

Home \ Permits \ **Edit**

- Applicants
- Basic Job Information
- Application Information
- Occupy Information**
- Documentation
- Legal Agreements
- Status

Occupy Information [?]

Application Number: DOT547291
Enter the information regarding the way you intend to occupy the public right-of-way.

** Required Information*

Nature of Work: ^{*}

Location * + Add Location

101-161E WACKER DR Edit Delete

Barricades

Placement	Length (ft.)	Purpose of Obstruction	Start Date	End Date	Original Start Date	
Sideway or Parkway - Partial Closure	200	Public Safety	10/28/2015	10/30/2015		Edit Delete

+ Add Barricades

Operating Equipment

Placement	Length (ft.)	Equipment Stored	Start Date	End Date	Original Start Date	
Sideway or Parkway - Partial Closure	200	Generator	10/28/2015	10/30/2015		Edit Delete

+ Add Operating Equipment

Work Vehicles

Placement	Length (ft.)	License Plate Number	Start Date	End Date	Original Start Date	
Sideway or Parkway - Partial Closure	200	ABC-123	10/28/2015	10/30/2015		Edit Delete

+ Add Work Vehicles

Temporary Driveways

Width (ft.)	Start Date	End Date	
35	10/28/2015	10/30/2015	Edit Delete

+ Add Temporary Driveways

Previous Step Next Step

Click **Next Step** to proceed

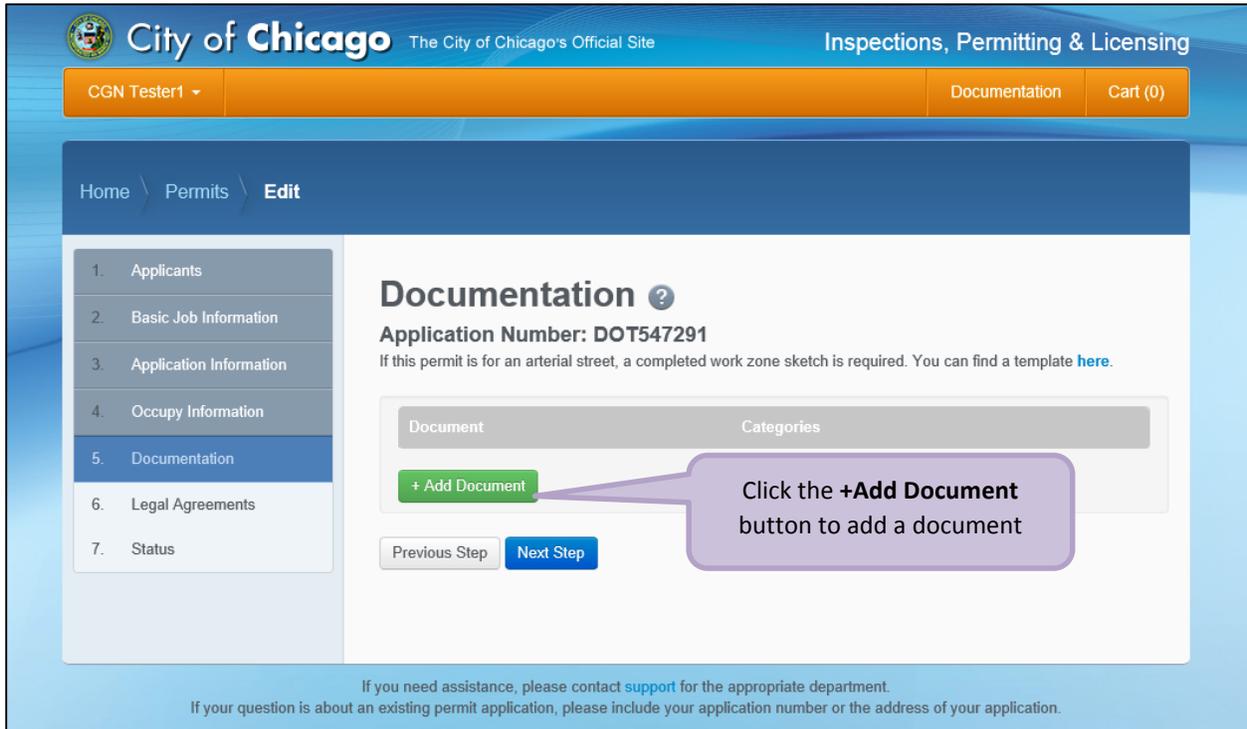


6. Documentation

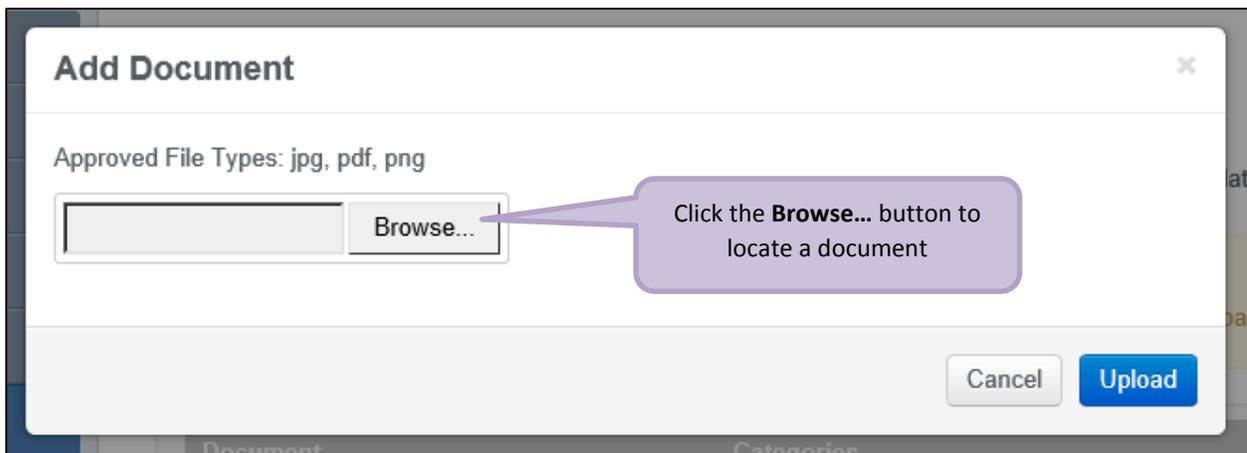
If this permit is for an arterial street, a completed work zone sketch is required:

- Click **+Add Document** to display the **Add Document** dialog box

Note: Only jpg, pdf, or png files can be added.



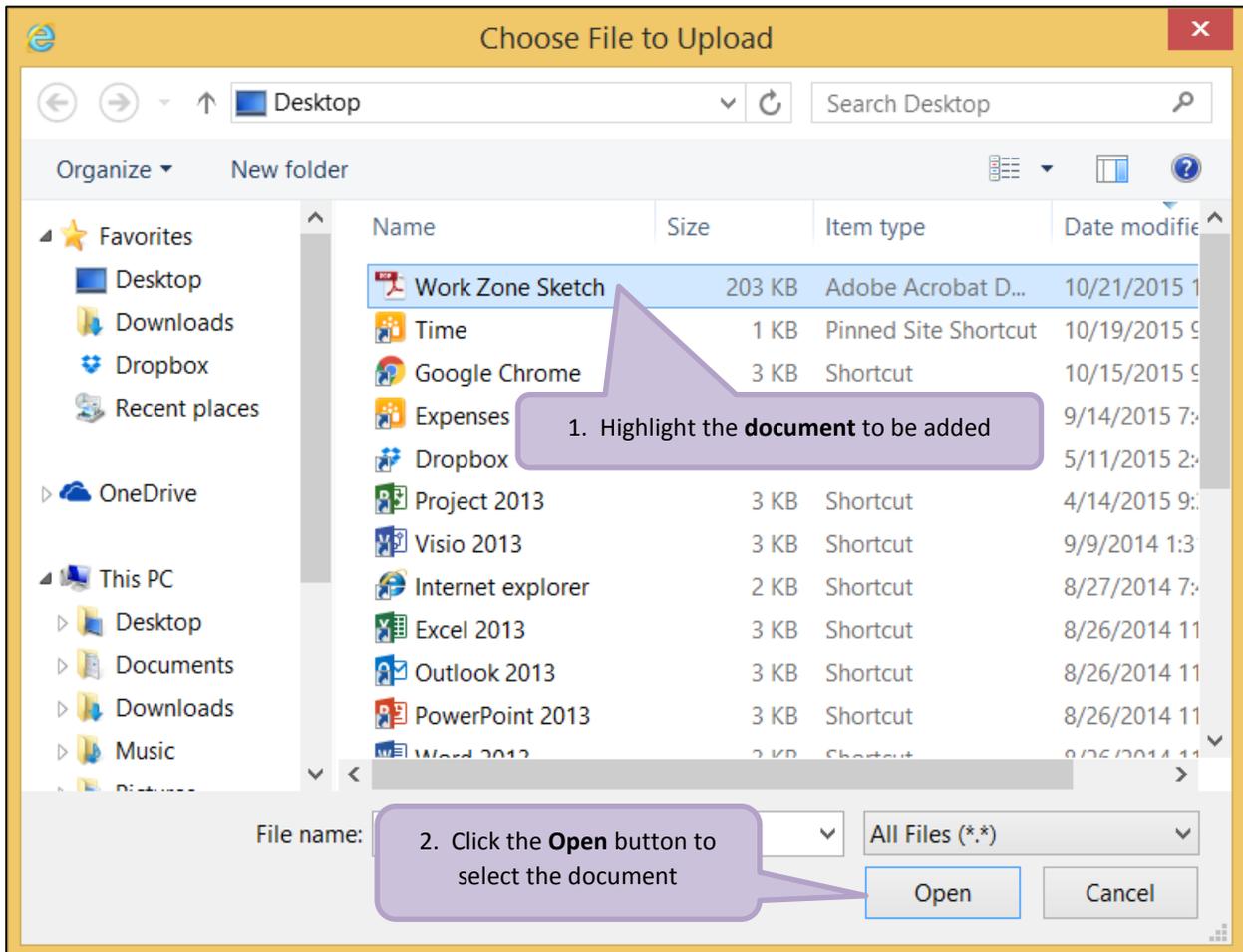
Click the **Browse...** button to locate the document.



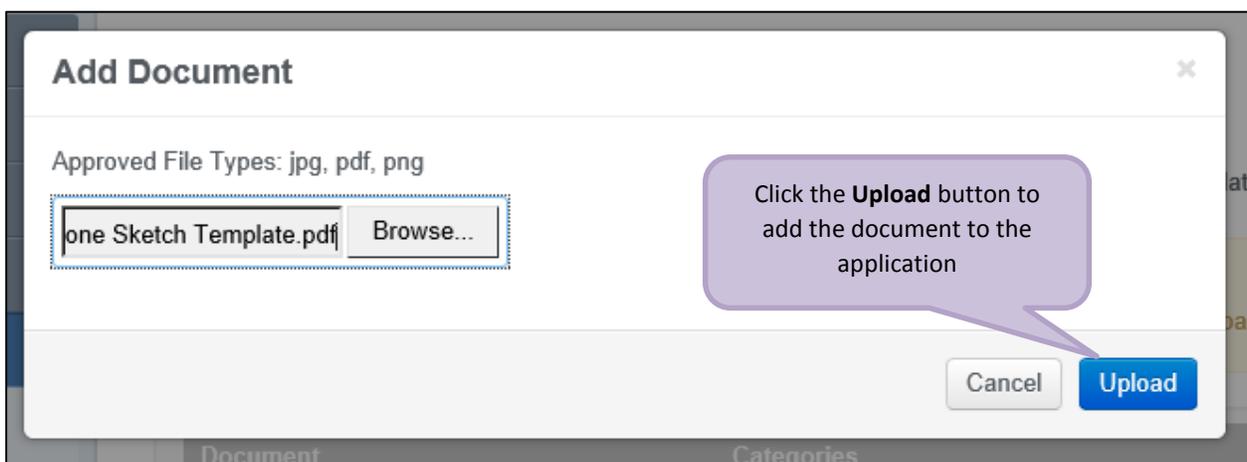


The in **Choose File to Upload** dialog box:

- Highlight the document to be added
- Click **Open** to select the document



Click **Upload** to add the document to the application.





The document has been added to the application:

- Click **Next Step** to proceed

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > Edit

1. Applicants
2. Basic Job Information
3. Application Information
4. Occupy Information
5. Documentation
6. Legal Agreements
7. Status

Documentation ?

Application Number: DOT547291

If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

Document	Categories	
Work Zone Sketch Template.pdf	• Work Zone Sketches	Remove

[+ Add Document](#)

[Previous Step](#) [Next Step](#)

Click the **Next Step** button to proceed.

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



7. Legal Agreements

The **Legal Agreements** must be acknowledged:

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

The screenshot shows the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The page title is 'Legal Agreements' for application number DOT547291. A sidebar on the left lists steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation, 6. Legal Agreements (selected), and 7. Status. The main content area is titled 'Legal Agreements' with a help icon. Below the title, it says 'Application Number: DOT547291' and 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. The text inside the box says: 'By accepting this agreement you are certifying that: 1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below this text is a checkbox labeled '* I Agree' which is checked. A callout box points to this checkbox with the text: '1. Click the **I Agree** checkbox to accept the agreement'. Below the checkbox are two buttons: 'Previous Step' and 'Submit'. A second callout box points to the 'Submit' button with the text: '2. Click the **Submit** button to proceed.' At the bottom of the page, there is a footer note: 'If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



8. 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.

Manage Parking Restrictions

Click **Manage Parking Restrictions** to add service requests (optional).

The screenshot shows the 'Permit Application Status' page for application number DOT547291. The page includes a navigation menu on the left with 'Status' selected. The main content area displays application information, a table of details, a reviews table, and important dates. A callout box points to the 'Manage Parking Restrictions' button.

Application Number	DOT547291
Type	Occupy the Public Right of Way
Current Status	Application Checks
Applicants	CGN Tester1 - Applicant And 1 Others more info...

Review	Date Completed	Status	Notes
Public Way Occupation Review		Pending	

Important Dates	
Creation Date	10/27/2015
Submission	



To add a **Service Request**, click **+Add Service Request** to display the **Add Service Request** dialog box.

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CGN Tester1 - Documentation Cart (0)

Home \ Permits \ My Service Requests

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-161E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
+ Add Service Request						

Click the **+Add Service Request (optional)** button

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



Enter the service request information:

- Enter **Street Number From** (required)
- Enter **Street Number To** (required)
- Enter **Purpose** (required)
- Select the **Side of the Street** from the drop-down (required)
- Select **Posting Begin Time** from the **Clock** pop-up (required)
- Select **Posting End Time** from the **Clock** pop-up (required)
- Select **Posting Begin Date** from the **Calendar** pop-up (required)
- Select **Posting End Date** from the **Calendar** pop-up (required)
- Enter **Special Instructions** (optional)

Add Service Request for permit location 101-161 E WACKER DR

Street Number From: *

Street Number To: *

Street: E WACKER DR

Side of the Street: * ?

Posting Begin Date: * ?

Posting End Date: * ?

Posting Begin Time: ⌚ * ?

Posting End Time: ⌚ * ?

Purpose: * ?

Special Instructions:

Click the **Add Service Request** button to add



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > My Service Requests

Click **View Permit Status** to proceed

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-161 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-161E WACKER DR	E	10/28/2015	10/30/2015	1:00 PM - 1:00 AM	Pending	View Edit Delete

[+ Add Service Request](#)

Service Request has been added

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.



9. 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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'