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**.
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 **Occupy the Public Right of Way**

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**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.
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)

Enter the required fields and click **Save**.
The new Excavator / Sub-Contractor will be added to the application:

- 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
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

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
  - 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.
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

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The Application Number has been created
Select the **Nature of Work**
Click the **+Add Location** button
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

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 **+Add Barricades** to display the **Add Barricades** dialog box
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 Form]

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 Dialog Box]
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 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

```plaintext
<table>
<thead>
<tr>
<th>Width</th>
<th>35</th>
<th>ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>10/28/2015</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>10/30/2015</td>
<td></td>
</tr>
</tbody>
</table>
```

Click **Add Temporary Driveways**
All relevant information added will be displayed on the **Occupy Information** screen:

- Click **Next Step** to proceed

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**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

![City of Chicago Permit Application screenshot](image-url)

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

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

Click the Add Service Request button to add
Your Service Request has been added:
- Click View Permit Status to proceed
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