CDOT Occupy Right-of-Way Permit
Manhole Access
Table of Contents

1. Application Type .............................................................................................................................................. 1
   Signing In to the E-Permit Application ........................................................................................................... 1
   Creating a New Permit ................................................................................................................................. 2

2. Applicants ........................................................................................................................................................... 4
   Primary Applicant ........................................................................................................................................... 4
   Excavator / Sub-Contractor ........................................................................................................................... 5

3. Basic Job Information .................................................................................................................................... 7

4. Application Information .................................................................................................................................. 8
   Emergency Contacts ........................................................................................................................................ 8

5. Occupy Information ...................................................................................................................................... 10
   Manhole Access Information ........................................................................................................................ 10
   Location Information ..................................................................................................................................... 11

6. Documentation .................................................................................................................................................. 14

7. Legal Agreements ......................................................................................................................................... 17

8. Status ............................................................................................................................................................... 18

9. Sign Out .......................................................................................................................................................... 19
1. Application Type

**Signing In to the E-Permit Application**

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

![City of Chicago E-Permit Application Sign In](image_url)

To manage your account, 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**

---

**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 Manhole Access
- Enter the Description of Work (optional)
- Click Next Step to proceed

![City of Chicago Permit Application](image)

1. Enter the Project Name
2. Select from drop-down list
3. Enter Description of Work
4. Click the Next Step button 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
Emergency Contacts have been added:

- Click **Next Step** 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.

Manhole Access Information
Enter the Manhole Access Information:
- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Click + Add Information to display the Add Information dialog box

The Application Number has been created

1. Select the Start Date
2. Select the End Date
3. Click the +Add Location Information 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)
- 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
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.
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](image)

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
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.
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