City of Chicago

CDOT Occupy Right-of-Way Permit

Media Parking

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

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:
- Click the Next Step button to proceed

Note: This permit applies only to Media Staff, it cannot extend to a Subcontractor.
3. Basic Job Information

Enter the Basic Job Information:
- Enter the Project Name (optional)
- Select the Activity Type from the drop-down (required)
  - Select Media Parking
- Enter the Description of Work (optional)
- Click Next Step to proceed

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.

Media Parking Information

- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Click +Add Location to display the Add Location dialog box
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** 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.

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

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