CDOT Occupy Right-of-Way Permit
Moving Van Parking
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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

![Screenshot of the City of Chicago permit application process]

1. Click Create New
2. Select Permit Application
On the **Select Application Type** screen:

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

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**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 Demolition NOI forms, 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, Stoll Boring and Wall Monitoring, as well as Work in Advance or Reroutings to Streets, Sidewalks and Alleys.

- **Occupy the Public Right of Way**
  - Permits to occupy the public right of way, including Parking (Medics, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barriers, 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.

- **Track 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 Variations and Dedictions 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.

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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 **Moving Van Parking**
- 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
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.

Moving Van Information

Enter the Moving Van Information:

- Select the Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter the Total Number of Vehicles Parked at One Time (required)
- Enter the ICC Vehicle Number (required)
- Click + Add Information to display the Add Information dialog box

1. Select the Start Date
2. Select the End Date
3. Enter Total Number of Vehicles parked at One Time
4. Enter the ICC Vehicle Number
5. 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. **Work Zone Sketch/Traffic Plan** is required.

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

Click the **+Add Document** button to add a document

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