CDOT Occupy Right-of-Way Permit
Public Place Obstruction
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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**.

![Sign In](Image)
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 **Public Place Obstruction**
- 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 Start Date from the Calendar pop-up (required)
- Select the End Date from the Calendar pop-up (required)
- Enter What is the purpose or related work for this Public Place Obstruction (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 the **Length** in *feet* (required)
- 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

### Edit Dumpster Information

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

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Number High</th>
<th>Direction</th>
<th>Street Name</th>
<th>Suffix</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>101</td>
<td>E</td>
<td>WACKER</td>
<td>DR</td>
<td></td>
</tr>
</tbody>
</table>

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.
7. Legal Agreements

The Legal Agreements must be acknowledged:

- Read the Certification legal agreement
- Click the I Agree checkbox (required)
- Click Submit 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.
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