



City of Chicago



CDOT Occupy Right-of-Way Permit

Utility Pole Storage



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**.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Digger

[Digger Homepage](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

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.

To manage your account, **Sign In**



Creating a New Permit

To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "CGN Tester1" and buttons for "Documentation" and "Cart (0)". The main content area has two tabs: "Permit" and "Digger". A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively. Below the dropdown is a search filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake Date". At the bottom of the page, there is a footer with contact information: "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."



On the **Select Application Type** screen:

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

The screenshot shows the 'Select Application Type' page on the City of Chicago website. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user is logged in as 'CGN Tester1'. The page has a breadcrumb trail for 'Home > Permits'. The main heading is 'Select Application Type' with a subtext: '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](#).' Below this, there are several permit categories, each with a description. A callout box on the left side of the page points to the 'Occupy the Public Right of Way' category, with the text 'Select Occupy the Public Right of Way'.

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 Demo NOI, 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, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.

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

Truck 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 Vacations and Dedications 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.

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.

The screenshot shows the 'Applicants' page in the City of Chicago's online permit application system. The page title is 'Applicants' with a help icon. Below the title, there is a note: 'If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.' A section titled '* Required Information' contains a table for 'Applicant *'. The table has four columns: Name, Address, Phone Number, and Email. One entry is shown: CGN Tester1, 30 N Lasalle Chicago IL 60602, (312)555-6666, and cgntestuser1@gmail.com. Below the table is a section for 'Subcontractor' with a note: 'If any companies other than your own will be acting as Subcontractor, click the 'Add Subcontractor' button to add them to this application.' There is a green 'Add Subcontractor' button. At the bottom, there are 'Previous Step' and 'Next Step' buttons. Two callout boxes provide instructions: one points to the 'Add Subcontractor' button, stating 'If another company should be listed, click the Add Excavator / Sub-Contractor button', and the other points to the 'Next Step' button, stating 'Otherwise, click the Next Step button to Proceed.'

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com



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)

The screenshot shows a web form titled "Add Subcontractor" with a close button (X) in the top right corner. The form contains the following fields:

- Company Name: PJS EXCAVATING SEWER AND WATER INC *
- Primary Phone: (312)437-0500 *
- Email: (empty)
- Address Line 1: 6645 N. OLIPHANT AVENUE, SUITE E *
- Address Line 2: (empty)
- City: CHICAGO *
- State: ILLINOIS (dropdown menu) *
- Zip Code: 60631 | x *

At the bottom right of the form are two buttons: "Cancel" and "Save". A purple callout box with a pointer to the "Save" button contains the text: "Enter the required fields and click **Save**." Below the form, the text "add them to this application." is partially visible.



The new Excavator / Sub-Contractor will be added to the application:

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

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

- 1. Application Type
- 2. Applicants**
- 3. Basic Job Information
- 4. Application Information
- 5. Occupy Information
- 6. Documentation
- 7. Legal Agreements
- 8. Status

Applicants ?

If the project will be using subcontractors, click the 'Add Subcontractor' button and enter the appropriate contact information.

* Required Information

Applicant *

Name	Address	Phone Number	Email
CGN Tester1	30 N Lasalle Chicago IL 60602	(312)555-6666	cgntestuser1@gmail.com

Subcontractor

Name	Address	Phone Number	Email
PJS EXCAVATING SEWER AND WATER INC	6645 N. OLIPHANT AVENUE, SUITE E CHICAGO IL 60631	(312)437-0500	Edit Remove

[Add Subcontractor](#)

[Previous Step](#) [Next Step](#)

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 **Utility Pole Storage**
- Enter the **Description of Work** (optional)
- Click **Next Step** to proceed

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sidebar with steps 1 through 8. The current step is 'Basic Job Information'. The form fields are: 'Project Name' (text input with 'Occupy ROW - Utility Pole Stor'), 'Activity Type' (drop-down menu with 'Utility Pole Storage'), and 'Description of Work' (text input with 'Utility Pole Storage'). There are callouts: '1. Enter the Project Name' pointing to the Project Name field, '2. Select from drop-down list' pointing to the Activity Type drop-down, '3. Enter Description of Work' pointing to the Description of Work field, and '4. Click the Next Step button to proceed' pointing to the Next Step button. The form also has a 'Previous Step' button and a 'Next Step' button. The page header includes 'City of Chicago', 'The City of Chicago's Official Site', 'Inspections, Permitting & Licensing', 'CGN Tester1', 'Documentation', and 'Cart (0)'. The footer includes '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.'



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

The screenshot shows the 'Application Information' page on the City of Chicago website. The page has a blue header with the City of Chicago logo and navigation links. A sidebar on the left lists steps from 1 to 8, with 'Application Information' highlighted. The main content area is titled 'Application Information' and includes a sub-header 'Emergency Contacts' with a table with columns for Name, Phone, and E-Mail. Below the table is a green button labeled '+ Add Emergency Contact Information'. A purple callout bubble points to this button with the text 'Click the +Add Emergency Contact Information button'.

To **Add Emergency Contact Information**:

- Click **Add Emergency Contact Information** to proceed

The screenshot shows the 'Add Emergency Contact Information' dialog box. It has a title bar with a close button. Below the title bar are three input fields: 'Name' with the value 'John Doe', 'Phone' with the value '(773)123-4567', and 'E-Mail' with the value 'john.doe@email.com'. At the bottom of the dialog are two buttons: 'Cancel' and 'Add Emergency Contact Information'. A purple callout bubble points to the 'Add Emergency Contact Information' button with the text 'Click the +Add Emergency Contact Information button'.



Emergency Contacts have been added:

- Click **Next Step** to proceed.

The screenshot shows the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation bar includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists eight steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information (highlighted), 5. Occupy Information, 6. Documentation, 7. Legal Agreements, and 8. Status.

Application Information ?

Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

** Required Information*

Emergency Contacts

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	Edit Delete

[+ Add Emergency Contact Information](#)

[Previous Step](#) [Next Step](#)

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.



5. Occupy Information

*Note: At this point, your permit application has been saved to your dashboard and the **Application Number** has been created.*

Utility Pole Storage 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

The screenshot displays the 'Occupy Information' form on the City of Chicago's official site. The page header includes the City of Chicago logo and 'The City of Chicago's Official Site' on the left, and 'Inspections, Permitting & Licensing' on the right. A navigation bar shows 'CGN Tester1', 'Documentation', and 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Applicants, 3. Basic Job Information, 4. Application Information, 5. Occupy Information (highlighted), 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled 'Occupy Information' with a help icon. Below the title, the 'Application Number: DOT547338' is displayed. A green message box states: 'Your permit application has been saved to your dashboard.' The 'Utility Pole Storage Information' section contains 'Start Date' and 'End Date' input fields, a calendar pop-up for October 2015 (with the 29th selected), and a 'Location *' section with a table for 'Location' and 'Number of Poles'. A '+ Add Location' button is present. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. A footer note reads: '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.'



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 **Number of Poles** (required)
- Enter **Additional Information** (optional)
- Click **Add Location** to proceed

Add Location [Close]

From: 101 *

To: 101 *

Direction: E ▾ *

Street Name: WACKER *

Suffix: DRIVE ▾ *

Number of Poles: 2 *

Additional Information: [Empty]

Buttons: Cancel, Add Location

Callout: Click Add Location 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.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	101	E	WACKER	DR	

Click **Re-Enter** to edit location information

Cancel Re-Enter Confirm

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

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Applicants
3. Basic Job Information
4. Application Information
5. **Occupancy Information**
6. Documentation
7. Legal Agreements
8. Status

Occupancy Information ?

Application Number: DOT547338
Enter the information regarding the way you intend to occupy the public right-of-way.

* Required Information

Utility Pole Storage Information

Start Date *

End Date *

Location *

Location	Number of Poles	Additional Information
101 E WACKER DR 🗺️	2	Edit Delete

[+ Add Location](#)

[Previous Step](#) [Next Step](#)

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.

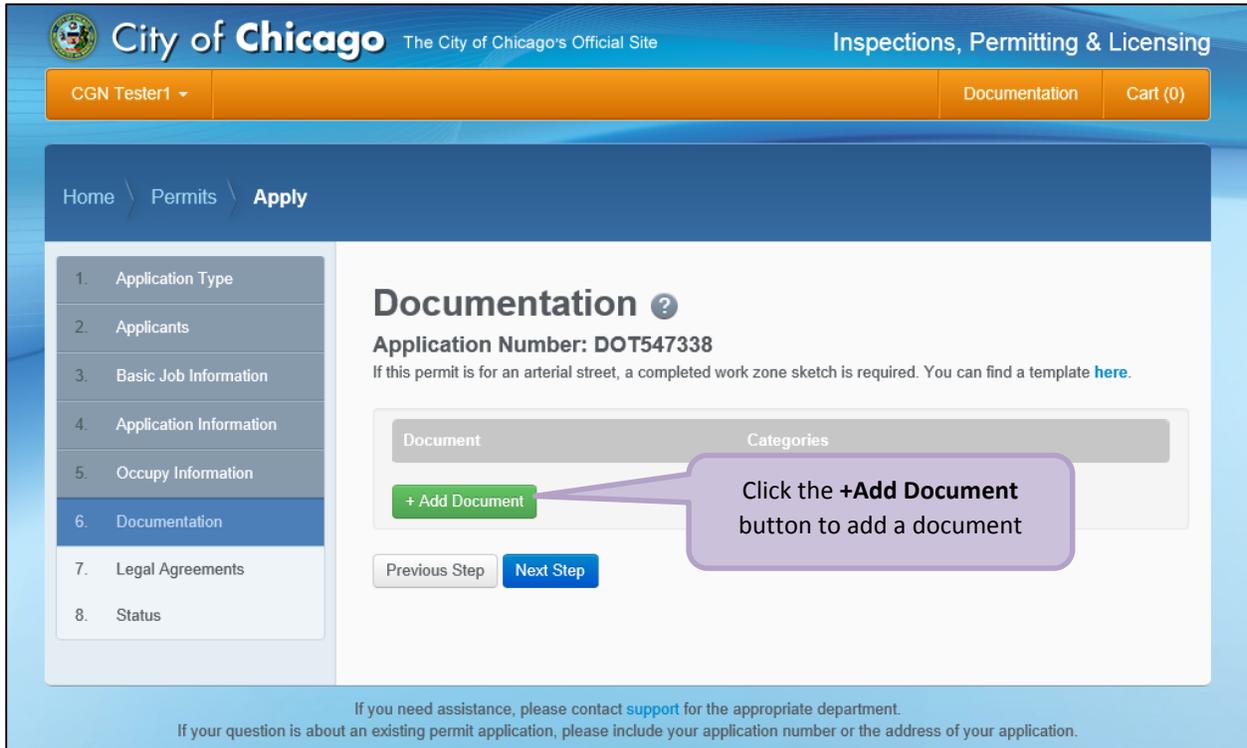


6. Documentation

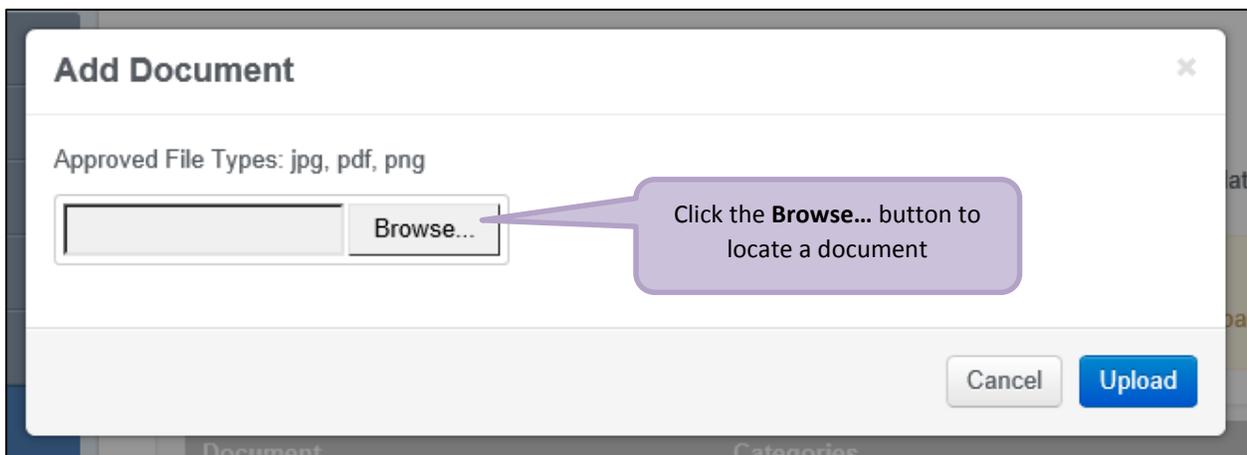
If this permit is for an arterial street, a completed work zone sketch is required:

- Click **+Add Document** to display the **Add Document** dialog box

Note: Only jpg, pdf, or png files can be added.



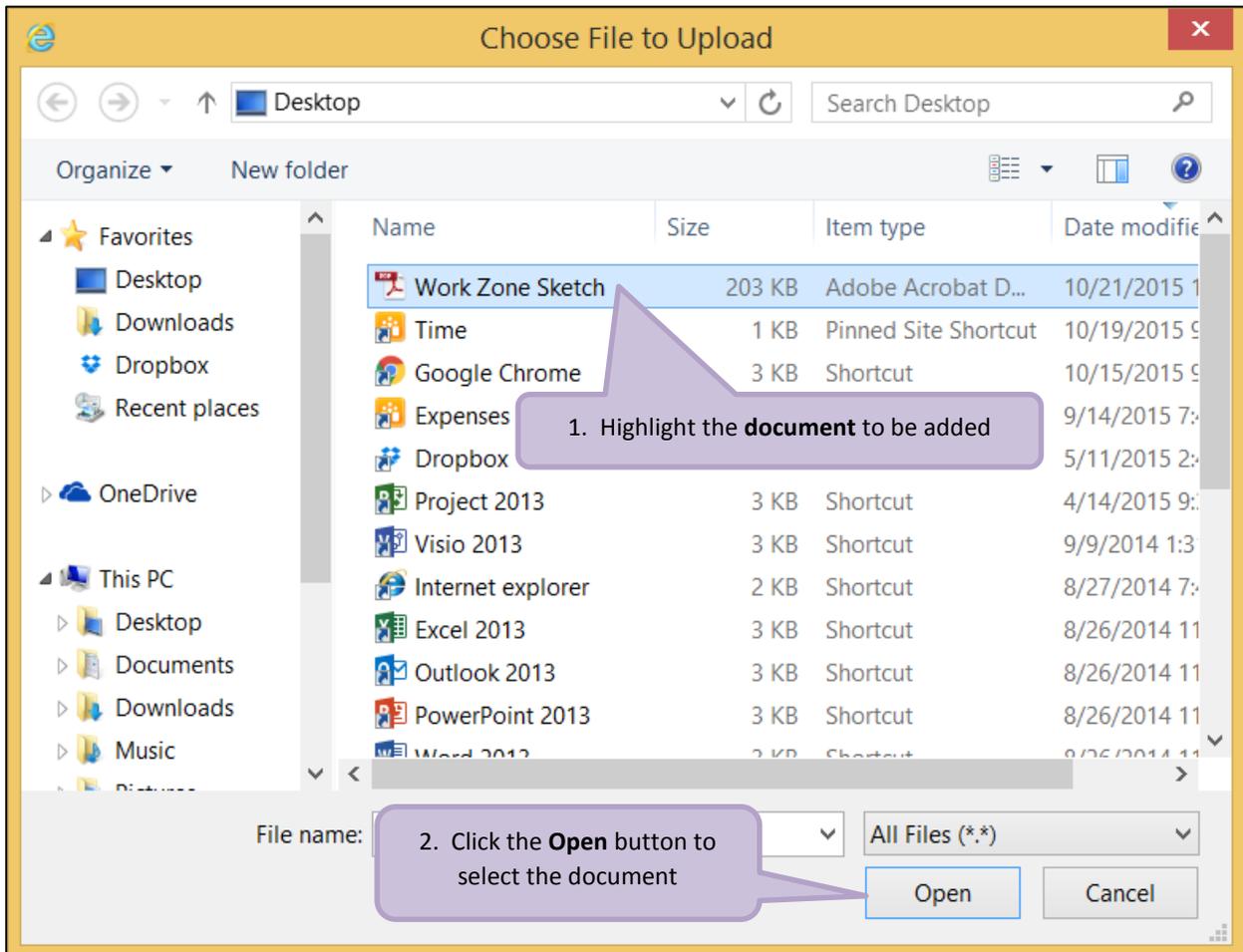
Click the **Browse...** button to locate the document.



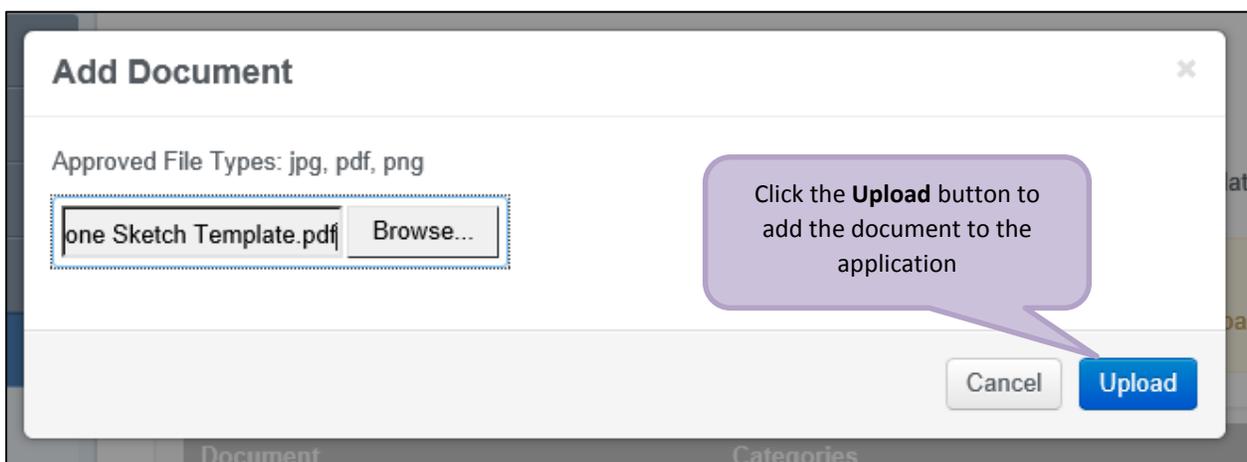


The in **Choose File to Upload** dialog box:

- 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

The screenshot shows the 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The page title is 'City of Chicago The City of Chicago's Official Site'. The navigation bar includes 'Home', 'Permits', and 'Edit'. A sidebar on the left lists steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area is titled 'Documentation' with a help icon. It shows 'Application Number: DOT547338' and a note: 'If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).' Below this is a table with columns 'Document' and 'Categories'. The table contains one entry: 'Work Zone Sketch Template.pdf' under 'Document' and '• Work Zone Sketches' under 'Categories', with a 'Remove' link. A '+ Add Document' button is below the table. At the bottom of the main content area are 'Previous Step' and 'Next Step' buttons. A purple callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.' At the very bottom of the page, there is a footer: '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

The screenshot shows the City of Chicago website interface for the 'Legal Agreements' step of a permit application. The header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and the department 'Inspections, Permitting & Licensing'. A user is logged in as 'CGN Tester1'. The navigation bar shows 'Home > Permits > Edit'. A sidebar on the left lists seven steps: 1. Applicants, 2. Basic Job Information, 3. Application Information, 4. Occupy Information, 5. Documentation, 6. Legal Agreements (highlighted), and 7. Status. The main content area is titled 'Legal Agreements' with a help icon and 'Application Number: DOT547337'. Below this, it states 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. The text reads: 'By accepting this agreement you are certifying that: 1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below the text is a checkbox labeled '* I Agree' which is checked. A callout box points to this checkbox with the instruction: '1. Click the I Agree checkbox to accept the agreement'. At the bottom of the certification box are two buttons: 'Previous Step' and 'Submit'. A callout box points to the 'Submit' button with the instruction: '2. Click the Submit button to proceed.' At the very bottom of the page, there is a footer note: '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.

Manage Parking Restrictions

Click **Manage Parking Restrictions** to add service requests (optional).

The screenshot shows the 'Permit Application Status' page for application number DOT547338. The page includes a navigation menu on the left with 'Status' selected. The main content area displays application information, a 'Cancel Permit' button, and a highlighted 'Manage Parking Restrictions' button. A callout box points to the 'Manage Parking Restrictions' button with the text: 'Click the **Manage Parking Restrictions** (optional) button'. Below this, there are sections for 'Reviews' and 'Important Dates'.

Application Number	DOT547338
Type	Occupy the Public Right of Way
Current Status	Application Checks
Applicants	CGN Tester1 - Applicant more info...

Review	Date Completed	Status	Notes
Public Way Occupation Review		Pending	

Important Dates	
Creation Date	10/29/2015
Submission Date	
Start Date	10/29/2015



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

The screenshot shows the City of Chicago's official website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this, there is a user profile section with "CGN Tester1" and a "Documentation" link. The main content area is titled "Service Requests for Permit # DOT547273" and includes a "View Permit Status" button. A table header lists columns: "Location", "Street Side", "Begin Date", "End Date", "Posting Timings", "Status", and "SR Number". A green button labeled "+ Add Service Request" is visible in the table area, with a callout box pointing to it that says "Click the +Add Service Request (optional) button". At the bottom of the page, there is a footer with contact information: "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."



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)

Add Service Request for permit location 101-101 E WACKER DR

Street Number From: *

Street Number To: *

Street: E WACKER DR

Side of the Street: * ?

Posting Begin Date: * ?

Posting End Date: * ?

Posting Begin Time: * ?

Posting End Time: * ?

Purpose: * ?

Special Instructions:

Cancel Add Service Request

Click the **Add Service Request** button to add



Your **Service Request** has been added:

- Click **View Permit Status** to proceed

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CGN Tester1 - Documentation Cart (0)

Home \ Permits \ My Service Requests

Click **View Permit Status** to proceed

Service Requests for Permit # DOT547273

[View Permit Status](#)

Permit Location: 101-101 E WACKER DR

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number
101-101E WACKER DR	E	10/28/2015	10/30/2015	1:00 PM - 1:00 AM	Pending	View Edit Delete

[+ Add Service Request](#)

Service Request has been added

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.



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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information: '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.'