City of Chicago

CDOT Public Way Opening Permit
Soil Boring / Well Monitoring

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 Opening in 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 part of the Company's name in the Search box
- Click the Search button to look up entries

Note: More information typed into the Search box will provide a closer set of search results.
The **Search Results** will be displayed:

- Click the **Add** button beside the Excavator / Sub-Contractor you wish to add to the application.
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 **Type of Work** from the drop-down (required)
  - Select **Soil Boring / Well Monitoring**
- Select the **Start Date** from the **Calendar** pop-up (required)
- Select the **End Date** from the **Calendar** pop-up (required)
- Enter the **Description of Work** (optional)
- Click **Next Step** to proceed

1. Enter the **Project Name**
2. Select from drop-down list
3. Select the **Start Date**
4. Select the **End Date**
5. Enter **Description of Work**
6. 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
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.

City Contract / Ordinance Information can be entered here.

Or Click the Next Step button 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. Opening Information

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

Soil Boring and Well Monitoring

- Complete the Well Monitoring Information section (optional)
- Complete the Soil Boring Information section (optional)
- Enter What is the depth of boring/monitoring in feet (required)
- Click +Add Location to display the Add Location dialog box

The Application Number has been created

1. Complete the Well Monitoring Information section
2. Complete the Soil Boring section
3. Enter the depth of boring/monitoring

Click the +Add Location 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)
- Select the type of Closure from the drop-down (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
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 **Work Zone Sketch** is required for this permit.

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

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.

Manage Parking Restrictions

Click Manage Parking Restrictions to add service requests (optional).
To add a Service Request, click +Add Service Request to display the Add Service Request dialog box.
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)

Click the **Add Service Request** button to add
Your **Service Request** has been added:

- Click **View Permit Status** to proceed
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