City of Chicago

CDOT Paying Fees & Printing Permits
Online Permit Portal
# Table of Contents

- Pay-As-You-Go Customers .................................................................................................................. 1
- Fee Payment Email Notification.......................................................................................................... 1
- Signing In to the E-Permit Application ................................................................................................. 2
- Adding Permits to Your Cart .............................................................................................................. 3
  - Permit Home Page - Dashboard ...................................................................................................... 3
  - Checkout .......................................................................................................................................... 4
- Payment Method ................................................................................................................................... 5
- Credit Card Information ....................................................................................................................... 6
- Check Information ............................................................................................................................... 7
- Order Verification ................................................................................................................................. 8
- Payment Confirmation ........................................................................................................................... 9
- Invoice Customers ............................................................................................................................... 10
- Printing Permits ................................................................................................................................. 11
  - Signing In to the E-Permit Application ............................................................................................. 11
  - Permit Home Page - Dashboard ...................................................................................................... 12
  - Print .................................................................................................................................................. 13
  - PDF Permit ........................................................................................................................................ 14
- Sign Out ............................................................................................................................................. 15
Pay-As-You-Go Customers

Fee Payment Email Notification
Pay-As-You-Go customers will receive a Fee Payment email notification from do_not_reply@cityofchicago.org once all application checks and reviews have been completed:

- Click the https://ipi.cityofchicago.org/profile link to be directed to the E-Permit Application

---

**Example Email:**

**To:** do_not_reply@cityofchicago.org

**Subject:** Permit Fee Payment Notification

---

Dear Customer,

Permit Fees have been added to a permit that you are associated with. The total amount due is $1300. The permit details are below.

**Permit details:**

- ** Permit Number:** DOT547596
- **Permit Type:** DOT Special Event Permit
- ** Work Type:** Filming
- **Start Date:** 11/5/2015 12:00:00 AM
- **End Date:** 11/30/2015 11:59:59 PM
- **Location:** 100-249 E WACKER DR

Please go to the below link to pay the fee(s)

https://ipi.cityofchicago.org/profile

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

---

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.
Signing In to the E-Permit Application
To manage your account, sign in using your credentials and click Sign In.

To manage your account, Sign In
Adding Permits to Your Cart

Permit Home Page - Dashboard
Select the permit in your Dashboard you want to add to your Cart:
- Click the Permit box to expand and show additional details
- Click the Add to Cart link to add the permit to your Cart

Note: You can add permits to your Cart once the Permit Status = Fee Payment.

The Add to Cart dialog box will be displayed:
- Click Continue to stay on the previous page, you can add multiple permits to your cart and pay them together
- Click Proceed to Checkout to display your Cart – Checkout page

Click Proceed to Checkout
Checkout

Review the items in My Cart:

- Click **Remove** to remove an individual item from your cart
- Click **Remove all** to remove all items from your cart
- Click **Begin Checkout** to proceed
Payment Method
Select the payment method you want to use to pay for this permit.

Note: Proceed to page 6 to see Credit Card Information.

Proceed to page 7 to see Check Information.

Note: You can also visit the Permit Office and make a payment at the cashier. Locations below:

City Clerk Office (City Hall)
121 N. LaSalle St., Ground Floor
Chicago, Illinois 60602

City Clerk Satellite Offices
5430 W. Gale St.
Chicago, Illinois 60630

5674 S. Archer Ave.
Chicago, Illinois 60638

Acceptable forms of payment include credit card, debit card, cash, check or cashier’s check. Make checks payable to the City of Chicago.
Credit Card Information
Enter your credit card information in the required fields:
- Click Next to proceed
Check Information
Enter your checking account information in the required fields:

- Click **Next** to proceed
Order Verification

Confirm your payment information, and click **Submit Payment** to complete your transaction.
Payment Confirmation
Once your payment is processed successfully, a confirmation email will be sent to you from info@cityofchicago.org.

Click Home to navigate back to Dashboard

Click Application Number to view application details
Invoice Customers

With the introduction of online payments, we have reduced the number of invoice customers based on permit application volume.

Note: The payment process for invoice customers has not changed. You will have the option of paying online (Pay-As-You-Go) or waiting for your invoice to arrive.

Invoice customers will receive an email notifying them of the fees assessed for each permit application processed. They will still receive monthly invoice statements via mail for all permits that have passed application checks and reviews. Payment instructions can be found on the invoice.

If you were previously an invoice customer and request fewer than 100 permits a year, you are now a Pay-As-You-Go customer and can pay for your permits online.
Printing Permits

Note: If you are unable to print permits online, you can pick up a copy of your permit(s) at:

**Permit Office Locations and Programs Served**

**City Hall**
121 N. LaSalle St., 9th Floor
Chicago, Illinois 60602

**All Permit Types, except Home Owners Assistance**

**Or Neighborhood Residential Permit Centers**

---

**Signing In to the E-Permit Application**

To manage your account, sign in using your credentials and click **Sign In**.

![Image of the E-Permit Application](image-url)

To manage your account, **Sign In**
Paying Fees & Printing Permits

**Permit Home Page - Dashboard**

Select the permit in your **Dashboard** you want to print:

- Click the **Permit** box to expand and show additional details
- Click the **Documents**... link to **Print** the permit

---

*Note: You can print permits once the Permit Status = **Complete**.*
Print

The Print page is displayed:

- Click Print next to the document you would like to print

![Print page image]

Application Number: DOT547339
Click the 'Print' button next to the document you would like to print. If you are missing a document you expect to see, please contact support.

Required Information

<table>
<thead>
<tr>
<th>Type</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>10/29/2015 11:45:30 AM</td>
</tr>
</tbody>
</table>

Click Print to print permit

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.
PDF Permit
The permit will be displayed on another webpage:

- You can save this PDF to your local hard drive or print

```
DOT Occupy the Pub., ROW Permit
Media Parking

ISSUED

Received Date: October 29, 2015 11:43 am

COIN TESTER1
30 N LASALLE
CHICAGO, IL 60602

JOHN DOE (773) 707-3078

PERMIT DATES
October 20, 2015 12:00 am through October 30, 2015 11:59 pm

PERMIT DETAILS
Media Parking
From: 10/29/2015 To: 10/30/2015

101 - 102 E WACKER DR

Subcontractors:
There are no subcontractors.

Restrictions:
1. A copy of the permit must remain on site for inspector's review.
2. Permittee must provide a sign which identifies the telephone number and company or person performing the work. Signage may be affixed to barricades.
3. Pedestrian walkway must be kept free of all obstructions and debris.
4. Maintain fire hydrant and manhole access.

Fees:
There are no fees.

EFFECTIVE DATES OF PERMIT
Current: October 29, 2015 through October 30, 2015

END OF PERMIT
```
Sign Out

When finished, be sure to sign out:

- Navigate back to the E-Permit Application
- Click the drop-down arrow beside your name
- Click Sign Out to log off of the E-Permit application