



City of Chicago



CDOT Other Transportation and Public Way Permits

Helicopter Lift



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**.

The screenshot shows the City of Chicago's official website for permit management. The header includes the City of Chicago logo and the text 'The City of Chicago's Official Site' and 'Inspections, Permitting & Licensing'. The main heading is 'Manage Your Permits, Licenses, Registrations, and Dig Tickets'. Below this, a welcome message states: '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:'. A list of departments follows: 'CDOT - Manage Permits, Digger, and Additional Services' and 'CDPH - Manage Permit Applications, Notices, and Periodic Renewals'. There are four main sections: 'Permits' with a link to 'Permits Homepage'; 'Digger' with a link to 'Digger Homepage'; 'Search' with links for 'Existing Permit', 'Licensed Contractor', 'Vacant Building', and 'Existing Dig Ticket'; and 'How To' with links for 'Create an Account', 'Pay Outstanding Fees', 'Apply for a Permit', and 'Apply for a Public Way Work License'. An 'Open Data' section mentions 'Over 200 datasets presented in easy-to-use formats: City of Chicago Open Data Portal.' At the bottom, there is a support notice: '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.'

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

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, the logo and 'The City of Chicago's Official Site' are on the left, and 'Inspections, Permitting & Licensing' is on the right. Below this is a navigation bar with 'CGN Tester1', 'Documentation', and 'Cart (0)'. The main content area has 'Permit' and 'Digger' tabs. 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' button and the 'Permit Application' option. The 'Permit Application' option is highlighted in blue. Below the dropdown is a search section with a 'Search' button and filter options. At the bottom, there is a footer with support information.

1. Click **Create New**

2. Select **Permit Application**

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 **Other Transportation and Public Way Permits**

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CGN Tester1 - Documentation Cart (0)

Home > Permits

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 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.

Select **Other Transportation and Public Way Permits**

Note: You may not have as many options of permits dependent on the types of licenses you have.



2. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Type of Work** from the drop-down (required)
 - Select **Helicopter Lift**
- 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

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sub-header 'Please enter the start and end dates of the work, and select...'. The form fields are: 'Project Name' (text input with 'Other - Helicopter Lift'), 'Type of Work' (drop-down menu with 'Helicopter Lift' selected), 'Start Date' (text input with '11/05/2015'), 'End Date' (text input with '11/30/2015'), and 'Description of Work' (text area with 'Other Transportation and Public Way - Helicopter Lift'). The form has a 'Previous Step' button and a 'Next Step' button. The form is annotated with six numbered callouts: 1. Enter the Project Name; 2. Select from drop-down list; 3. Select the Start Date; 4. Select the End Date; 5. Enter the Description of Work; 6. Click the Next Step button to proceed.



3. 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



Your **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 application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Lift Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Application Information' and includes a note: '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.' Below this is a section for 'Emergency Contacts' marked as '* Required Information'. It contains a table with one entry: John Doe, (773)674-3678, john.doe@email.com, with 'Edit | Delete' links. A '+ Add Emergency Contact Information' button is below the table. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. A callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.'

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



4. Helicopter Lift Information

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

Location Information

Click **+ Add Location** to display the **Add Location** dialog box.

The screenshot shows the 'Helicopter Lift Information' page in the City of Chicago's official site. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left contains a list of steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Lift Information (selected), 5. Legal Agreements, and 6. Status. A callout box points to a '+ Add Location' button in the 'Location' section, with the text 'Click + Add Location'. The main content area displays the 'Helicopter Lift Information' form for application number DOT547581. A green message box states 'Your permit application has been saved to your dashboard.' The 'Location' section has a table with columns 'Location' and 'Additional Information', and a '+ Add Location' button. Below this is the 'Helicopter Lift Information' form with fields for Start Time (1:00 AM), End Time, FAA Approval (Yes/No), Adjacent to Delivery Site (Yes/No), Aprox. Distance to Delivery Site (Ft or Blks), Weight (lbs.), and Type of Equipment or Materials.



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** to proceed

Add Location [Close]

From: 101 *

To: 101 *

Direction: E *

Street Name: WACKER *

Suffix: DRIVE

Additional Information: [Empty]

[Cancel] [Add Location]

Click **Add Location** to proceed



Review and confirm the address you entered:

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

The screenshot shows a dialog box titled "Add Location" with a close button (X) in the top right corner. Below the title bar, there is a text prompt: "This is the address you entered. Please confirm that it is correct." Below this is a table with the following data:

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

Below the table is a map of Chicago showing the location of Wacker Drive. A red dot is placed on the map at the intersection of Wacker Drive and Grand Avenue. A purple callout bubble points to the "Re-Enter" button with the text "Click Re-Enter to edit location information". At the bottom of the dialog box are three buttons: "Cancel", "Re-Enter", and "Confirm". A second purple callout bubble points to the "Confirm" button with the text "Click Confirm to proceed".



Public Right-of-Way Information

The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps

Enter the following information in the **Freight Tunnel Access Information**:

- Enter the **Start Time** from the **Clock** pop-up (required)
- Enter the **End Time** from the **Clock** pop-up (required)
- Select **Yes** or **No** for **FAA Approval** (required)
- Select **Yes** or **No** for **Adjacent to Delivery Site** (required)
- Enter the **Approx. Distance to Delivery Site (Ft or Blks)** (required)
- Enter the **Weight** in **pounds** (required)
- Enter the **Type of Equipment or Materials** (required)
- Click **Next Step** to proceed

The screenshot shows the 'Helicopter Lift Information' form on the City of Chicago website. The form is titled 'Helicopter Lift Information' and includes the application number 'DOT547581'. It contains several required fields with callouts:

- 1. Enter the Start Time:** A dropdown menu showing '11:00 AM'.
- 2. Enter the End Time:** A dropdown menu showing '1:00 PM'.
- 3. FAA Approval?:** Radio buttons for 'Yes' (selected) and 'No'.
- 4. Adjacent to Delivery Site?:** Radio buttons for 'Yes' (selected) and 'No'.
- 5. Enter the Approx. Distance:** A text input field containing '200'.
- 6. Enter the Weight:** A text input field containing '14000' with 'lbs.' as a unit.
- 7. Enter the Type of Equipment or Materials:** A text input field containing 'Air Conditioning'.
- 8. Click Next Step:** A blue 'Next Step' button at the bottom of the form.

Other elements include a 'Location' section with a table showing '101 E WACKER DR' and a '+ Add Location' button. The form also has a 'Previous Step' button and a 'Documentation' link in the top navigation bar.



5. 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's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. The navigation bar shows 'Home > Permits > Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Lift Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' for application number DOT547581. It states: 'In order to finish your application, you must agree to the terms and conditions below.' Under the heading '* Required Information', there is a 'Certification' section. It says: '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 this 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'. Below the checkbox 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 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.'



6. 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.

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CGN Tester1 Documentation Cart (0)

Home > Permits > **View**

1. Basic Job Information
2. Application Information
3. Lift Information
4. Legal Agreements
5. **Status**

Permit Application Status

Application Number: DOT547581

Application Information:

- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

[Cancel Permit](#)

Application Number	DOT547581	
Type	Other Transportation and Public Way Permits	
Current Status	Application Checks	

Reviews

Review	Date Completed	Status	Notes
Permit Application Review		Pending	

Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/5/2015	
End Date	11/30/2015	

Basic Job Information [Edit](#)

Project Name	Other - Helicopter Lift
Type of Work	Helicopter Lift
Start Date	11/5/2015



7. 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 filter sidebar on the left and a list of applications, including one for 'Public Way Opening - General'. At the bottom, there is a support contact link.