City of Chicago

CDOT Other Transportation and Public Way Permits

Helicopter Lift

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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 **Other Transportation and Public Way Permits**

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**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

![Image of the City of Chicago website showing Basic Job Information form]

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.

Click the **Next Step** button to proceed.
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.
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 Information dialog box](image-url)
Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- 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
5. Legal Agreements

The Legal Agreements must be acknowledged:

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