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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**

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**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

```
<table>
<thead>
<tr>
<th>Excavator / Sub-Contractor</th>
<th>License Type</th>
<th>License Number</th>
<th>Active</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>FJA EXCAVATING INC</td>
<td>Public Way Work License</td>
<td>PWW13001</td>
<td>No</td>
<td>C</td>
</tr>
<tr>
<td>10340 BELDEN AVE UNIT A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>847-288-0585</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RICHARDS EXCAVATING, INC</td>
<td>Public Way Work License</td>
<td>PWW13000</td>
<td>No</td>
<td>C</td>
</tr>
<tr>
<td>42645 N DELANY RD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLAINFIELD GRADING &amp; EXCAVATING, INC</td>
<td>Public Way Work License</td>
<td>PWW12941</td>
<td>No</td>
<td>C L I</td>
</tr>
<tr>
<td>7150 S. RIDGE ROAD</td>
<td>Public Way Work License</td>
<td>PWW12942</td>
<td></td>
<td></td>
</tr>
<tr>
<td>815-379-3115</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJS EXCAVATING SEWER AND WATER INC</td>
<td>Public Way Work License</td>
<td>PWW12928</td>
<td>No</td>
<td>C L I</td>
</tr>
<tr>
<td>6645 N. OLIPHANT AVENUE, SUITE E</td>
<td>Public Way Work License</td>
<td>PWW12929</td>
<td></td>
<td></td>
</tr>
<tr>
<td>312-437-0500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONE EXCAVATING INC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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 **General Public Way Opening**
- 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
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.

Enter the Opening Information:

- Enter the Purpose of Openings (required)
- Enter the Number of ADA Ramps (optional)
- Click +Add Location to display the Add Location dialog box
**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

![Add Location Dialogue](image)
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 +Add Opening Location to display the Add Opening Location dialog box
Opening Information
Enter the following in the Add Opening Information dialog box:

- Select the Placement from the drop-down (required)
- Enter the Length (required)
- Enter the Width (required)
- Enter the Depth (required)
- Click Add Opening Information to proceed

Add Opening Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
<td>Sidewalk</td>
</tr>
<tr>
<td>Length</td>
<td>50 ft.</td>
</tr>
<tr>
<td>Width</td>
<td>20 ft.</td>
</tr>
<tr>
<td>Depth</td>
<td>10 ft.</td>
</tr>
</tbody>
</table>

Click Add Opening Information
The **Opening Information** has been added:

- Click **Add Opening 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.
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.
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

Service Request has been added
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