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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.

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 **Work in Advance**
- 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 a form with annotations](image)

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.

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.
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.*

Work in Advance Information

- Enter What type of work will be performed (required)
- Enter the Depth in feet (required)
- Click +Add Location to display the Add Location dialog box

1. Enter the type of work will be performed
2. Enter the Depth

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 **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

![City of Chicago Permit Status](image-url)
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