Table of Contents

1. Application Type .................................................................................................................. 1
   Signing In to the E-Permit Application .................................................................................. 1
   Creating a New Permit ......................................................................................................... 2

2. Basic Job Information .......................................................................................................... 4

3. Application Information ...................................................................................................... 5
   Emergency Contacts ............................................................................................................. 5

4. Vehicle Information ............................................................................................................. 7
   Location Information ............................................................................................................ 7
   Display Vehicle Information ............................................................................................... 9

5. Legal Agreements ................................................................................................................. 10

6. Status .................................................................................................................................... 11

7. Sign Out ............................................................................................................................... 12
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

**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 **Display Vehicle**
- 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 with highlighted steps]

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.

---

**Application Information**

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.

* Required Information

### Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>(773)674-3678</td>
<td><a href="mailto:john.doe@gmail.com">john.doe@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Click the **Next Step** button to proceed.
4. Vehicle 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 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 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

**Display Vehicle Information**
- Enter the **Display Vehicle(s) Location** (required)
- Enter the **Number of Vehicles** (required)
- Enter the **Type of Vehicles** (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

![Image of City of Chicago website for Legal Agreements](image-url)

1. Click the **I Agree** checkbox to accept the agreement
2. Click the **Submit** button 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