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. Access Information .......................................................................................................................................... 7
   Location Information ......................................................................................................................................... 7
   Freight Tunnel Access Information .................................................................................................................... 10
5. Legal Agreements ............................................................................................................................................ 11
6. Status ............................................................................................................................................................... 12
7. Sign Out ......................................................................................................................................................... 13
1. Application Type

**Signing In to the E-Permit Application**
To manage your account, sign in using your credentials and click **Sign In**.

![Image of the City of Chicago website](image)

To manage your account, **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 **Freight Tunnel**
- 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
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

Click the +Add Emergency Contact Information button

Click the +Add Emergency Contact Information button

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.
Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.
4. Access 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.

![Tunnel Access Information](image)

- **Application Type**
- **Basic Job Information**
- **Application Information**
- **Access Information**
- **Legal Agreements**
- **Status**

Freight Tunnel Access Information
- Applicant Type
- Total Number of Personnel Working In Tunnel
- Surface Level Contact's Name
- Surface Level Contact's Phone
- Type of Work to be Performed In the Tunnel

Your permit application has been saved to your dashboard.
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 Dialog Box](image)
Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed
Freight Tunnel Access 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:

- Select the Applicant Type from the drop-down (required)
- Enter the Total Number of Personnel Working in Tunnel (required)
- Enter the Surface Level Contract’s Name (required)
- Enter the Surface Level Contract’s Phone (required)
- Enter the Type of Work to be Performed in the Tunnel (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

![Image of Sign Out process]