



City of Chicago



CDOT Other Transportation and Public Way Permits Newspaper Stand



10/21/2015





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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**.

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Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Digger

[Digger Homepage](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Sign In

MyName| x

.....

Sign In

[Forgot Password?](#)

[Create New Account](#)

To manage your account, **Sign In**

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.



Creating a New Permit

To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "CGN Tester1" and buttons for "Documentation" and "Cart (0)". The main content area has two tabs: "Permit" and "Digger". A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively. Below the dropdown is a search filter section with a "Search" button, a "Filter by Search" input field, and a "Sort by Date" dropdown menu set to "Later Intake Date". At the bottom of the page, there is a footer with contact information: "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."



On the **Select Application Type** screen:

- Select **Other Transportation and Public Way Permits**

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CGN Tester1 - Documentation Cart (0)

Home > Permits

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- Other Transportation and Public Way Permits**
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys.
- Events**
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

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 **Newspaper Stand**
- 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

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sub-header 'Please enter the start and end dates of the work, and select...'. The form fields are: 'Project Name' (text input with 'Other - Newspaper Stand'), 'Type of Work' (drop-down menu with 'Newspaper Stand' selected), 'Start Date' (text input with '11/05/2015'), 'End Date' (text input with '11/13/2015'), and 'Description of Work' (text area with 'Newspaper Stand on Wacker Drive'). The form also includes 'Previous Step' and 'Next Step' buttons. Six numbered callouts point to specific elements: 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

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*

Name	Phone	E-Mail
+ Add Emergency Contact Information		

Previous Step Next Step

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.

To **Add Emergency Contact Information**:

- Click **Add Emergency Contact Information** to proceed

Add Emergency Contact Information

Name: John Doe *

Phone: (773)123-4567 *

E-Mail: john.doe@email.com ✕

Cancel Add Emergency Contact Information



Your **Emergency Contacts** have been added:

- Click **Next Step** to proceed.

The screenshot shows the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation path is 'Home > Permits > Apply'. The current step is '3. Application Information', which is highlighted in the left sidebar. The main content area is titled 'Application Information' and includes a sub-section for 'Emergency Contacts'. A table lists one contact: John Doe, with phone number (773)674-3678 and email john.doe@email.com. Below the table is a green button '+ Add Emergency Contact Information'. At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A purple callout box points to the 'Next Step' button with the text: 'Click the **Next Step** button to proceed.'

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Basic Job Information
- 3. Application Information**
4. Newsstand Information
5. Legal Agreements
6. Status

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

Name	Phone	E-Mail	
John Doe	(773)674-3678	john.doe@email.com	Edit Delete

[+ Add Emergency Contact Information](#)

[Previous Step](#) [Next Step](#)

Click the **Next Step** button 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.



4. Newspaper 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.

The screenshot displays the 'City of Chicago' official site interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation path is 'Home > Permits > Apply'. The main content area is titled 'Newsstand Information' with 'Application Number: DOT547576'. A green notification bar states 'Your permit application has been saved to your dashboard.' Below this is a 'Location *' section with a table header 'Location' and 'Additional Information', and a '+ Add Location' button. The 'Newspaper Stand Information' section includes fields for 'Newsstand Type' (a dropdown menu), 'Size of Newsstand' (input field with 'sqft.' unit), 'Length of the Newsstand' (input field with 'ft.' unit), 'Width of Newsstand' (input field with 'ft.' unit), and 'Height of the Newsstand' (input field with 'ft.' unit). A callout box on the left side of the page points to the '+ Add Location' button with the text 'Click + Add Location'.



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 [Close]

From: 101 *

To: 101 *

Direction: E [Dropdown] *

Street Name: WACKER *

Suffix: DRIVE [Dropdown]

Additional Information: [Empty]

Click **Add Location** to proceed

Cancel Add Location



Review and confirm the address you entered:

- Click **Re-Enter** to edit location information
- Click **Confirm** to proceed

Add Location

This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	101	101	E	WACKER	DR	

Click **Re-Enter** to edit location information

Click **Confirm** to proceed

Cancel Re-Enter Confirm



Newspaper Stand Information

The **Location Information** has been added:

- Click **Add Location Information** as needed, and repeat previous steps

Enter the following information in the **Newspaper Stand Information**:

- Select the **Newsstand Type** from the drop-down (required)
- Enter the **Size of Newsstand** in *square feet* (required)
- Enter the **Length of the Newsstand** in *feet* (required)
- Enter the **Width of Newsstand** in *feet* (required)
- Enter the **Height of the Newsstand** in *feet* (required)
- Click **Next Step** to proceed

The screenshot shows the 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The breadcrumb trail is 'Home > Permits > Apply'. The main content area is titled 'Newsstand Information' with 'Application Number: DOT547576'. Below this, it says 'Enter the details of the address.' and lists '* Required Information'. The 'Location *' section contains a table with one entry: '101 E WACKER DR' with an 'Additional Information' column and 'Edit | Delete' links. A '+ Add Location' button is below. The 'Newspaper Stand Information' section has five input fields: 'Newsstand Type' (dropdown menu with 'Existing Newstand' selected), 'Size of Newsstand' (text input '4' with 'sqft.' unit), 'Length of the Newsstand' (text input '2' with 'ft.' unit), 'Width of Newsstand' (text input '2' with 'ft.' unit), and 'Height of the Newsstand' (text input '4' with 'ft.' unit). At the bottom are 'Previous Step' and 'Next Step' buttons. Six callout boxes provide instructions: 1. Select the Newsstand Type; 2. Enter the Size of Newsstand; 3. Enter the Length of Newsstand; 4. Enter the Width of Newsstand; 5. Enter the Height of Newsstand; 6. Click Next Step to proceed. A purple callout box also states 'Location Information has been added'.



5. Legal Agreements

The **Legal Agreements** must be acknowledged:

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

The screenshot shows the City of Chicago's official website for the 'Inspections, Permitting & Licensing' department. The user is logged in as 'CGN Tester1'. The current page is the 'Legal Agreements' step of an application process for application number DOT547576. The page features a sidebar with a list of steps: 1. Application Type, 2. Basic Job Information, 3. Application Information, 4. Newsstand Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' and includes the application number and a note that the user must agree to the terms. A 'Certification' section contains the text: 'By accepting this agreement you are certifying that: 1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and 2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below this text is a checkbox labeled 'I Agree' with an asterisk, which is checked. A callout box points to this checkbox with the instruction: '1. Click the I Agree checkbox to accept the agreement'. At the bottom of the page, there are two buttons: 'Previous Step' and 'Submit'. A callout box points to the 'Submit' button with the instruction: '2. Click the Submit button to proceed.' At the very bottom of the page, there is a footer with contact information: '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.'



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.

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CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Basic Job Information

2. Application Information

3. Newsstand Information

4. Legal Agreements

5. **Status**

Permit Application Status

Application Number: DOT547576

Application Information:

- Your application is currently under review by CDOT. Please check back later to see if the review is complete.

[Cancel Permit](#)

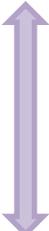
Application Number	DOT547576	
Type	Other Transportation and Public Way Permits	
Current Status	Application Checks	

Reviews

Review	Date Completed	Status	Notes
Permit Application Review		Pending	

Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/5/2015	
End Date	11/13/2015	





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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search filter sidebar on the left and a list of applications, including one for 'Public Way Opening - General'. At the bottom, there is a support notice: '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.'