CDOT Truck Travel Permit

Overweight Axle
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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 Truck Travel**

**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 **Permit Type** from the drop-down (required)
  - Select **Overweight Axle**
- Click **Next Step** to proceed

1. Enter the **Project Name**
2. Select from drop-down list
3. Enter **Description of Work**
4. 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.
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.
4. Trucking Information

*Note: At this point, your permit application has been saved to your dashboard and the Application Number has been created.*

**Overweight and Oversized Trip Type and Dates**
- Select the Trip Type from the drop-down (required)
- Select the Permit Effective Date from the Calendar pop-up (optional)

**List of Vehicles this Permit will Apply To**
- Click +Add List Vehicles this Permit will Apply to to display the dialog box

*Note: Single Trip is limited to a 14 day window. Monthly Trip is limited to a 30 day window.*
Enter the following in the **Add List Vehicles this Permit will Apply To** dialog box:
- Enter the **License Plate Number**
- Enter the **Place of Issuance**
- Click **Add List Vehicles this Permit will Apply To** to proceed

### Vehicle Information
- Complete the **Vehicle Information** section
- Complete the **Weight & Dimensions** section
- Click the **+Add Axle & Weight Information** button

### Instructions
1. Complete the **Vehicle Information** section
2. Complete the **Weight & Dimensions** section
3. Click **+Add Axle and Weight Information**
Axle and Weight Information
Enter the following in the Add Axle and Weight Information dialog box:

- Enter the Axle
- Enter the Weight on the Axle in pounds (lbs)
- Enter the Distance from Previous Axle in feet (ft) and inches (in)
- Click Add Axle and Weight Information to proceed

Repeat steps above until all axle and weight information have been entered.
Route Information
Select the following information:

- Select Yes or No if the Route is a Round Trip
- Select Yes or No if the Route is over 5 Miles
- Enter the Origin or Closest Intersection Upon Entering City Limits
- Enter the Destination if in the City of Chicago
- Enter the Entrance Route
- Enter the Exit or Closest Intersection to Exit of City Limits
- Enter the Exit Route
- Click Next Step to proceed

1. Select Yes or No
2. Enter Entrance Route Information
3. Enter Exit Route Information
4. 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

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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