



# **CDOT Truck Travel Permit**

Travel on Lake Shore Drive and Boulevards



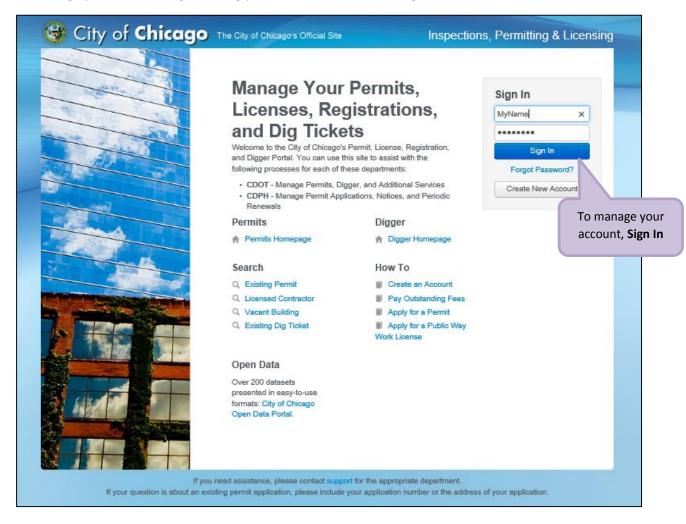
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## 1. Application Type

## Signing In to the E-Permit Application

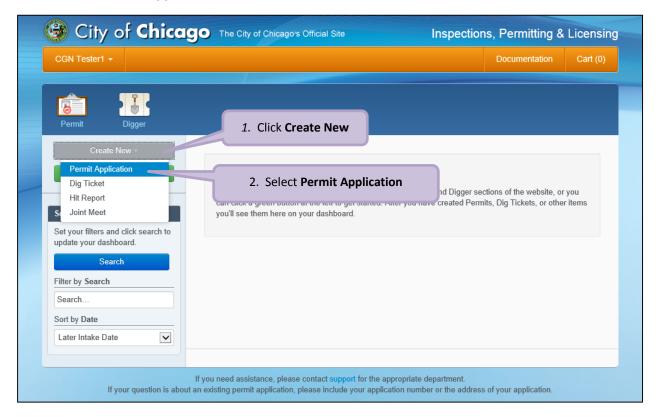
To manage your account, sign in using your credentials and click **Sign In**.



## Creating a New Permit

To create a new permit:

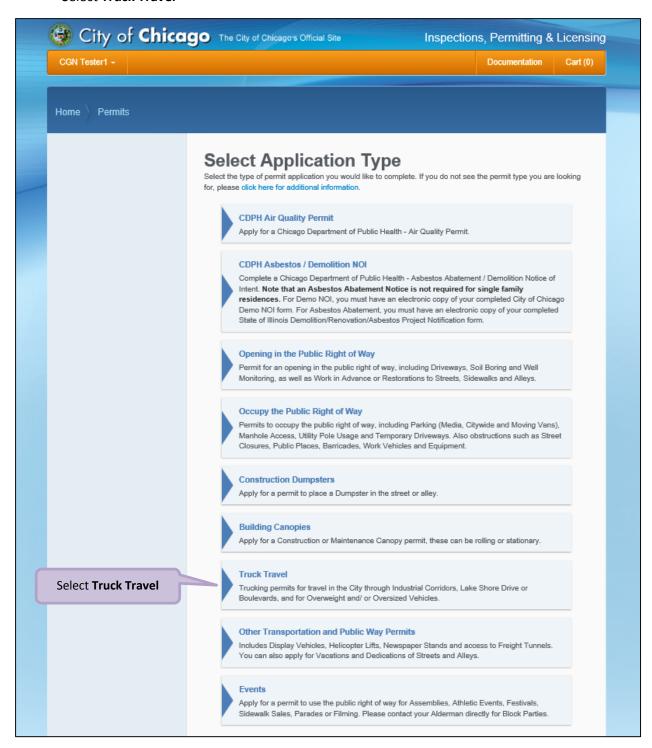
- Click the Create New drop-down
- Select Permit Application





#### On the **Select Application Type** screen:

• Select Truck Travel

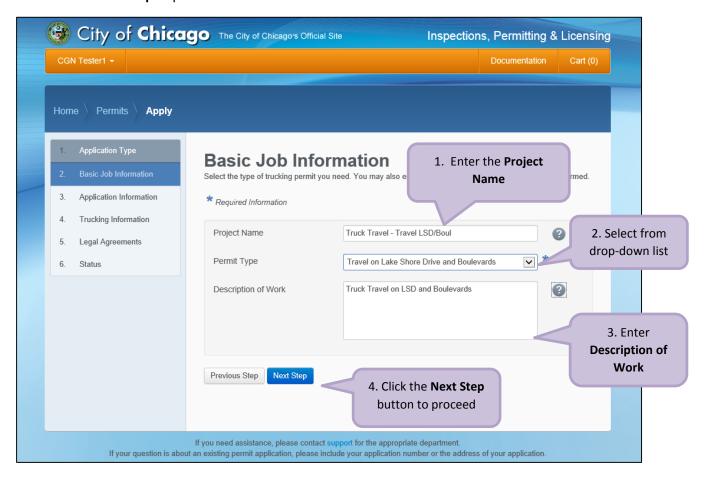


Note: You may not have as many options of permits dependent on the types of licenses you have.

## 2. Basic Job Information

#### Enter the Basic Job Information:

- Enter the Project Name (optional)
- Select the **Permit Type** from the drop-down (required)
  - Select Travel on Lake Shore Drive and Boulevards
- Click **Next Step** to proceed

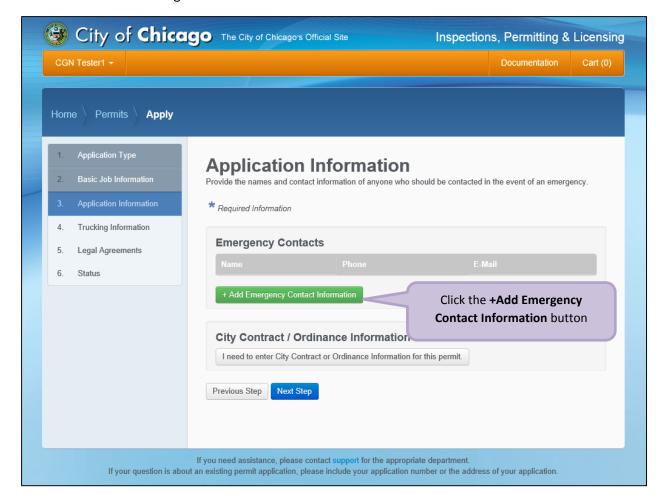


# 3. Application Information

### **Emergency Contacts**

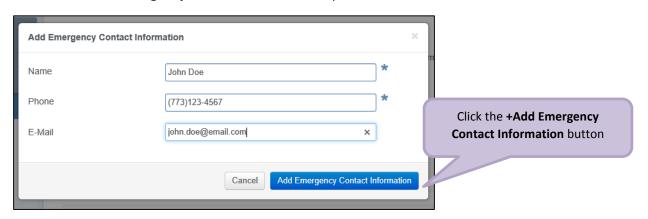
Add **Emergency Contact** information:

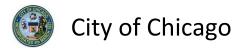
• Click the +Add Emergency Contact Information button to display the Add Emergency Contact Information dialog box



#### To Add Emergency Contact Information:

Click Add Emergency Contact Information to proceed



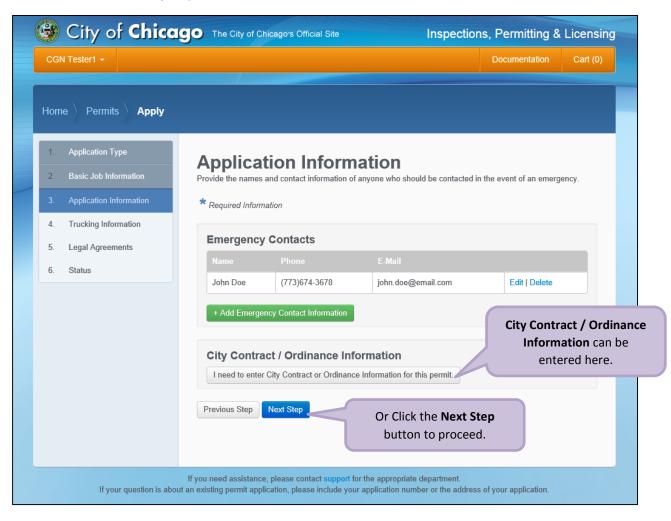


## City Contract / Ordinance Information

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.

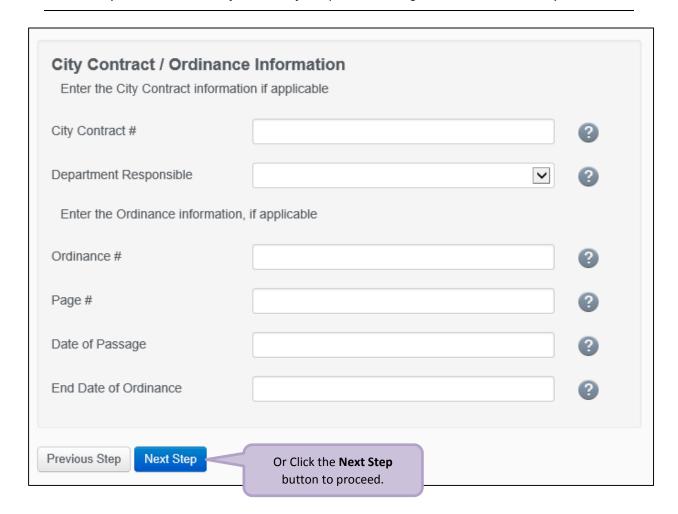
Otherwise, click **Next Step** to proceed.



#### Enter the **City Contract / Ordinance Information**:

- Enter the City Contract #
- Select the **Department Responsible** from the drop-down:
  - Chicago City Colleges
  - O 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.

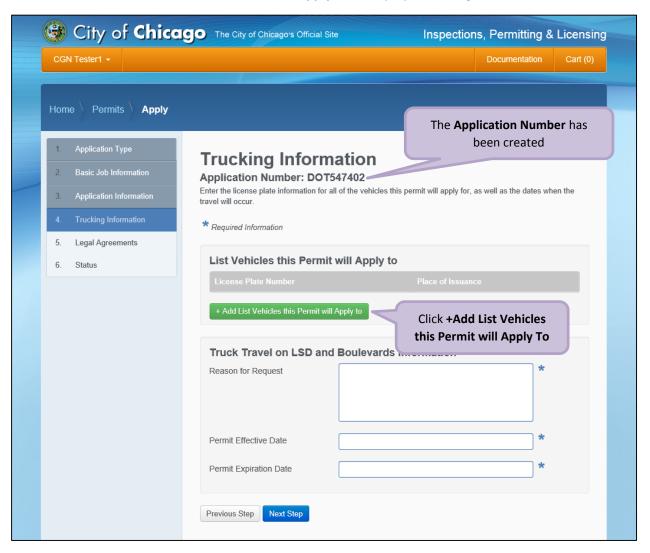


# 4. Trucking Information

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

## List of Vehicles this Permit will Apply To

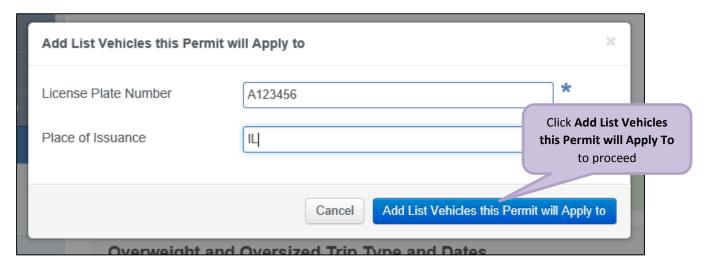
• Click +Add List Vehicles this Permit will Apply to to display the dialog box





Enter the following in the **Add List Vehicles this Permit will Apply To** dialog box:

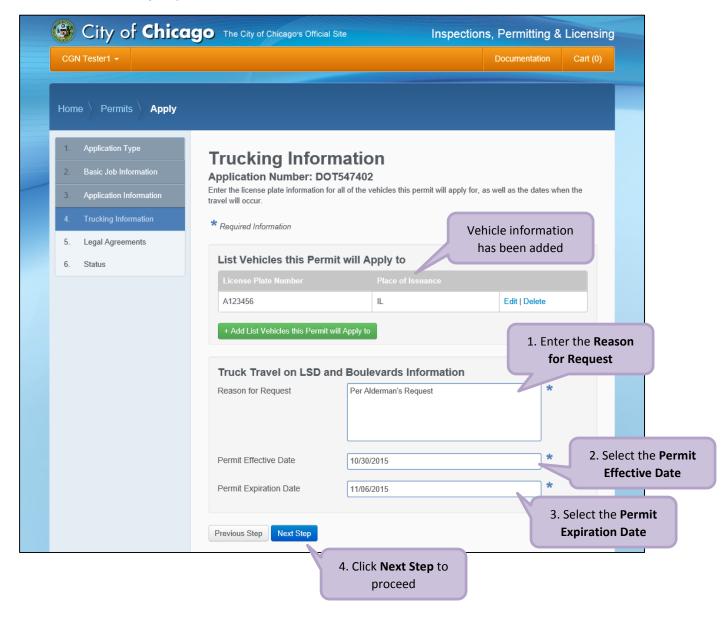
- Enter the License Plate Number
- Enter the Place of Issuance
- Click Add List Vehicles this Permit will Apply To to proceed





## Truck Travel on LSD and Boulevards Information

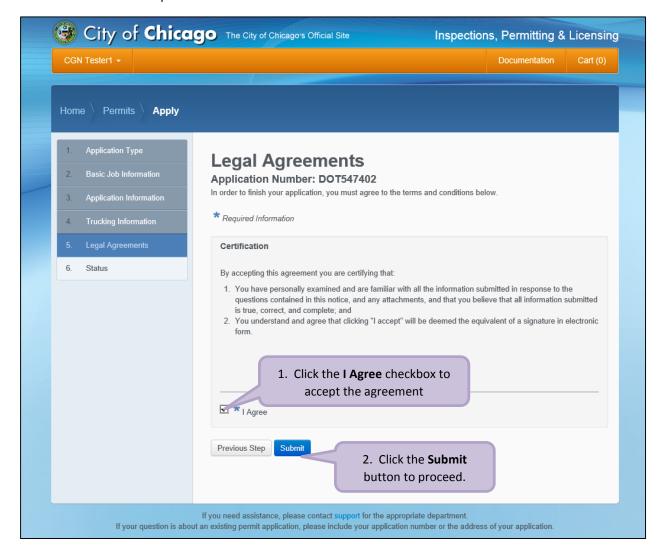
- Enter the Reason for Request (required)
- Select the Permit Effective Date from the Calendar pop-up (required)
- Select the **Permit Expiration Date** from the **Calendar** pop-up (required)
- Click Next Step to proceed



# 5. Legal Agreements

The Legal Agreements must be acknowledged:

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

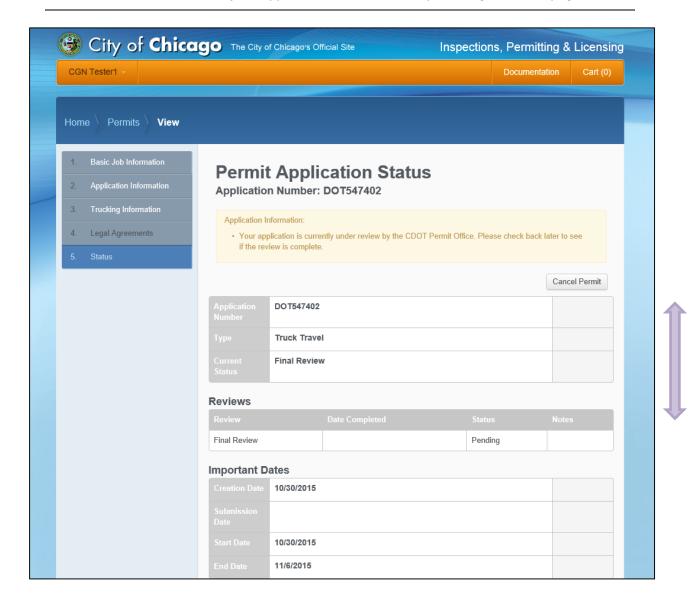


## 6. Status

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

