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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

![City of Chicago form](image.png)

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.
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.*

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

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

Vehicle information has been added

1. Enter the **Reason for Request**
2. Select the **Permit Effective Date**
3. Select the **Permit Expiration Date**
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

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.
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 showing the sign out process]

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.