
CHICAGO DEPARTMENT OF TRANSPORTATION

DIVISION OF INFRASTRUCTURE MANAGEMENT

PUBLIC WAY PERMITS DIVISION

**APPLICATION FOR PERMIT
FOR DUMPSTER(S)
OCCUPYING THE PUBLIC WAY**



**BRANDON JOHNSON
MAYOR
CITY OF CHICAGO**

PUBLIC WAY PERMITS DIVISION

**Gia Biagi
Commissioner**

**Jai Kalayil
Deputy Commissioner**

**Bryan Gallardo
Assistant Commissioner
Public Way Permit Office**

GUIDE TO PERMITS

Effective January 1, 2001, companies providing dumpsters occupying the public way are required by Section 10-28-799 of the municipal Code to obtain a dumpster permit. This permit is not necessary if the dumpster is being placed on private property; however, other permits may apply.

The permit application is in two parts. Part 1 of the application only needs to be submitted one and will be kept on file by the Department of Transportation. Part 2 of the application (2A for standard fee-based permits and 2B for non-fee permits and permits issued for work on a city contract) needs to be submitted as individual permits are applied for.

There are two classes of permits. A "Class A" dumpster permit is required for containers with a capacity of 30 cubic yards or less. A "Class B" dumpster permit is required for containers with a capacity of greater than 30 cubic yards.

The permit fees are as follows:

Placement	Class A (30 cubic yards or less)				Class B (greater than 30 cubic yards)			
	Outside CBD		Inside CBD		Outside CBD		Inside CBD	
	1-3 Days	Per Month	1-3 Days	Per Month	1-3 Days	Per Month	1-3 Days	Per Month
Alley	\$50.00	\$100.00	\$100.00	\$200.00	\$100.00	\$200.00	\$200.00	\$400.00
Curb Lane	\$50.00	\$100.00	\$100.00	\$200.00	\$100.00	\$200.00	\$200.00	\$400.00
Parkway	\$50.00	\$100.00	\$100.00	\$200.00	\$100.00	\$200.00	\$200.00	\$400.00
Sidewalk	\$50.00	\$100.00	\$100.00	\$200.00	\$100.00	\$200.00	\$200.00	\$400.00

Note: The Central Business District is defined by section 9-4-010 of the City's Municipal Code

Applications and payments for dumpsters are only accepted on-line through an Internet based permit application ([City of Chicago | Inspections, Permitting & Licensing](#)).

In the event that a dumpster cannot be placed at the permitted site because of a fire hydrant or other impediment, the provider may amend its application to change the location at no additional charge. Furthermore, if the customer refuses to accept the delivery or the job is canceled before delivery, the provider may return the permit immediately with a cancellation request.



CHICAGO DEPARTMENT OF TRANSPORTATION DIVISION OF INFRASTRUCTURE MANAGEMENT

REGULATIONS FOR DUMPSTER/ROLLOFF BOXES ON THE PUBLIC WAY

I. Cancellation/Reduction of Permit by Applicant

The holder of a dumpster permit may cancel the permit and receive a credit for the permit fee by emailing a request for cancellation to the Department of Transportation Permit Office at cdotpermitsupport@cityofchicago.org. The holder of a monthly dumpster permit may reduce the term of the permit to a three-day permit and receive a reduction of the permit fee by emailing cdotpermitsupport@cityofchicago.org, the time reduction to the Department of Transportation Permit Office if the permit has not been paid for.

II. Letter of Credit Requirements

Each applicant for a dumpster permit shall be required to furnish to the City proof of a valid letter of credit as discussed below:

1. Furnish an original irrevocable, unconditional, standby letter of credit naming the City of Chicago as beneficiary. The letter of credit shall be in the form shown in Figure 1.
2. The expire date of the letter of credit shall expires at 2:00 P.M. CST on December 31, [year must be 3 years from license year]
3. The dollar amount of the letter of credit shall be a minimum of \$5,000.00
4. All letters of credit must be issued by a financial institution that is an insured depository institution (as defined in 12 U.S.C. § 1813). The financial institution may be subject to the prior approval of the City Comptroller. The financial

5. An original Certificate of Insurance naming the City as an additional insured, evidencing the required coverage, shall be sent for review and approval to the City of Chicago with the Certificate Holder as follows:

**CITY OF CHICAGO
Department of Transportation
Division of Infrastructure Management
121 North La Salle Street
City Hall – Room 905
Chicago, IL 60602**

6. Provide thirty (30) days prior written notice to the City in the event the insurance coverage is substantially changed, canceled, or non-renewed.

IV. Identification Requirements

Section 10-28-799(H) of the Municipal Code requires that a dumpster be properly identified. The purpose of this requirement is to ensure that the identity of the dumpster provider, and the dumpster identification number cart be easily determined by city personnel from the public way. Accordingly, the Department of Transportation requires the dumpster provider to paint or otherwise permanently affix on each dumpster the name and telephone number of the provider, and that the letters and numbers be at least three inches in height, or otherwise affixed on both long sides of the dumpster, 12 inches down from the top or lip and 12 inches from the corner, or in a similar position intended to be readily visible from the public way.

- (1) The name, address and telephone number of the provider of the dumpster(s).
- (2) The number of dumpster(s) intended to occupy the permitted location.
- (3) The class of the dumpster(s) to be provided.
- (4) The street address adjacent to where the dumpster(s) will be located.
- (5) The intended use of the dumpster(s).
- (6) The intended period of occupancy of the dumpster(s).

During the term of the permit, in the event the permit holder seeks to provide a larger class of dumpster than specified in the dumpster permit or extend the time of occupancy beyond the time specified in the dumpster permit, application must be made to the commissioner of transportation for an amendment to the permit, and the appropriate adjustment to the permit fee must be submitted. Any change to item (2), (4) or (5) above will require application for and issuance of a new dumpster permit. Provided, however, that if the change to item (4) is necessitated by the presence of a fire hydrant or other object preventing legal placement of the dumpster at the street address for which initial application is made, an amendment to the

permit will be acceptable, for no additional fee.

(D) *Insurance.* No dumpster permit shall be issued until the applicant for such permit shall first have presented to the commissioner of transportation proof of insurance against any liability, loss or claim arising out of the issuance of dumpster permits, or out of the placement, presence, use, maintenance, or removal of the dumpsters. Such insurance shall be issued by an insurer authorized to do business in Illinois, shall be in an amount no less than \$1,000,000.00 and shall name the City of Chicago, its officers, employees, and agents as additional insured. The insurance policy shall provide for 30 days written notice to the commissioner of transportation prior to any lapse, cancellation or change in coverage. The insurance shall be maintained in effect at all times that the dumpster remains on the public way.

(E) *Security.* No dumpster permit shall be issued until the applicant for such permit shall first have provided to the commissioner of transportation a letter of credit in the amount of \$5,000.00 to ensure compliance with the provisions of this section and the permits issued thereunder, including payment of any costs, fees and fines and proper restoration of the public way upon removal of the dumpsters. The form of such letter of credit shall be set forth by regulation and shall be subject to the approval of the corporation counsel. The commissioner of transportation shall provide at least 30 days written notice to the permittee, specifying the conditions or circumstances ~~to~~ be corrected, before drawing on a permittee's letter of credit.

(F) *Alternative form of indemnity, protection, or security.* Upon good cause shown, the commissioner of transportation, in his or her discretion may require, instead of such insurance and letter of credit, any alternative form of indemnity, protection or security that he or she deems necessary to accomplish the above-described purposes.

Permit fee. The permit fee for each dumpster permitted pursuant to this section shall be as follows:

(J) *Placement, appearance, and maintenance of dumpster.* It shall be the responsibility of the provider:

(1) Upon delivery, to place the dumpster immediately adjacent to the property identified by the street address stated on the permit application.

(2) Upon delivery, to provide the dumpster free of graffiti.

(3) Within three business days of receiving notification via facsimile transmission from the department of transportation, to remove graffiti from the dumpster(s) identified in the notification.

(4) To maintain the dumpster free of gaps or holes so as to prevent the spillage of materials from the dumpster onto the public way.

(5) To affix and maintain, on each of the four corners of the dumpster, high-intensity

retro- reflective sheeting, or other retro-reflective or prismatic material or substance approved by the department of transportation, a minimum of three feet in length, and two inches in width along each side of the corner.

(6) When transporting or otherwise moving a dumpster, to ensure that no portion of the load is falling, sifting, blowing, dropping or in any way escaping from the dumpster. The provider shall use a tarpaulin or other appropriate cover to secure the top of a dumpster while in transit.

(K) *Penalties.*

(1) Any person violating subsection (B) of this section shall be subject to a fine of not less than \$250.00 nor more than \$1,500.00 for each offense. Provided, however, that any person violating subsection (B) of this section within the Central Business District, as that area is delineated in Section 9-4-010 of the Code, shall be subject to a fine of not less than \$500.00 nor more than \$3,000.00 for each offense.

(2) Any person violating any provision other than subsection (B) of this section shall be subject to a fine of not less than \$50.00 nor more than \$1,000.00 for each offense. Provided, however, that any person violating any provision other than subsection (B) of this section within the Central Business District; as that area is delineated in Section 9-4-010 of the Code, shall be subject to a fine of not less than \$100.00 nor more than \$2,000.00 for each offense.

(3) Each day that a violation is permitted to exist shall constitute a separate offense. In addition, any dumpster in the public way not bearing the dumpster identification information required by subsection (H) of this section, not validly permitted, or not located immediately adjacent to the street address specified in the permit may be removed by the city, and all costs associated with such removal shall be borne by the provider of the dumpster. The owner of a dumpster, if different from a provider, shall be jointly and severally liable with the provider for any violation of this section.

9-68-050 Temporary disabling or removal of parking meters.

(a) In the event that one or more parking meters or metered spaces must be temporarily removed or are otherwise rendered unusable in order to accommodate properly permitted work in or affecting the public way, the permittee shall pay a monthly surcharge per meter or, in the case of meters serving multiple spaces, per metered space, based upon the maximum utilization of a comparable meter in a comparable parking meter area multiplied by the applicable rate in effect for such removed or unusable meter or metered space during the entire time that the meter or metered space is disabled or removed. For meters serving multiple spaces, every linear increment of 20 feet shall be considered a metered space.

(b) The surcharge imposed by this section shall not apply where the permittee is performing construction work pursuant to a contract with the city or other governmental entity or to any person (or such person's designee) acting pursuant to a concession agreement approved by the city council

for the operation, maintenance, improvement installation and removal of, and collection of fees from, certain designated parking meters that are the subject of the concession agreement.

(c) In addition, if removal of one or more meters is necessary for the permitted work to proceed, the comptroller may order temporary removal of the affected parking meters. The permittee shall pay a fee of \$150.00 in advance for the removal and reinstallation of each parking meter, provided, however, that a fee of \$1,000.00 shall be paid for a meter serving multiple spaces.

(d) In the event that a city department temporarily removes or otherwise renders unusable one or more parking meters or metered spaces for a period of six hours or more, the city department shall notify the comptroller, in a format prescribed by the comptroller, of the location of the specific parking meter or metered space which was temporarily removed or otherwise rendered unusable. The notification shall be sent within 24 hours of temporarily removing or otherwise rendering unusable the parking meter or metered space.

(Added Coun. J. 7-12-90, p. 18634; Amend Coun. J. 12-11-91, p. 10832; Amend Coun. J. 11-1-00, p. 43330, § 2; Amend Coun. J. 5-26-04, p. 24882, § 1; Amend Coun. J. 12-4-08, p. 50506, § 11; Amend Coun. J. 11-16-11, p. 13798, Art. I, § 7)



**LICENSE APPLICATION FOR DUMPSTER PLACEMENT
ON THE PUBLIC WAY**



1. Name: _____ F.E.I.N. #: _____

Contractor: _____ S.S. #: _____

Individual: _____ Tax ID #: _____

2. Address:

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____

If renewal of existing license and none of the following information has changed, skip to next box.

3. Company Ownership (25% or more / or largest % of ownership)

A. Name: _____ % of Ownership
Home Address: _____ S.S.# /FEIN/Tax ID: _____

B. Name: _____ % of Ownership
Home Address: _____ S.S.# /FEIN/Tax ID: _____

C. Name: _____ % of Ownership
Home Address: _____ S.S.# /FEIN/Tax ID: _____

D. Name: _____ % of Ownership
Home Address: _____ S.S.# /FEIN/Tax ID: _____

4. Level of Letter of Credit Provided **\$5,000.00**

Letter of Credit expiration date: _____

5. Certificate of Insurance Provided

Policy # _____

Insurance Carrier: _____ Expiration Date: _____

6. Application Information I agree to indemnify, save and keep harmless the City of Chicago from any and all loss, cost, damage, expense of liability of any kind whatsoever which the City may suffer, or which the City may be put to, or which may be recovered from the City, from or on account of the issuance of this license, or from or on account of any act or thing done by virtue of the authority given in this license, or for any damage, loss or expense to any person caused by the tearing up, constructing, repairing or removing of such public way or part thereof, whether or not performed pursuant to a valid license.

Applicant Name: _____ Application Date: _____

Applicant Signature: _____

7. Additional Information:

Name(s) of persons authorized to draw or cancel permits in the Company Name:

1. _____ 2. _____

3. _____ 4. _____

8. Emergency Contact Name and Telephone Numbers:

Name: _____ E-mail: _____

Cell phone: _____ Fax #: _____ Pager: _____

Required Form of Letter of Credit for Dumpster Placement in the Public Way

IRREVOCABLE STANDBY LETTER OF CREDIT

(Date)

BENEFICIARY

City of Chicago
c/o Department of Transportation
121 North La Salle Street
Room 905
Chicago, Illinois 60602

APPLICANT

[name of licensee]

Gentlemen:

We hereby issue Irrevocable Standby Letter of Credit No. _____ ("Credit") in favor of the City of Chicago for the account of _____ [name of licensee] up to the aggregate amount of _____ Dollars (\$ _____), effective immediately. This Credit is issued, presentable and payable at our offices at _____, Attention _____, and expires at 2 P.M. Chicago time on December 31, _____ [year must be 3 years from license year].

Funds under this Credit are available to you unconditionally against your notarized sight drafts for any sum or sums not exceeding a total of _____ Dollars (\$ _____) drawn on us mentioning the Credit by number and signed by the Commissioner of Transportation of the City of Chicago or the City Comptroller of the City of Chicago (whether acting or actual). Funds drawn under this Credit shall be paid in the form of a wire transfer per instruction of the City Comptroller, or, if the City of Chicago so specifies, in the form of a check made payable to "City of Chicago" and sent by overnight delivery to the City of Chicago at the address listed above.

Partial and multiple drawings are permitted.

This Credit sets forth in full the terms of our undertaking and may be amended only by a written amendment signed by us and by the beneficiary.

Our obligations hereunder are primary obligations to the City of Chicago. We hereby engage with you we will honor drafts drawn and presented under and in compliance with the terms of this Credit.

This Credit is subject to the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500, 1993 revision ("UCP") and to the Uniform Commercial Code - Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois ("UCC"). To the extent the provisions of the UCP and the UCC conflict, the provisions of the UCC shall control.

Name of Issuing Institution

By: _____
(signature)

Name: _____

Title: _____