

City of Chicago

BACP – Apply for a Collection Bin Permit

User Guide [Ver. 1.0]

BACP Application Grant of Privilege Permits

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BACP Application Grant of Privilege Permits

Web Portal

Log into the application

The screenshot shows the login page for the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. The header features the Chicago logo and the text "Inspections, Permitting & Licensing". A callout bubble points to the login fields with the text "Enter your user name and password". The login form includes fields for "Username" (containing "erictest1") and "Password" (masked with asterisks), a "Sign In" button, and a "Forgot Login Info?" link. A list of links for the Department of Transportation (CDOT) is visible on the left, including "CDOT Department Homepage", "Apply for a CDOT Permit", "CDOT Permit Application Instructions", and "Public Wav Work License Application". A callout bubble points to the "Sign In" button with the text "Click on the 'Sign In' button".

Inspections, Permitting & Licensing

Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

Department of Transportation (CDOT)

- [CDOT Department Homepage](#)
- [Apply for a CDOT Permit](#)
- [CDOT Permit Application Instructions](#)
- [Public Wav Work License Application](#)

Sign In

Username
erictest1

Password

Sign In

[Forgot Login Info?](#)

- Click on the Permits button

The screenshot shows the navigation bar and dashboard of the City of Chicago portal. The header features the Chicago logo and the text "Inspections, Permitting & Licensing". The navigation bar includes links for "Eric Tester", "WINSTON TOWERS CONDO...", "Permits", "811", and "Trade Licenses". A callout bubble points to the "Permits" button with the text "Click on the 'Permits' button". The dashboard area includes a "Home" link and a "Dashboard" link.

CHICAGO > Inspections, Permitting & Licensing

Eric Tester ▾ WINSTON TOWERS CONDO... ▾ Permits ▾ 811 ▾ Trade Licenses ▾

Home

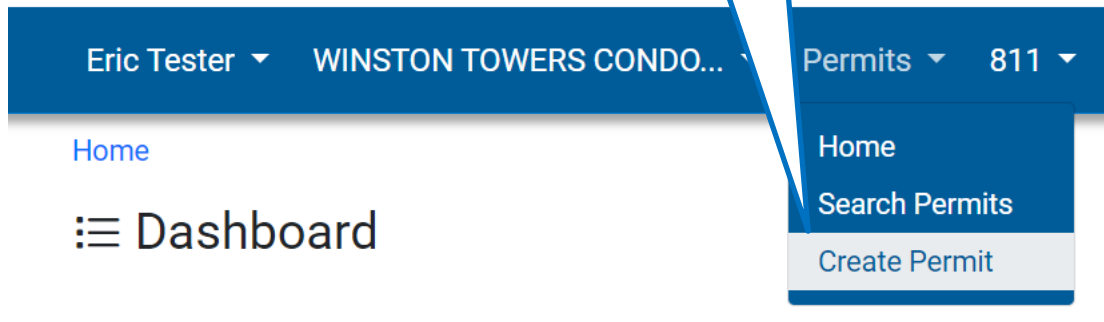
Dashboard

Click on the 'Permits' button

BACP Application Grant of Privilege Permits

- Click on the 'Create Permit' button

Click on the
'Create
Permit' button

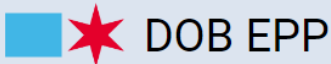


Select Application Type

[Home](#) > [Permits](#)

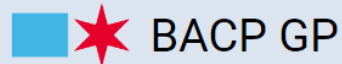
Application Type

Search...



DOB Express Permit Program

Apply for a building permit from the Department of Buildings (DOB) using the Express Permit Program (EPP). Use DOB's [Guide to Building Permits](#) to select the correct building permit application program for your project.

[Let's get started](#)

BACP Grant of Privilege Permits

Apply for a Grant of Privilege for Collection Bins and other Public Way Use Permits. If you do not have a BACP Account Number you'll be required to complete and upload a [Business Information Sheet \(BIS\)](#). If you are applying for a Collection Bin, you can review the [City of Chicago Municipal Code for Collection Bins](#).

[Let's get started](#)

Under 'BACP Grant of Privilege Permits', click on the 'Let's get started' button

BACP Application Grant of Privilege Permits

Creating an application – Collection Bins

- Fill in required Information

Select the type of Grant of Privilege permit you wish to apply for, and optionally provide a recognizable title and a brief description of your request.

**Required Information*

Basic Information

Application Title: Test Collection Bins *

Application Type: Collection Bins *

Description of Request: test *

Previous Step Next Step

Select 'Next Step' button

Select 'Collection Bins' from drop-down list

All fields with a * are required.

Application Information – Add Primary Applicant

- Click on the add Primary Applicant button

Application Type Basic Information **Applicant Information** Emergency Contacts

If you are the Primary Applicant click 'Add Me'. Otherwise click 'Add Primary Applicant' to search for

**Required Information*

Property Owner or Lessee *

If you are eligible, and wish to be listed as Property Owner or Lessee, click the Add button to add

Add WINSTON TOWERS CONDO ASSOC Add Property Owner or Lessee

Primary Applicant *

Click the 'Add Primary Applicant' button to search for a company and add them to this applicatic

Add WINSTON TOWERS CONDO ASSOC Add Primary Applicant

Previous Step Next Step

Click on the 'Add Primary Applicant' button

BACP Application Grant of Privilege Permits

- Enter a name in the search box or you can leave it blank to bring back all applicants.

Search For Primary Applicant

Search by Name Infor Team Dupe *

Close Search

Click on the 'Search' button

- Click on the Select button of the applicant you want

Select Primary Applicant

Contact

Infor Team Dupe
Chicago IL 60604

Select

Close Search Again Add New Contact

Click on the 'Select' button

BACP Application Grant of Privilege Permits

- Click on the Next Step button

Property Owner or Lessee *

Name	Action
Infor Team Dupe 1 E Jackson St. Chicago IL 60604	Remove

Add WINSTON TOWERS CONDO ASSOC
Add Property Owner or Lessee

Primary Applicant *

Name	Action
Infor Team Dupe 1 E Jackson St. Chicago IL 60604	Remove

Previous Step
Next Step

Click on the 'Next Step' button

Emergency Contacts

- Click on the + Add Emergency Contact Information button

BACP Grant of Privilege Permits - Collection Bins



Provide the names and contact information of anyone that should be contacted in the event of an emergency.

*Required Information

Emergency Contact

Name	Phone	E-Mail	Additional Information
+ Add Emergency Contact Information			

Previous Step
Next Step

Click on the '+ Add Emergency Contact Information' button

BACP Application Grant of Privilege Permits

- Fill in required information
- Click on Add Emergency Contact Information

Add Emergency Contact Information ×

Name	<input type="text" value="TERI"/>	*
Phone	<input type="text" value="(312)445-6677"/>	*
E-Mail	<input type="text" value="TERI@TEST.COM"/>	*
Additional Information	<input type="text" value="emergency contact info"/>	* <i>i</i>

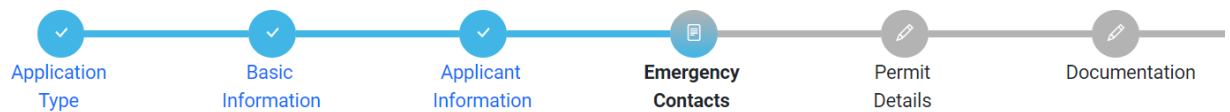
All fields with a * are required.

Cancel Add Emergency Contact Information

Click on the 'Add Emergency Contact Information' button

- Click on the Next Step button

BACP Grant of Privilege Permits - Collection Bins



Provide the names and contact information of anyone that should be contacted in the event of an emergency.

*Required Information

Emergency Contact

Name	Phone	E-Mail	Additional Information
TEST	(312)445-6677	Teri@test.com	emergency contact info

+ Add Emergency Contact Information

Previous Step Next Step

Click on the 'Next Step' button

BACP Application Grant of Privilege Permits

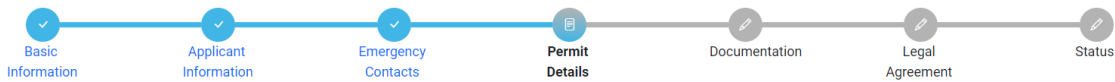
Permit Details

- An application number has been generated and application has been saved
- Fill in Schedule of Content removal times text box
- Click on +Add Property Information button

[Home](#) > [Permits](#)

BACP Grant of Privilege Permits - Collection Bins

(Application Number - BACP1900723)



Application number has been created

A valid City of Chicago business account is required to apply for this type of permit. If you do not know your business account number and/or site number, valid account information can be found at the [BACP Business License Lookup](#) site. If you do not have a business account with the City of Chicago you can upload a [BIS Sheet](#) on the Documentation step instead, and an account will be created for you.

*Required Information

BACP Account Information Details

BACP Account Number

[Click here to look up your BACP Account Number](#)

[Business Information Sheet \(BIS\)](#)

Collection Bin Information

Schedule of Content removal times

4pm every Friday

Fill in Schedule of Content removal times text box.

Property Information

Location

Half Address

Property Identification Number

+ Add Property Information

[Click here to look up your Property PIN](#)

Click on the '+ Add Property Information' button

Collection Bins

Exact Street Location (ie. S. State Street)

Length (ft.)

Width (ft.)

Height (ft.)

+ Add Collection Bins

[Previous Step](#)

[Next Step](#)

*If you don't know what your Property PIN number is, click on the blue hyperlink above for instructions on how to look up your pin number

- Fill in required fields
- Click on Add Property Information button to save location

Add Property Information

×

From	<input type="text" value="333"/>	*
To	<input type="text" value="333"/>	
Half Address	<input type="text"/>	i
Direction	<input type="text" value="S"/>	↓ *
Street Name	<input type="text" value="STATE"/>	*
Suffix	<input type="text" value="STREET"/>	↓
Property Identification Number	<input type="text" value="17-15-106-053-000"/>	* i

[Click here](#) to look up your Property PIN

All fields with a
*
are required.

Cancel

Add Property Information

Click on the 'Add
Property Information'
button

BACP Application Grant of Privilege Permits

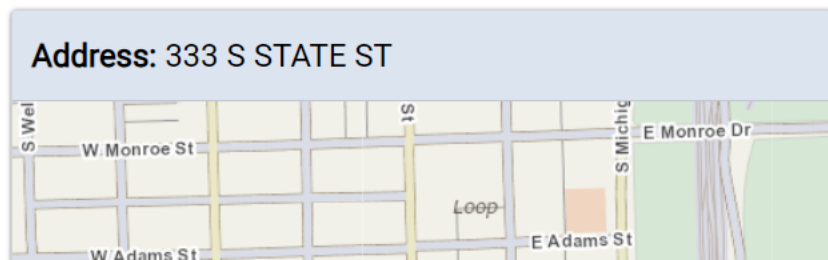
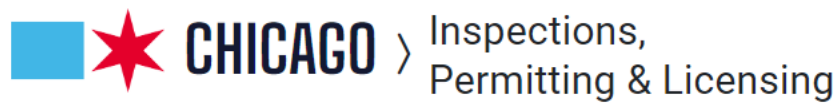
- Click on the Confirm button on the map

Add Property Information



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"/>	333	333	S	STATE	ST	



Click on the
'Confirm' button

Cancel

Re-Enter

Confirm

- Click on the + Add Collection Bins button

Collection Bin Information

Schedule of Content removal times

4pm every Friday

Property Information

Location	Half Address	Property Identification Number	
333 S STATE ST		17-15-106-053-000	Edit Delete

Maximum number of Property Information records reached (1).

[Click here to look up your Property PIN](#)

Collection Bins

Exact Street Location (ie. S. State Street)	Length (ft.)	Width (ft.)	Height (ft.)
<div>+ Add Collection Bins</div>			

Click on the '+
Add Collection
Bins' button

BACP Application Grant of Privilege Permits

- Fill in required fields
- Click on the Add Collection Bins button

Add Collection Bins ×

Exact Street Location (ie. S. State Street) *

Length ft. *

Width ft. *

Height ft. *

All fields with a
*
are required.

Cancel

Add Collection Bins

Click on the
'Add Collection
Bins' button

- Click on the Next Step button

Collection Bin Information

Schedule of Content removal times *

Property Information

Location	Half Address	Property Identification Number	
333 S STATE ST		17-15-106-053-000	Edit Delete

Maximum number of Property Information records reached (1).

[Click here to look up your Property PIN](#)

Collection Bins

Exact Street Location (ie. S. State Street)	Length (ft.)	Width (ft.)	Height (ft.)	
S. State	15	8	6	Edit Delete

[+ Add Collection Bins](#)

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

Click on the
'Next Step'
button

BACP Application Grant of Privilege Permits

Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the blue links below)
- Click on the + Add Documentation button



Please upload any relevant documentation. This process requires all documents to be uploaded one document type at a time. Templates / examples are available at the links below:

- [Business Information Sheet \(BIS\)](#)
- [Certificate of Liability Insurance](#)
- [Legal Agreement](#)

The following documentation is required for this application:

- Business Information Sheet (BIS) Upload Required - This action can be completed on the Documentation page
- Photograph Upload Required - This action can be completed on the Documentation page
- Property Owner or Lessee Approval Letter Upload Required - This action can be completed on the Documentation page
- Sitemap / Detailed Drawing Upload Required - This action can be completed on the Documentation page

Documents

+ Add Document

Previous Step

Next Step

Click on the '+
Add Document'
button

BACP Application Grant of Privilege Permits

- Click on the Choose File button to find your document to upload
- Select the option that meets what you are uploading (Each document you are uploading will need to be done separately)
- Click on Upload button

Add Document ×

Approved File Types: jpg, pdf, png

Choose File Web UI Test.jpg

Select the type(s) of documents that are included in the selected file:

- ☐ Neighboring business notification letter
- ☒ Business Information Sheet (BIS)
- ☐ Legal Agreement with Applicant Signature
- ☐ Photograph(s) of Proposed Site
- ☐ Property Owner or Lessee Approval Letter
- ☐ Site Map / Detailed Drawing

Cancel Upload

Click on the 'Choose File' button

Choose option that meets documentation you are uploading

Click on the 'Upload' button

- When all documentation has been uploaded, messages will be gone
- Click on the Next Step button



Please upload any relevant documentation. This process requires all documents to be uploaded one document type at a time. Templates / examples are available at

- [Business Information Sheet \(BIS\)](#)
- [Certificate of Liability Insurance](#)
- [Legal Agreement](#)

Required documentation messages are gone

Documents		
Document	Categories	
Web UI Test.jpg	• Business Information Sheet (BIS)	Edit Remove
Web UI Test.jpg	• Photograph(s) of Proposed Site	Edit Remove
Web UI Test.jpg	• Property Owner or Lessee Approval Letter	Edit Remove
Web UI Test.jpg	• Site Map / Detailed Drawing	Edit Remove
+ Add Document		

Previous Step

Next Step

Click on the 'Next Step' button

BACP Application Grant of Privilege Permits

Legal Agreement

- Read legal agreement
- Select I Agree option
- Click on Submit button

In order to finish your application, you must agree to the terms and conditions below.

**Required information*

Legal Agreement

I hereby understand and accept the terms and conditions relative to the issuance of the permit, and by signing below, I acknowledge the receipt of a copy of the Municipal Code of Chicago's 7-28-785 Collections Bins and the applicable Rules and Regulations promulgated herein.

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:


1. Install or maintain any Collection Bin(s) outdoors on private property after the issuance of the permit by the Director of Business Affairs and Licensing;
2. Pay the \$100.00 permit fee (two-year term), per Collection Bin, in order to ensure automatic zip code-based permit renewal pursuant to 4-4-021;
3. Resolve all Account Holds and failure to do so will prevent the processing of this permit Application;
4. Post a copy of the permit on the Collection Bin(s) and maintain an original on site;
5. Maintain the Collection Bin(s) in good condition and repair;
6. Use a Collection Bin(s) of sufficient size to prevent any overflow or accumulation of other donated items outside of the collection bin;
7. Cause to be removed at my own cost and expense all contents of the Collection Bin(s) at such frequency to prevent the overflow and accumulation of clothes or other donated items outside of the collection bin(s);
8. Post the schedule of removal of the items shall be posted on the Collection Bin(s);
9. Ensure that the Collection Bin(s) is only being used by the operator listed on the permit;
10. Post the name of the operator and permit number on the Collection Bin(s);
11. Post the name and telephone number of the local contact person to contact in case of any emergency on the Collection Bin(s);
12. Maintain a website, updated weekly, which lists the addresses and wards of each Collection Bin installed or maintained by the operator, and a map indicating the location of the Collection Bin(s) within the City.

I guarantee that no dwelling unit, as defined by 13-4-010, exists on this property.

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

E-Signature

Sign in the canvas below and save your signature as an image!



Previous Step [Accept](#)

Provide your e-signature

Click on the 'Accept' button

Status page

- All previously entered information will be on this page
- Page will let user know what the status of the application is

[Home](#) > [Permits](#)

BACP Grant of Privilege Permits - Collection Bins

(Application Number - BACP1900723)

Please click here to subscribe to Chicago Business Alerts, including notifications for wind advisories.

Application Information:

- Your application is currently under review by BACP. You will receive an email when the review is complete.

[Cancel Application](#)

Summary

Type	BACP Grant of Privilege Permits
Status	Intake Review
Applicants	Infor Team Dupe-Primary Applicant And 1 Others more info...

Application Status information

BACP Application Grant of Privilege Permits

Sidewalk Café's and all other PWU types will follow the same process. The differences are what documentation is required and the information the applicant will enter on the Project Details page.

The applicant will be notified for the following:

- When reviews are resulted
- When fees are added
- When permit is active
- When the renewal process will start