City of Chicago

BACP – Apply for a Collection Bin Permit

User Guide [Ver. 1.0]
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Portal</td>
<td>3</td>
</tr>
<tr>
<td>Log into the application</td>
<td>3</td>
</tr>
<tr>
<td>Select Application Type</td>
<td>5</td>
</tr>
<tr>
<td>Creating an application – Collection Bins</td>
<td>6</td>
</tr>
<tr>
<td>Application Information – Add Primary Applicant</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>8</td>
</tr>
<tr>
<td>Project Details</td>
<td>10</td>
</tr>
<tr>
<td>Documentation</td>
<td>15</td>
</tr>
<tr>
<td>Legal Agreement</td>
<td>17</td>
</tr>
<tr>
<td>Status page</td>
<td>17</td>
</tr>
</tbody>
</table>
Web Portal

Log into the application

- Click on the Permit button

Enter your user name and password

Click on the ‘Sign In’ button

Click on the ‘Permit’ button.
• Click on the ‘Apply For New Permit’ button
Select Application Type

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.

BACP Sidewalk Sign Permits
Apply for Sidewalk Sign Use Permit. If you do not have a BACP Account Number you'll be required to complete and upload a Business Information Sheet (BIS). You may review the Sidewalk Sign Ordinance, Sidewalk Sign Operational Conditions, and a sample Sidewalk Sign Site Plan.

BACP Sidewalk Café Permits
Apply for Sidewalk Café Use Permit. If you do not have a BACP Account Number you'll be required to complete and upload a Business Information Sheet (BIS). You may review the Sidewalk Café Ordinance, Sidewalk Café Accessibility Requirements and Sidewalk Café Rules and Regulations.

Click on the ‘BACP Grant of Privilege Permits’ button.
Creating an application – Collection Bins

- Fill in required Information

Application Information – Add Primary Applicant

- Click on the add Primary Applicant button
- Enter a name in the search box or you can leave it blank to bring back all applicants.

![Search For Primary Applicant]

Click on the Search button

- Click on the Select button of the applicant you want

![Select Primary Applicant]

Click on the Select button
- Click on the Next Step button

Emergency Contacts
- Click on the + Add Emergency Contact Information button
BACP Application Grant of Privilege Permits

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

All fields with an * are required.

Click on the Add Emergency Contact Information button

Click on the Next Step button
Project 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

*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

All fields with an asterisk (*) are required.
BACP Application Grant of Privilege Permits

- Click on the Confirm button on the map
• Click on the + Add Collection Bins button
BACP Application Grant of Privilege Permits

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

All fields with a * are required.

Click on the Add Collection Bins button

- Click on the Next Step button
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
• 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

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

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

Status page

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