

City of Chicago

# BACP – Apply for a Public Way Use Permit

User Guide [Ver. 1.0]

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## Web Portal

### Log into the application

**CHICAGO**

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 Way Work License Application](#)
- [Summer License Application](#)

**Sign In**

Username

Password

**Sign In**

[Forgot Login Info?](#)

[Create New Account](#)

**Click on the 'Sign In' button**

**Click on the 'Permits' dropdown**

**Permits, Permitting & Licensing**

[Translate](#) [Select Language](#)

Renee Griffin ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation [Cart \(0\)](#)

[Home](#)

**Dashboa**

[Home](#)

[Search Permits](#)

[Create Permit](#)

**Select 'Create Permit'**

[Search](#) [Advanced Search](#)

[Select Items To Pay](#)

**No data found for the search parameters that were provided.**

Note that only items that are associated to your account will appear in your dashboard. [Click here to perform a broader search for permits.](#)

If you need assistance, please contact [support](#) for the appropriate department.

If your question is about an existing application, please include your application number or the address of your application.

- **Select 'Create Permit'**


## Select Application Type


- Click on the BACP Grant of Privilege Permits button

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

### Application Type


Search...

**DOB EPP**  
**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 GP**  
**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 will be required to complete and upload a [Business Information Sheet \(BIS\)](#) when applying for the City of Chicago Collection Bins.  

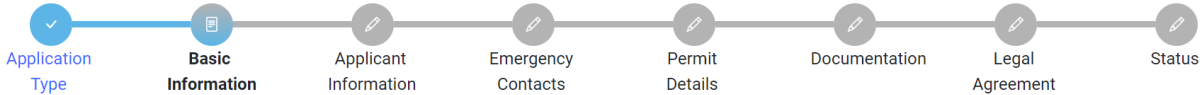
Under 'BACP Grant of Privilege' Click on 'Let's get started'

  
[Let's get started](#)

**BACP GP**  
**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](#).  
[Let's get started](#)

## Creating an application – Public Way Use

- Select Public Way Use from the Application Type list
- Click on Next Step



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

PWU Web UI

Select Public Way Use from the Application Type dropdown

\*

i

Application Type

Public Way Use

▼

\*

Description of Request

PWU test

\*

i

Previous Step

Next Step

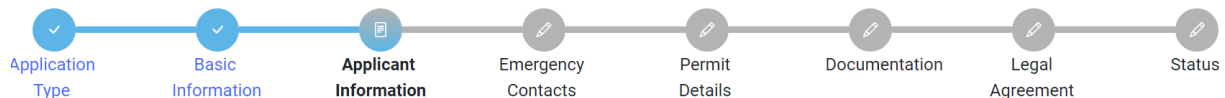
Click Next Step

## Application Information – Add Primary Applicant

- Click on the add Primary Applicant button or the Add Infor Team Dupe button

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

### BACP Grant of Privilege Permits - Public Way Use



If you are the Primary Applicant click 'Add Me'. Otherwise click 'Add Primary Applicant' to search for a contact and add them to this application.

*\*Required Information*

**Primary Applicant**

Click the 'Add Me' button to search for a company and add them to this application.

Add Primary Applicant

Previous Step

Next Step

- If you select 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

Search by Name

Infor

Click the Search button

Close

Search

- Click on the Select button of the applicant you want

Select Primary Applicant

Click on the Select button

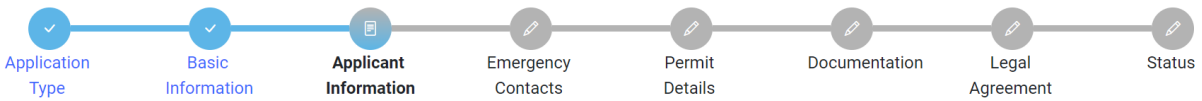
Contact	
Infor Team Phone - (555)***-5555 Email - h*****@gmail.com Chicago IL 60604	Select
BOOMERANG INFORMATION SERVICES, INC. Phone - (312)***-1206 Email - J*****@AMERITECH.NET CHICAGO IL 60604	Select
Infor Team Dupe Chicago IL 60604	Select
Ed Winford Phone - (773)***-3700	Select

Close

Search Again

Add New Contact

## BACP Grant of Privilege Permits - Public Way Use



If you are the Primary Applicant click 'Add Me'. Otherwise click 'Add Primary Applicant' to search for a contact and add them to this application.

*\*Required Information*

**Primary Applicant \***

Name	Action
Infor Team (555)***-5555 h*****@gmail.com 1 E Jackson LL30 Chicago IL 60604	<button>Remove</button>

[Previous Step](#)

[Next Step](#)

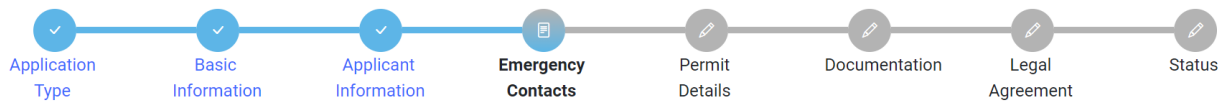
Click Next Step

## Emergency Contacts

- Click on the + Add Emergency Contact Information button

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

## BACP Grant of Privilege Permits - Public Way Use



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

*\*Required Information*

**Emergency Contact**

Name	E-Mail	Additional Information
<div>Click on the + Add Emergency Contact Information button</div> <div><button>+ Add Emergency Contact Information</button></div>		

[Previous Step](#)

[Next Step](#)

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

Add Emergency Contact Information

Name

TEST

Phone

(312)999-9999

E-Mail

TEST@TEST.COM

Additional Information

testing

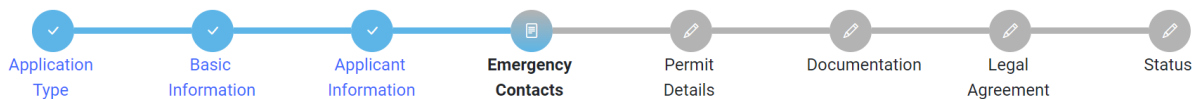
Click on Add Emergency Contact Information Button

Cancel

Add Emergency Contact Information

- Click on the Next Step button

## BACP Grant of Privilege Permits - Public Way Use



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)999-9999	test@test.com	testing <a href="#">Edit</a>   <a href="#">Delete</a>

+ Add Emergency Contact Information

Previous Step

Next Step

Click Next Step button

## Permit Details

- An application number has been generated and application has been saved
- Enter your BACP account number
- Enter the Site number for the location
- Select the PWU Type
- Select Grade Level
- Select Existing or Proposed (If
- Enter PWU Property Information
- Enter PWU Obstruction Information



## BACP Grant of Privilege Permits - Public Way Use

(Application Number - BACP1900800)

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

- ✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

**BACP Account Information Details**

Enter your BACP Account Number

BACP Account Number

408408

i

Site Number

1

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

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

Enter the Site Number for the location

\*If you don't know what your BACP account number is, you can click on the BACP Account Number link above to follow the instructions on how to look it up or create a new one

**PWU Property Information Details**

Select PWU Type

PWU Type

Bicycle Rack

▼

\*

Select Grade Level

Grade Level

Above Grade

▼

\*

Select Existing or Proposed

Existing or Proposed

Proposed

▼

\*

i

**PWU Property Information \***

Location

Half Address

+ Add PWU Property Information

Click on + Add PWU Property Information

Add PWU Property Information

From

333

\*

To

333

Half Address

i

Direction

S

▼

\*

Street Name

STATE

\*

Suffix

STREET

Click on Add PWU Property Information

Cancel

Add PWU Property Information

PWU Obstruction Information

Quantity

Height

Click on + Add PWU Obstruction Information

Depth over public way (ft.)

Height Above or Below Grade (ft.)

+ Add PWU Obstruction Information

Describe in detail how the public way is to be used together with the description of location

\*

Previous Step

Next Step

- Fill out required information
- Click on Add PWU Obstruction Information

- Fill out all required information
- Click on Add PWU Obstruction Information

Click on Add PWU Obstruction Information

- Click on Next Step

Add PWU Obstruction Information

Exact Street Location (ie. S. State Street)

State

\*

Quantity

2

\*

Length of structure along public way

5

ft.

\*

i

Height of structure

5

ft.

\*

i

Depth over public way

5

ft.

\*

i

Height Above or Below Grade

5

Cancel

Add PWU Obstruction Information

Click on Add PWU Obstruction Information button

- Click Next Step

PWU Obstruction Information \*

Quantity	Height of structure (ft.)	Depth over public way (ft.)	Height Above or Below Grade (ft.)
2	5	5	5

[Edit](#) | [Delete](#)

+ Add PWU Obstruction Information

Describe in detail how the public way is to be used together with the description of location

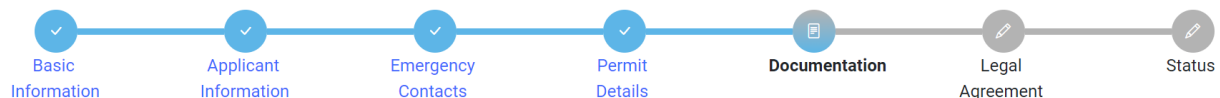
Details \*

Fill in public way use details

Previous Step Next Step Click Next Step button

## Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the links below)



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

Click on the + Add Document button

+ Add Document

- 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)

Add Document
×

Approved File Types: jpg, pdf, png

Choose File

cityofchicago.png

Click the Choose File button

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

Choose option that meets documentation that you are uploading

Click the Upload button

Cancel

Upload

- When all documentation has been uploaded, messages will be gone

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](#)

Required  
documentation  
messages are gone

Documents		
Document	Categories	
<a href="#">cityofchicago.png</a>	• Business Information Sheet (BIS)	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">cdotjpg.jpg</a>	• Photograph(s) of Proposed Site	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">811chicago2.png</a>	• Property Owner or Lessee Approval Letter	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">811chicago2.png</a>	• Site Map / Detailed Drawing	<a href="#">Edit</a>   <a href="#">Remove</a>
<div> <div>+ Add Document</div> <div>Click on the Next Step button</div> </div>		

Previous Step
Next Step

## Legal Agreement

- Read legal agreement
- Sign in the E-Signature Box
- Click Accept

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 box

Sign in the E-Signature box



Previous Step

Accept

Click Accept

Previous Step

Clear

Accept

## Status page

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

## BACP Grant of Privilege Permits - Public Way Use

(Application Number - BACP1900800)



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.
- Account Hold - You have an unresolved hold on your account that may prevent your permit from being issued or renewed. Review the hold information below for details.

Cancel Application

### Summary

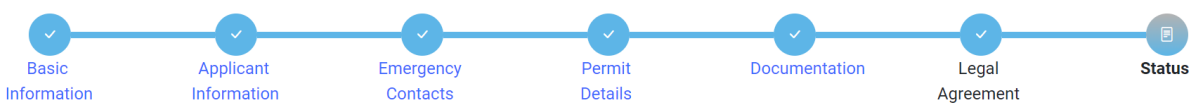
Type	BACP Grant of Privilege Permits
Status	Intake Review

## Appeal Process


\*Once an application enters the Appeal Process milestone, the applicant will receive an email notifying them that they have 10 business days to appeal before their permit gets denied


- On the Web, the status will be Denied
- There will be a message stating: "To Appeal this permit, please click on the Appeal button below"
- As the applicant, click on the Appeal This Permit button

**BACP Grant of Privilege Permits - Public Way Use**  
(Application Number - BACP1900800)



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.
- Your application has been denied.
- Account Hold - You have an unresolved hold on your account that may prevent your permit from being issued or renewed. Review the hold information below for details.
- To appeal this  Appeal button below.

[Cancel Application](#) [Appeal This Permit](#)

- Attach a required letter of appeal
- Fill out required comments
- Click on Yes, Appeal button

## Permit Appeal



In order to request an Appeal, please provide a letter of appeal.

Approved File Types: jpg, pdf, png

**Attach a letter of  
appeal**

Choose File

cityofchicago.png

Comments

Appeal This Permit

**Fill out appeal  
comments**

Are you sure you want to submit this Appeal?

**Click Yes,  
Appeal button**

Cancel

Yes, Appeal