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

- There are 3 options: BACP Grant of Privilege Permits (PWU and Collection bins), BACP Sidewalk Sign Permits, and BACP Sidewalk Café Permits
- Click on the BACP Grant of Privilege Permits button
Creating an application – Public Way Use

- Select Public Way Use from the Application Type list
- Click on Next Step
Application Information – Add Primary Applicant

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

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.
• Click on the Select button of the applicant you want

• Click on the Next Step button

Emergency Contacts
• Click on the + Add Emergency Contact Information button
• Fill in required information
• Click on Add Emergency Contact Information button

All fields with a * are required.

• Click on the Next Step button

Emergency Contacts
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 Contacts *

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teri</td>
<td>(312)555-5121x2</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>available 24/7</td>
</tr>
</tbody>
</table>

Click on the Add Emergency Contact Information button

Click on the 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

Application number has been created

Enter your BACP Account Number

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
- Click on + Add PWU Property Information
- Fill out all required information
- Click on Add PWU Property Information

- Click on + Add PWU Obstruction 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

Click Next Step
Documentation

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

Click on the + Add Document 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

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

### Required documentation

#### Documentation

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

Application Number: BACP185387

- Business Information Sheet (BIS)
- General Liability Insurance
- Example Sign, Canopy/Awnings and Lights/Drawings
- Legal Agreement
- Site Plan

#### E-Signature

Sign in the canvas below and save your signature as an image!
Status page
- All previously entered information will be on this page
- Page will let user know what the status of the application is

**Permit Application Status**

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

Application Number - BACP1685387

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>BACP Grant of Privilege Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Intake Review</td>
</tr>
<tr>
<td>Applicant Information</td>
<td>Infor Team-Primary Applicant</td>
</tr>
</tbody>
</table>

[Application Information]

[Image of Permit Application Status page]
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

1. Click on Appeal This Permit button
2. Attach a required letter of appeal
3. Fill out required comments
4. Click on Yes, Appeal button

Click on the ‘Yes, Appeal’ button.