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Web Portal

Log into the application

1. Click on the Permit button
2. Enter your user name and password
3. 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 Sidewalk Café Permits button
Creating an application – Sidewalk Cafe

*If you’re inputting an address with an active Sidewalk Café or Sidewalk Sign Permit, you will receive the following error message below and you will not be able to move forward with creating your permit.

1. Fill in the required Information by entering a new address
2. Click on the Search button
• Click on the Next Step button

Application Information

Application Information – Add Primary Applicant

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

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 Search button

• Click on the Select button of the applicant you want
• Click on the Next Step button

![Applicant Information](image1)

Click on the Next Step button

**Emergency Contacts**

• Click on the + Add Emergency Contact Information button

![Emergency Contacts](image2)

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 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 (You must have a valid retail food establishment license)
- Enter the Site number for the location
- Enter Permit Year
- Enter Proposed Sidewalk Café Seating Capacity
- Enter Proposed Days and Hours of Operation
- Business location grid is pre-populated with the location you entered initially

*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 Sidewalk Café Location and Dimensions

Enter Proposed Days and Hours of Operation

Fill out all required information
Click on Add Sidewalk Café Location and Dimensions

Business location grid is pre-populated with the location you entered initially

Click on + Add Sidewalk Café Location and Dimensions

Click 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

Legal Agreement
• Read legal agreement
• Provide your signature
• Click on Accept button

Click on the Next Step button
Required documentation messages are gone

Read Legal Agreement
Provide your signature
Click on 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

### Permit Application Status

**BACP Sidewalk Café Permits - Sidewalk Cafe**

Application Number - BACP1685386

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 Sidewalk Café 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>
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

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