

City of Chicago

# BACP – Apply for a Sidewalk Sign 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](#)
- [Dumpster License Application](#)

**Sign In**

Username

Password

[Sign In](#)

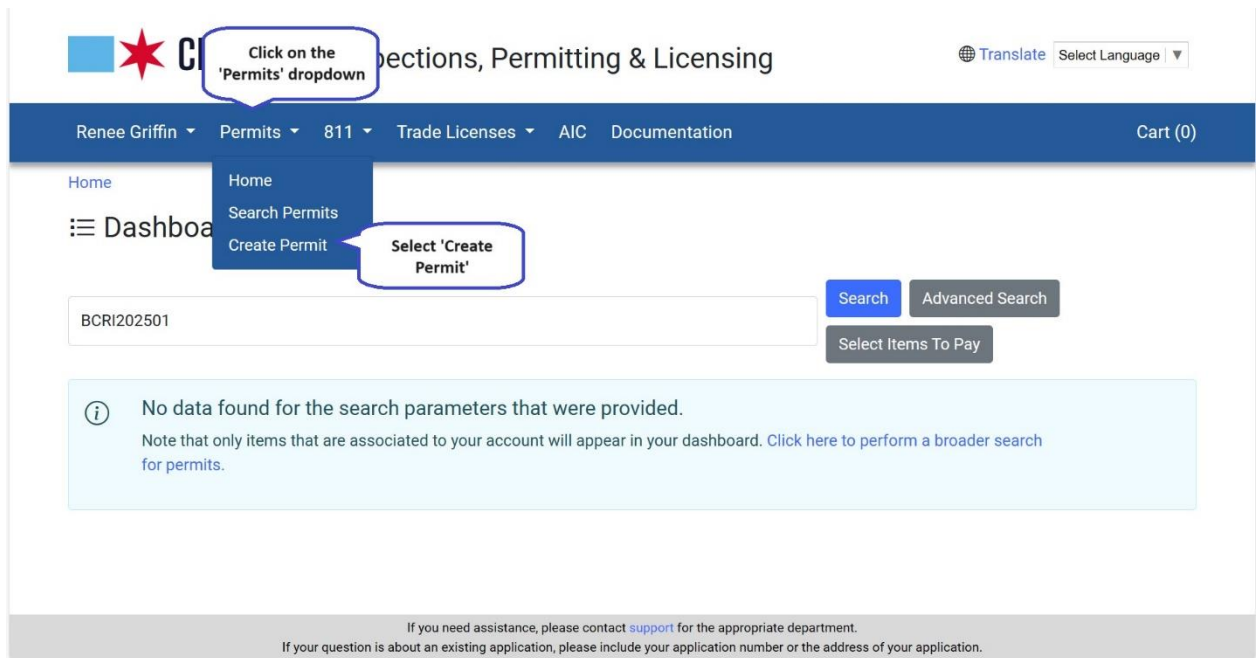
[Forgot Login Info?](#)

[Create New Account](#)

Enter your username and password

Click on the 'Sign In' button

- Click on the 'Permits' dropdown
- Select 'Create Permit'



## Select

- Click on Let's get started under the BACP Sidewalk Sign Permits

[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

### 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 Operation](#), and [Sidewalk Sign](#).

Click Let's get started under the BACP Sidewalk Sign Permits

Let's get started

## Creating an application – Sidewalk Sign

\*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.

The following Permit(s) already exist at this address:  
BACP1696583, DAKKER INDUSTRIES LLC, 6/28/2022 - 6/27/2023

Location Information

From	<input type="text" value="348"/>	*
To	<input type="text" value="348"/>	
Direction	<input type="text" value="S"/>	*
Street Name	<input type="text" value="STATE"/>	*
Suffix	<input type="text" value="ST"/>	

Search

- Fill in the required Information by entering a new address
- Click on the Search button

## Location Form



Street Number From  
333



Street Number To  
333

Direction  
S



STATE



Street Type  
ST

Click on the  
Search button

Search

- Enter in the Application Title and Description of Request
- Click on the Next Step button

### BACP Sidewalk Sign Permits

The screenshot shows the 'Basic Information' step of the 'BACP Sidewalk Sign Permits' application process. A progress bar at the top indicates the current step. The form contains two main input fields: 'Application Title' and 'Description of Request'. Both fields are marked with an asterisk and an information icon, indicating they are required. A callout bubble points to the 'Application Title' field with the text 'Enter in Application Title'. Another callout bubble points to the 'Description of Request' field with the text 'Enter in Description of Request'. At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout bubble points to the 'Next Step' button with the text 'Click on Next Step'.

Application Type

Basic Information

Applicant Information

Emergency Contacts

Permit Details

Documentation

Legal Agreement

Status

Enter a brief description of your request and optionally add a recognizable title.

*\*Required Information*

Basic Information

Enter in Application Title

Application Title

Sidewalk Sign

Description of Request

New Sidewalk Sign

Enter in Description of Request

Previous Step

Next Step

Click on Next Step

### Application Information – Add Primary Applicant

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

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

### BACP Sidewalk Sign Permits - Sidewalk Sign Permit

The screenshot shows the 'Applicant Information' step of the 'BACP Sidewalk Sign Permits' application process. A progress bar at the top indicates the current step. The form contains a section titled 'Primary Applicant \*'. Below this title, there is a text instruction: 'Click the 'Add Primary Applicant' button to search for a company and add them to this application.' Below the instruction, there is a button labeled 'Add Primary Applicant'. A callout bubble points to this button with the text 'Click Add Primary Applicant'. At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'.

Application Type

Basic Information

Applicant Information

Emergency Contacts

Permit Details

Documentation

Legal Agreement

Status

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 Primary Applicant' button to search for a company and add them to this application.

Add Primary Applicant

Click 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





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 606	<button>Remove</button>

**Click on Next Step**

Previous Step **Next Step**

## Emergency Contacts

- Click on the + Add Emergency Contact Information button

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

### BACP Sidewalk Sign Permits - Sidewalk Sign Permit



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

*\*Required Information*

**Emergency Contact**

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

**Click on the + Add Emergency Contact Information button**

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

## BACP Sidewalk Sign Permits - Sidewalk Sign Permit



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	test

+ Add Emerg

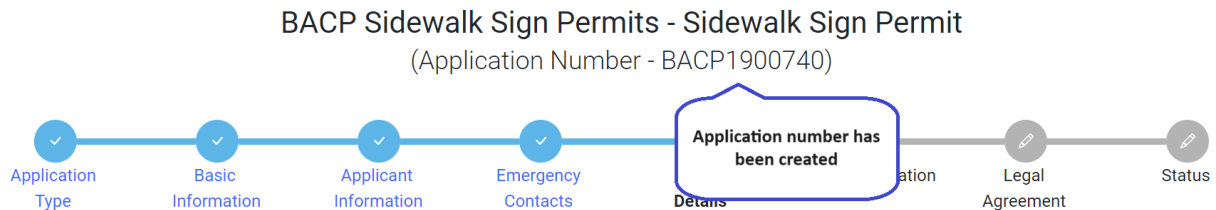
Click the Next Step button

Previous Step

Next Step

## 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
- PWU Type = "Sidewalk Sign"
- Grade Level = "On Grade".
- PWU Type and Grade Level fields are read only
- Skip Address Check field will be hidden
- PWU Property Information grid is pre-populated with the location you entered initially



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	<input type="text" value="408408"/>
Site Number	<input type="text" value="1"/>
<a href="#">Click here to look up your BACP Account Number</a>	
<a href="#">Business Information Sheet (BIS)</a>	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

PWU Type = Sidewalk Sign

PWU Type

Sidewalk Sign

\*

Grade Level

On Grade

\*

Existing or Proposed

Proposed

Grade Level = On Grade

\*

i

PWU Property Information \*

Select whether this is an existing or proposed Sidewalk Sign

Location

Half Address

333 S STATE ST

PWU Property Information grid is pre-populated with the location you entered initially

Sign Information \*

Height of Sign (ft.)	Depth of Sign (ft.)	Area of Sign (ft.)
<div>+ Add Sign Information</div>		
<p>Describe in detail how the public way is to be used together with the description of location</p>		

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

- Click on Add Sign Information
- Fill out all required fields

Add Sign Information

×

Exact Street Location (ie. S. State Street)	State	*
Quantity	1	*
Width of Sign	10	ft. * i
Height of Sign	10	ft. * i
Depth of Sign	10	ft. * i
Area of Sign	10	ft. * i

Is this sign(s) illuminated (Y/N) ☐ Yes ☒ No

Cancel

Add Sign Information

- There will be a message below stating that you can only have 1 Sign Information record  
Message will state: Maximum number of Sign Information records reached (1).
- Click on Next Step

Sign Information \*

Height of Sign (ft.)	Depth of Sign (ft.)	Area of Sign (ft.)
10	10	10

Maximum number of Sign Information records reached (1).

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

Enter detail description

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) • Click on the + Add Document button

- [Business Information Sheet \(BIS\)](#)
- [General Liability Insurance](#)
- [Example Sign, Canopy/Awning and Light\(s\) Drawings](#)
- [Legal Agreement](#)
- [Sidewalk Sign Site Plan](#)

The following documentation is required for this application:

- General Liability Insurance Upload Required - This action can be completed on the Documentation page
- Photograph Upload Required - This action can be completed on the Documentation page
- Plans displaying the items to be located on, over or under the public way Upload Required - This action can be completed on the Documentation page

Click on the + Add Document button

+ Add Document

Previous Step Next Step

- 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
- 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 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>

+ Add Document

Click on the Next Step button

Previous Step

Next Step

## Legal Agreement

- Read legal agreement
- Provide your signature
- Click on the Accept button

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

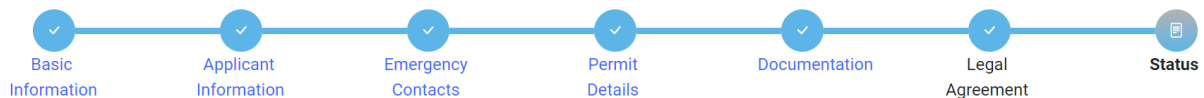
Accept

## Status page

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

### BACP Sidewalk Sign Permits - Sidewalk Sign Permit

(Application Number - BACP1900740)



Please click [here](#) to subscribe to Chicago Business Alerts, including notifications for wind advisories.

#### Application Status Information



#### 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 Sidewalk Sign 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 Sidewalk Sign Permits - Sidewalk Sign Permit

(Application Number - BACP1900740)



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#### 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 permit, please click on the Appeal button below.

Cancel Application

Appeal This Permit

Click on the Appeal This Permit button

- 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

Choose File

cityofchicago.png

Comments

Appeal This Permit

Are you sure you want to submit this Appeal?

Cancel

Yes, Appeal

**Attach a letter of appeal**

**Fill out appeal comments**

**Click Yes, Appeal button**