

City of Chicago

CDOT

Address Certificate

Web Portal User Guide [Ver. 2.0]

Contents

Web Portal	3
Starting an Address Certificate Permit application	3
Applicant	5
Additional Details	9
Address Certificate Details	9
Adding Address(es).....	10
Adding a property PIN (property index number)	12
Application Documentation.....	14
Legal Agreements	16
Application Fee and Status	16
Application in Review	18
Applicant Correction Status	19
Corrections Review Status	21
Fee Payment Status	22
Active Status	23

Application Process

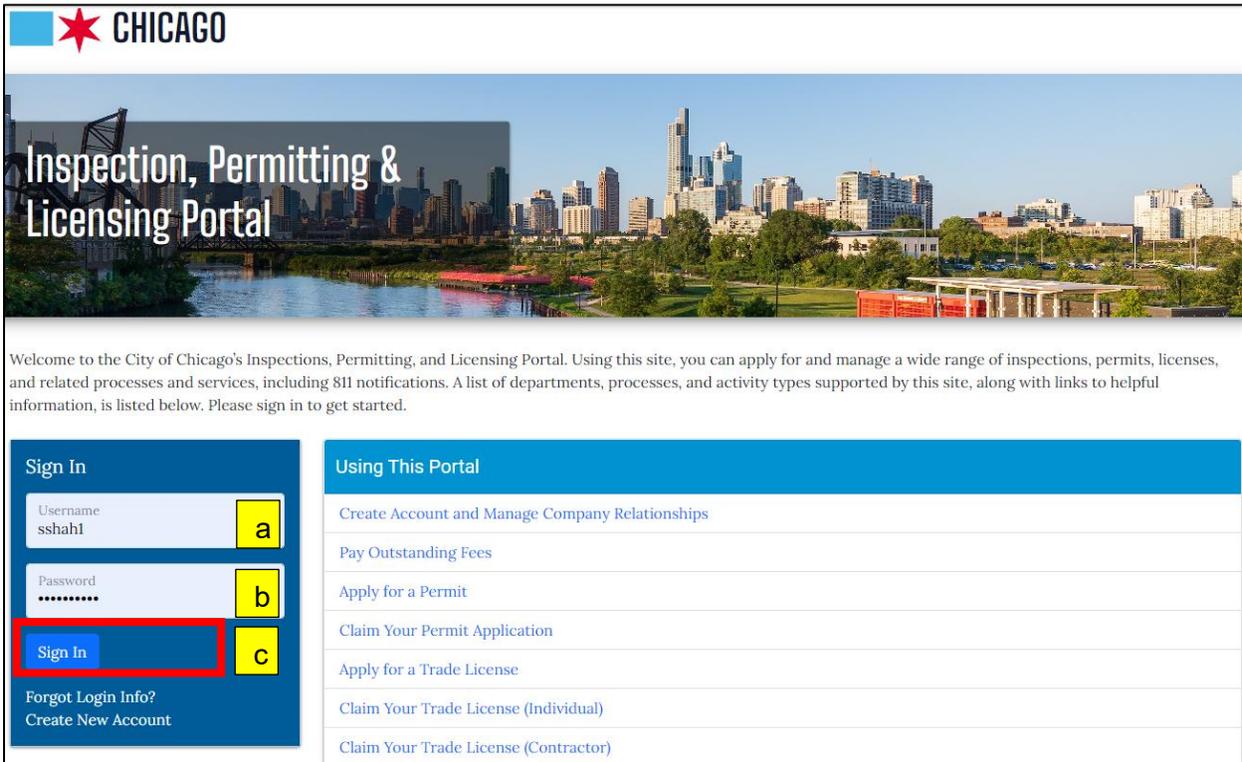
This guide will walk you through the end-to-end process of an Address Certificate Permit

Web Portal

Starting an Address Certificate Permit application

Login to the web portal with the following steps

- a. Enter your User ID
- b. Enter your Password.
- c. Click on the Sign In button.



The screenshot shows the City of Chicago's "Inspection, Permitting & Licensing Portal" login page. At the top left is the Chicago logo. Below it is a banner image of the city skyline with the text "Inspection, Permitting & Licensing Portal". A welcome message follows: "Welcome to the City of Chicago's Inspections, Permitting, and Licensing Portal. Using this site, you can apply for and manage a wide range of inspections, permits, licenses, and related processes and services, including 811 notifications. A list of departments, processes, and activity types supported by this site, along with links to helpful information, is listed below. Please sign in to get started."

The page features two main sections:

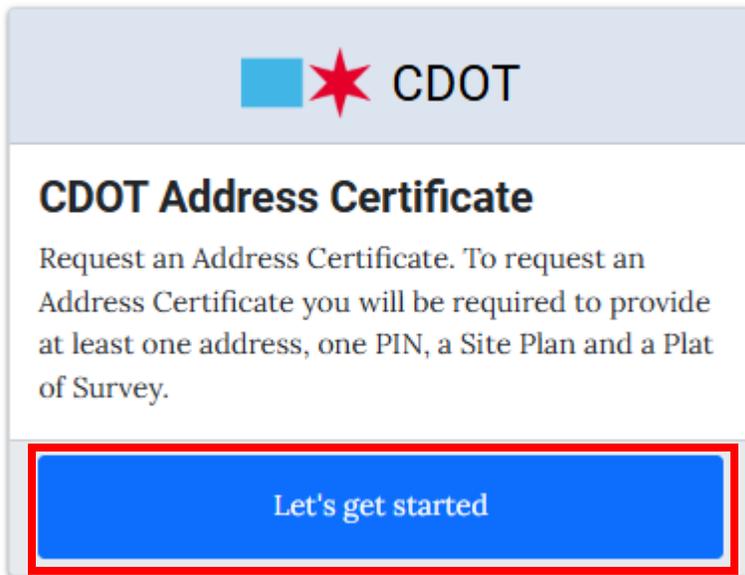
- Sign In:** A blue box containing a "Sign In" header, a "Username" field with the value "sshahl" (marked with a yellow 'a'), a "Password" field with masked characters (marked with a yellow 'b'), a "Sign In" button (marked with a yellow 'c' and a red box), and links for "Forgot Login Info?" and "Create New Account".
- Using This Portal:** A blue header above a list of services: "Create Account and Manage Company Relationships", "Pay Outstanding Fees", "Apply for a Permit", "Claim Your Permit Application", "Apply for a Trade License", "Claim Your Trade License (Individual)", and "Claim Your Trade License (Contractor)".

CDOT – Address Certificate

Click on the Permits drop-down and then select Apply for Permit



Select the CDOT Address Certificate “Let’s get started” button.



CDOT – Address Certificate

Applicant

On the Applicant page, the user can add an Applicant or a Developer. The Applicant is required, the Developer is not.

CDOT Address Certificate

Provide the Applicant and optionally the Developer.

***Required Information**

Applicant *

Click the 'Add Applicant' button to search for an applicant and add them to this application.

[Add Super Duper Company](#) [Add Applicant](#)

Developer

If any companies other than your own will be acting as Developer, click the 'Add Developer' button to add them to this application.

[Add Super Duper Company](#) [Add Developer](#)

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

To add an Applicant, if the web user is associated with a company, they will have a button with “Add <Company Name>” that when selected will add their company name as the applicant or they can select the “Add Applicant” button which allow the applicant to search for someone.

Click on the Add <Company Name> button to add your company.

Applicant *

Click the 'Add Applicant' button to search for an applicant and add them to this application.

[Add Super Duper Company](#) [Add Applicant](#)

Now my company is added as the Applicant.

Applicant *

Name	Action
Super Duper Company (312)***-6677 t***@test.com 333 N. State Street Chicago IL 60606	Remove

CDOT – Address Certificate

To add a Developer, I can either add the company I'm associated with by clicking on the "Add <company name>" button, or I can click on the "Add Developer" button.

In this example, we will click on the "Add Developer" button.

Developer

If any companies other than your own will be acting as Developer, click the 'Add Developer' button to add them to this application.

[Add Super Duper Company](#) [Add Developer](#)

Enter the company name for your developer that you want to find. Then click on the "Search" button.

Search For Developer ×

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Search by Name *

[Close](#) [Search](#)

CDOT – Address Certificate

The system will return a list of companies to choose from. Click on the select button next to the company you want to choose.

Select Developer

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Contact

MB BUILDERS &
DEVELOPERS, INC.*
Phone - (312)***-1800
CHICAGO IL 60622

Select

Contact

G & H DEVELOPERS
CORPORATION
Phone - (312)***-4172
Email -
c*****@nationalplazas.co
m
CHICAGO IL 60606-

Select

Contact

FOLLYN BUILDERS &
DEVELOPERS, LLC.
Phone - (773)***-0291
Email -

Close Search Again Add New Contact

CDOT – Address Certificate

This will update your Developer on the Applicant page.

CDOT Address Certificate

Application Type Applicant Additional Details Documentation Legal Agreement Status

Provide the Applicant and optionally the Developer.
**Required Information*

Applicant *

Name	Action
Super Duper Company (312)***-6677 t***@test.com 333 N. State Street Chicago IL 60606	Remove

Developer

Name	Action
MB BUILDERS & DEVELOPERS, INC.* (312)***-1800 923 N. ASHLAND AVENUE CHICAGO IL 60622	Remove

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

To move to the next page, click on the “Next Step” button.

Developer

Name

MB BUILDERS & DEVELOPERS, INC.*
(312)***-1800
923 N. ASHLAND AVENUE
CHICAGO IL 60622

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

CDOT – Address Certificate

Additional Details

When the application moves to the Additional Details page, the applicant information will be saved and an Application Number will be generated. At this point the applicant can leave the application and come back to it as it will now be on their dashboard.

* An official website of the City of Chicago. [Here's how you know](#) ~

 CHICAGO > Inspection, Permitting & Licensing Portal

Teri Osmon ▾ Applications / Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (0)

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

CDOT Address Certificate

(Application Number - DOT2066081)



Complete the form below. Note the address(es) you provide are for application reference only; CDOT staff will assign the address upon review.

**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.

Address Certificate Details

In the Address Certificate Details section, there will be a drop-down menu for the Certificate Type. The user will select the option for what they are applying for.

Address Certificate Details

Certificate Type	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; height: 25px; margin-bottom: 5px;"></div><ul style="list-style-type: none">Additional AddressAddress ChangeAddress CorrectionAddress Verification Only (Not for Construction)Foundation OnlyInstitutionalNew AdditionNew ConstructionPark DistrictPlanning Review OnlyPostal Use OnlyRehabilitationVanity AddressZoning ChangeZoning ExceptionZoning VarianceOther</div>
Previous Certificate Number (If Available)	
Description of Request	
Address(es) *	
Location	
+ Add Address(es)	

CDOT – Address Certificate

For this example, we will be using New Construction as the Certificate Type.

If the certificate is an update to a previous certificate, the user can enter a Previous Certificate Number. (this field is not required)

The applicant must also fill in the Description of their Request.

Address Certificate Details

Certificate Type	New Construction	*
Previous Certificate Number (If Available)	DOT172766	
Description of Request	I am building a new house on a vacant property	*

Adding Address(es)

In the Address(es) section of the application, this is where the applicant will enter the address(es) they are applying for a certificate.

To add an address they will click on the “+ Add Address(es)” button.

Address(es) *

Location

+ Add Address(es)

The user will get an “Add Address(es) pop-up to fill in.

Add Address(es) ✕

Street Number	Street Number	*
Street Number End (if range address)	Street Number End (if range address)	
Direction		*
Street Name	Street Name	*
Suffix		

Cancel
Add Address(es)

CDOT – Address Certificate

The user can enter a point address or a range address based on the information they have. The following fields are required for an address –

- a. Street Number
- b. Direction
- c. Street name

Once the required information is entered. The user can click on the “Add Address(es)” button.

Except for a range address, an applicant can only enter one address.

Once the applicant has clicked on the button, they will get a confirmation page with a map based on their input. They can either confirm or Re-Enter their information or cancel all together.

	Street Number	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	333	S	STATE	ST	
<input type="radio"/>	(Your Entry) 333	S	STATE		

CDOT – Address Certificate

Once the address has been confirmed, it will be listed in the Address(es) section of the page.

Address(es) *

Location

333 S STATE ST 

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

Maximum number of Address(es) records reached (1).

Adding a property PIN (property index number)

The next section on the page is for the address pin. Property Index Number(s) (PINs) are not required, but if provided they will help assist in the processing of this application

To add a pin, click on the “+Add PIN” button.

PIN (Property Index Number)



Property Index Number(s) (PINs) are not required, but if provided will help assist in the processing of this application.

If you don't know the property PIN, go to the [Cook County Assessor website here](#). Search for the PIN, copy it, return to this page and paste it in the field below.

Pin Detail

PIN

[+ Add PIN](#)

CDOT – Address Certificate

The “Add PIN” pop-up will give the user an example of the formatting needed. It will disappear when the user starts typing the number.

They can enter a 14 digit number or a 10 digit number. If the user enters a 10 digit number, the last four digits of the pin will be zero’s.

Pin Detail

PIN

12-34-567-891-0000 [Edit](#) | [Delete](#)

[+ Add PIN](#)

Once all required information is added on the Additional Details page, the user can click on the “Next Step” button.

Pin Detail

PIN

12-34-567-891-0000

[+ Add PIN](#)

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

CDOT – Address Certificate

Application Documentation

This will take the applicant to the Documentation page with a list of documents needed for the application.

The applicant will be told they need to upload a Plat of Survey and a Site Plan. In order to do that, they will click on the “+Add Document” button.

CDOT Address Certificate
(Application Number - DOT2066081)

Upload any requested documentation. PDF is preferred. Other file formats may cause a delay in your application review.

The following documentation is required for this application:

- Plat of Survey Upload Required - This action can be completed on the Documentation page
- Site Plan Upload Required - This action can be completed on the Documentation page.

Documents

+ Add Document

Previous Step Next Step

In the pop-up window, select the option that will be uploaded. In this example, we will upload the Plat off Survey.

Select that option and then click on the “Choose File” button.

Add Document

Approved File Types: jpg, pdf, png

Choose File No file chosen

Select the type(s) of documents that are included in the selected file:

Other supporting documents

Plat of Survey

Site Plan

Cancel Upload

CDOT – Address Certificate

Find the file on your computer and click on the “Upload” button.

Add Document [Close]

Approved File Types: jpg, pdf, png

Choose File | Plat of Survey.png

Select the type(s) of documents that are included in the selected file:

- Other supporting documents
- Plat of Survey
- Site Plan

Cancel | Upload

Once all required documents are uploaded, the message at the top will go away and the applicant can proceed by clicking on the “Next Step” button.

CDOT Address Certificate
(Application Number - DOT2066081)

Application Type Applicant Additional Details **Documentation** Legal Agreement Status

Upload any requested documentation. PDF is preferred. Other file formats may cause a delay in your application review.

Document	Categories	
Plat of Survey.png	• Plat of Survey	Edit Remove
Site Plan.png	• Site Plan	Edit Remove

[+ Add Document](#)

Previous Step | **Next Step**

CDOT – Address Certificate

Legal Agreements

The applicant will be taken to the Legal Agreement page. They will need to read through the agreement and then select the option or “I Accept” and then click on the “Submit” button.



In order to submit this application, you must accept the Legal Agreement.

**Required Information*

Legal Agreement

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

I Accept *

Previous Step **Submit**

Application Fee and Status

Once the applicant has submitted their application, the application will move to the Status page and an Application Fee will be added.

CHICAGO Inspection, Permitting & Licensing Portal

Teri Osmon Applications / Permits 811 Trade Licenses AIC Documentation Cart (0)

Home > Applications / Permits

CDOT Address Certificate

(Application Number - DOT2066081)

A horizontal progress bar with six steps: Application Type, Applicant, Additional Details, Documentation, Legal Agreement, and Status. The first five steps are marked with a checkmark in a blue circle, indicating they are completed. The 'Status' step is marked with a document icon in a blue circle, indicating it is the current step.

Application Information:

- Fees - All Fees Must Be Paid In Full

Add to Cart (\$50.00) Cancel Application

Summary

Application Type	CDOT Address Certificate
Status	Application Fee
Applicants	Super Duper Company-Applicant And 1 Others more info...

CDOT – Address Certificate

On the Status page, the user can scroll through the page to see all the information they have entered. They can still make changes at this point. Once the fees have been paid, they will not be able to make any changes unless CDOT needs them to.

Fee				
Fee Description	Fee Status	Created Date	Paid Date	Amount
Address Certificate Fee	Unpaid	5/21/2025 1:53 PM		\$50.00

Important Dates	
Creation Date	5/21/2025
Submission Date	5/21/2025

Applicant 	
Applicant	
Name	
Super Duper Company (312)445-6677 test@test.com 333 N. State Street Chicago IL 60606	
Developer	
Name	
MB BUILDERS & DEVELOPERS, INC.* (312)750-1800 923 N. ASHLAND AVENUE CHICAGO IL 60622	

Additional Details 	
Address Certificate Details	
Certificate Type	New Construction
Previous Certificate Number (If Available)	DOT72766
Description of Request	I am building a new house on a vacant property
Address(es)	
Location	
333 S STATE ST 	
12 N JACKSON 	
1355 N DEAN ST 	
Pin Detail	
PIN	
12-34-567-891-0000	

Documentation 	
Document	Categories
Plat of Survey.png	<ul style="list-style-type: none"> Plat of Survey
Site Plan.png	<ul style="list-style-type: none"> Site Plan

CDOT – Address Certificate

The user can add their fee to their cart and follow the instructions to pay their application fee on the city’s payment portal.

⚠ Application Information:

- Fees - All Fees Must Be Paid In Full

Add to Cart (\$50.00)
Cancel Application

Application in Review

When the applicant’s application is in the “Application in Review” status, there is a message displayed at the top letting the applicant know their application is being reviewed.

Home > Applications / Permits

CDOT Address Certificate

(Application Number - DOT2065966)

⚠ Application Information:

- Your application is currently being reviewed. This process could take up to 10 business days. You will receive an email when the review is complete.

The applicant can scroll down on the status page to the Fee section to see that their fee has been paid.

Fee				
Fee Description	Fee Status	Created Date	Paid Date	Amount
Address Certificate Fee	Paid	5/8/2025 12:49 PM	5/8/2025 12:52 PM	\$50.00

From the above, the applicant can scroll to the Review History section to see the reviews that have been added and the status they are in.

Review History			
Review	Date Resulted	Status	Notes
Address Certificate Review		Pending	
Other Certificate Review		Pending	
CDOT Unpaid Fee Review		Pending	

CDOT – Address Certificate

Applicant Correction Status

When the application is in the Applicant Correction status, the applicant will get an email letting them know CDOT is asking them to correct something on their application. The applicant can click on the link in the email and after they log in, they will be taken to the application needing the correction.

[TEST]City of Chicago : Address Certificate Application DOT2076753 – Corrections Required

do_not_reply@cityofchicago.org
To: teri.osmon@outlook.com



ADDRESS CERTIFICATE APPLICATION UPDATE

Chicago Department of Transportation
2 N. LaSalle Street, Suite 1110
Chicago, IL 60602
Phone: 312-744-3449
Email: permits@cityofchicago.org

Please be advised that your application **DOT2076753** has one or more application reviews that were resulted as **CORRECTIONS REQUIRED**.

Application Number: DOT2076753
Application Address: 12 E JACKSON BLVD
Status: CORRECTIONS REQUIRED

One or more application reviews have resulted in CORRECTIONS REQUIRED. Please log into the City of Chicago Permit Portal and check the review comments on your application for details about the corrections that are required.

Applications with no activity for 180 days will be cancelled. A cancelled application may not be reinstated.

For additional details or to track your application status, please visit:
[DOT2076753](#)

If you have questions, please click on this link for customer service support:
[Go To Support Page](#)

Thank you for your attention to this matter.

Once on the application status page, the top section will tell the application where to look for what is needed.

CDOT Address Certificate (Application Number - DOT2065864)



Application Information:

- CDOT has requested additional information from the applicant. View the Review History below for notes from the reviewer. Additional documents may be uploaded on the Documentation page, then the agreement must be accepted on the Legal Agreement page.

Summary	
Application Type	CDOT Address Certificate
Status	Applicant Correction
Applicants	Super Duper Company-Applicant more info..

CDOT – Address Certificate

In the Review History section of the status page, in the Notes section of the review, there will be a note as to what is needed from the applicant. In the below example, they need to upload a more current site plan.

Review History			
Review	Date Resulted	Status	Notes
Address Certificate Review	6/13/2025 1:48 PM	Corrections Required	Please upload a more current site plan
Other Certificate Review	6/13/2025 1:48 PM	Review Completed	

To do this, click on the Documentation hyperlink at the top of the Status page.



Click on the + Add Document button and upload the document needed. Once that has been uploaded, click on the Next Step button.

Documents

Document	Categories
Plat of Survey.png	<ul style="list-style-type: none"> • Plat of Survey Edit Remove
Site Plan.png	<ul style="list-style-type: none"> • Site Plan Edit Remove

+ Add Document

Previous Step
Next Step

CDOT – Address Certificate

The applicant will be on the Legal Agreement page where they will click on the “I Accept” option and then click on the Submit button.

Legal Agreement

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

I Accept *

Previous Step
Submit

Corrections Review Status

After the above steps have been completed, the application is now in the Corrections Review Status. The application is back under review of CDOT.

⚠ Application Information:

- Your application is currently under review by CDOT. You will receive an email when the review is complete.

Summary	
Application Type	CDOT Address Certificate
Status	Corrections Review
Applicants	Super Duper Company-Applicant more info...

Review History			
Review	Date Resulted	Status	Notes
Address Certificate Review		Pending	
Address Certificate Review	6/13/2025 1:48 PM	Corrections Required	Please upload a more current site plan
Other Certificate Review	6/13/2025 1:48 PM	Review Completed	

CDOT – Address Certificate

Fee Payment Status

Once all of the reviews have been completed, the applicant will receive an email letting them know that a fee has been added for them to pay. They will only have to pay an extra fee if there is more than one address on the certificate.

The user can click on the Permit Application # as it's a hyperlink and it will open the web portal, allow them to sign in and take them to their application.

[TEST]Permit Fee Added

 do_not_reply@cityofchicago.org
To  teri.osmon@outlook.com

Date: 6/11/2025 4:58:58 PM **Permit Application #:** [DOT2121737](#)

Attention [REDACTED]

Permit fee amount \$500 has been added to permit application #[DOT2121737](#). If other changes are needed, please refer to the online hyperlink.

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential info to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is stric permanently delete the original and any copy of any e-mail and printout thereof.

There will be a message at the top letting them know they need to make their payment to get their certificate.

CDOT Address Certificate

(Application Number - DOT2065939)



Application Information:

- Fee payment is required. After the fees are paid, your certificate will be generated and will then be available for download.

[Add to Cart \(\\$50.00\)](#)

Summary	
Application Type	CDOT Address Certificate
Status	Fee Payment
Applicants	Super Duper Company-Applicant more info...

CDOT – Address Certificate

Active Status

Once all the fees have been paid, the system will generate the certificate. The status will be Active and the certificate will be on the web portal for the applicant to print.

The applicant can click on the Print Document(s) button to print their certificate.

CDOT Address Certificate
(Application Number - DOT2066055)

⚠ Application Information:

- The certificate has been generated and is available for download. This download will be available for 6 months.

[Print Document\(s\)](#)

Once the applicant has clicked on the Print Document(s) button, they will get the following page. From here they can print their certificate by clicking on the Print button.

From this page, to go back to the application, the applicant can click on the View Permit Status button.

CDOT Address Certificate
(Application Number - DOT2066055)

Click the 'Print' button next to the document you would like to print. If you are missing a document you expect to see, please contact support.

**Required Information*

Type	Date Added	Actions
Saved Permit Prints	6/13/2025 12:28:40 PM	Print

[View Permit Status](#)

Note: If the applicant is only applying for one address, then the application process will by-pass the second Payment process. The initial review fee will cover the cost for the first address.