City of Chicago

Filming Permits User Guide [Ver. 2.0]

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Filming Permits

To manage your account, sign in using your credentials.

CHICAGO		
Inspections, Permitting & Licensing		
Velcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 i he following processes for each of these departments:	Chicago Portal. You can use this site to assist v	vith Sign In
Department of Transportation (CDOT)		Username
CDOT Department Homepage		Password
Apply for a CDOT Permit		
CDOT Permit Application Instructions		Sign In
Public Way Work License Application		Forgot Login Ir
Dumpster License Application		
Contractor Acceptance Process		
Department of Buildings (DOB)	Tom	nanage your
DOB Department Homepage	acco	ount, sign in
Guide to Building Permits		
AIC (Elevator Inspection) Homepage		
Apply for a Plan-Based Building Permit		
Claim Your Trade License (Individual)		
Claim Your Trade License (Contractor)		
Apply for or Renew a Trade License		

Create a new permit

- Click the 'Permits' drop-down
- Select 'Create Permit'

	* An official website of the City of Chicago. Her	es how you know ~ nspections, Per	mitting & Licensing			ITranslate Select Language V	
	Ravi Gudala + Permits + 817 Home Home	I - Trade Licenses -	AIC Documentation			Cart (0)	
1. C Perm	Search Permits Create Permit lick nits				Search Advan	iced Search Select Items To Pay	
	Sidewalk Sales and Block Parties	1900742	2. Select Create Permit	91900740 ⊡	Filming Pern	nits 1900737 ^[2]	
	Status: Permit Active View App: Test		Status: Denied View App: Sidewalk Sign		Status: View App:	Incomplete Application KS TEST Filming Permits	

Select Application Type

Click on 'Let's get Started' in 'CDOT Filming Permits'



Basic Information

Filming Permits

- Name of Event
- Description of Event

Ravi Gudala • Permits • 811 • 1	rade Licenses • AIC Documentation		Cart (0)
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	CDOT Plitting	Femilis	
	0 0		0 0
pplication Basic Type Information	Applicants Other Contacts	Event Information	Legal Status Agreements
Enter the type, start date, and end dates of the	event or filming project.		
*Required Information			
Basic Information			Enter the name of vour Event (required)
Event / Project Name			0
Start Date	Start Date	<	
			Enter a 'Start Date' for
End Date	End Date		your event
	Description of Event / Scene		*
Description of Event / Scene	beschption of Event / Scene		
		Λ	Enter an 'End Date'
			for your event
Previous Step Next Step			
		Enter a description for	

Applicants

- Applicant Alderman's Office

Event organizer is the only required applicant. Production Company is optional.

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cation	Basic	Applicants	Other	Filming	Documentation	Legal	Status
/pe	Information		Contacts	Information		Agreements	
you are eligible	e, and wish to be listed a	as Applicant, click the Add	button to add the Applic Select the 'Add putton to add re	Applicant' esponsible			
Iderman's o	ffice		party	'			
Alderman's o	ffice		party				
Alderman's o Name Infor Team (555)***-5555 h******************************	ffice *****@gmail.com		party Alderman's to your a	office will defa alderman your	ult		

• Selecting 'Add Applicant' button

Search For Applicant		Enter a name to search on
Search by Name	This field is required	
	Select the 'Search' button	Search

• Selecting an Applicant



Add New Contact

• Selecting the 'Add New Contact' button

>	Enter New Ap	plicant					×	
	This Is	/	~	*	First Name	First Name	*	
	Last Nan	Last Name		*	Primary Phone	Primary Phone	*	
Select the dropdown identifying if your new Contact is 'An	nail	email		*	Address Line 1	Address Line 1	* *	indicates it's
Individual' or 'A Company' (see below screen shot)	Address Line 2	Address Line 2			City	City	*	field
te	State		~	*	Zip Code	Zip Code	*	
be	Once req filled in, s New Co	uired fields are elect the 'Save ontact' button			se Search Aga	in Back Save N	lew Contact	

• Your Applicant

ю. Н	eres how you know \sim						
>	Enter New Ap	plicant				×	
8	This Is		~ *	First Name	First Name *	c	
I	Last Name	An individual A company	*	Primary Phone	Select 'An Individual' Company' for your App	or 'A licant	

Application Information

• +Add Emergency Contact Information button

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Home > Permits		(CDOT Filming F	^p ermits - Filmin	ıg		
Application Type	Basic	Applicants	Other	Filming	Documentation	Legal	Status
	mornation		Contacts	Information		Agreements	
Provide the names and *Required Information	d contact informatic	on of anyone that should	d be contacted in the even	Information t of an emergency.		Agreements	
Provide the names and *Required Information	d contact informatic	on of anyone that should	d be contacted in the even	Information		Agreements	
Provide the names and *Required Information Emergency Cont Primary Product	d contact information 7 act Information tion Contact *	on of anyone that should	d be contacted in the even	Information		Agreements	
Provide the names and *Required Information Emergency Cont Primary Product Primary Productio	d contact information act Information tion Contact *	on of anyone that should	d be contacted in the even	Information	Phone	Agreements E-Mail	

Add Primary Production Contact pop-up

Add Primary Prod	uction Contact X	
Primary Production Co	entact *	
Phone	Select the 'Add Primary Production	Fill in the fields for the Emergency Contact
E-Mail	Contact button to save *	
* indicates it's a required	Cancel Add Primary Production Contact	

Click the 'Next Step' button to proceed

Home > Permits			
	CDOT Filming Perr	nits - Filming	
pplication Basic A Type Information	poplicants Other Contacts	Filming Documentation	Legal State Agreements
Provide the names and contact information of any	one that should be contacted in the event of a	n emergency.	
*Required Information			
Emergency Contact Information			
Primary Production Contact *	_		
Primary Production Contact Test	Phone (312)555-5555	E-Mail test@abc.com	Edit Delete
+ Add Primary Production Contact			