

City of Chicago

Sidewalk Sales and Block Parties

User Guide [Ver. 2.0]

Contents

Sidewalk Sales and Block Parties Permits	3
Create a new permit	4
Select Application Type	5
Basic Information	6
Applicants	7
Application Information.....	10

Sidewalk Sales and Block Parties Permits

To manage your account, sign in using your credentials.



City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

This is our TEST website. Please click the link [here](#) to go to our live Production website.

Manage Your Permits, Licenses, Registrations, and Dig Tickets

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:

- CDOT - Manage Permits, 811 Chicago, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals
- DOB - Manage your Annual Inspection Certifications

Permits

- 🏠 [Permits Homepage](#)

811 Chicago

- 🏠 [811 Chicago Homepage](#)
- 📋 [Excavator Dig Ticket Job Ready](#)

Annual Inspection Certification

- 🏠 [AIC Homepage](#)

Search

- 🔍 [Existing Permit](#)
- 🔍 [Licensed Contractor](#)
- 🔍 [Existing Dig Ticket](#)
- 🔍 [Link to AIC Building](#)

How To

- 📋 [Create Account and Manage Company Relationships](#)
- 📋 [Pay Outstanding Fees](#)
- 📋 [Apply for a Permit](#)
- 📋 [Apply for a Public Way Work License](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

Sign In

Username

Password

[Sign In](#)

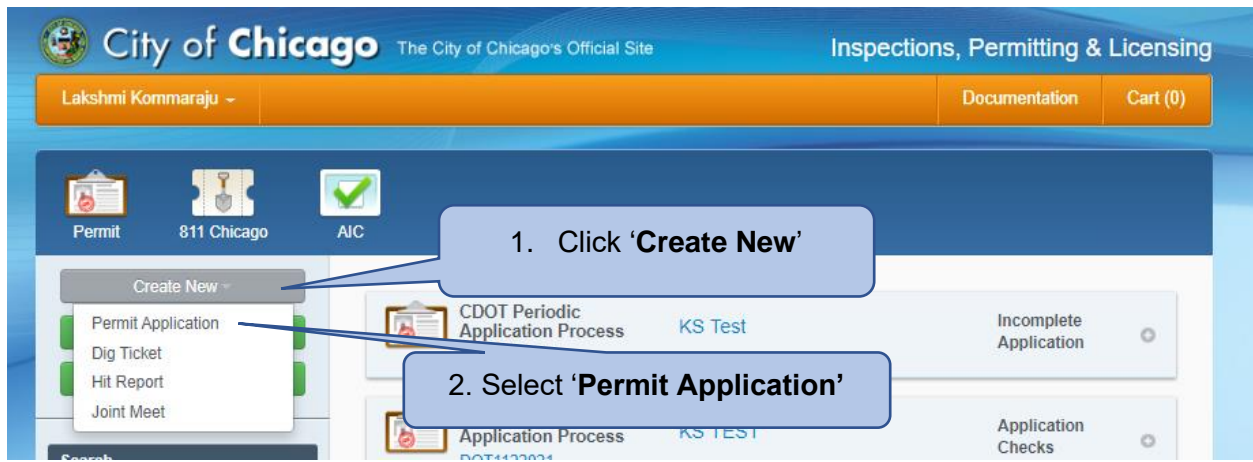
[Forgot Login Info](#)

[Create New Account](#)

To manage your account, sign in

Create a new permit

- Click the 'Create New' drop-down
- Select 'Permit Application'



Select Application Type

- Select 'Filming Permits'

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Lakshmi Kommaraju Documentation Cart (0)

Home Permits

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- Farmers Market Permits and Registrations**
This application process handles both registrations and permit applications for Farmers Markets. A permit is required if you will be selling merchandise, prepared foods or alcohol, or if you will be blocking the public right of way.
- Festival and Athletic Event Permits**
Apply for a Festival or Athletic Event permit. This application process will allow you to work with various departments at the City of Chicago such as DCASE and CDOT in preparing for and obtaining permits for your event.
- Filming Permits**
Apply for Filming Permits.
- Sidewalk Sales and Block Parties**
Apply for permit to use the public right of way for Sidewalk Sales or Block Parties. Assembly permits must be submitted in person at City Hall (121 N. LaSalle St), Room 905. Please contact your Alderman directly for a Block Party Permit.

Select 'Sidewalk Sales and Block Parties'

Basic Information

Sidewalk Sales and Block Parties

- Event Name
- Permit Type
- Start Date
- End Date
- Description of Event

The screenshot shows the 'Basic Information' section of the City of Chicago's permit application website. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A user menu shows 'Lakshmi Kommaraju' with a dropdown arrow. Navigation links for 'Documentation' and 'Cart (0)' are present. A breadcrumb trail shows 'Home > Permits > Apply'. A sidebar on the left lists seven steps: 1. Application Type, 2. Basic Information (highlighted), 3. Applicants, 4. Application Information, 5. Event Information, 6. Legal Agreements, and 7. Status. The main content area is titled 'Basic Information' and 'Sidewalk Sales and Block Parties'. It includes a note: 'Enter the dates when the event will start and end. Note: Block Party Permits will not be issued for more than one (1) day in succession.' Below this is a section for '* Required Information' with fields for 'Event Name', 'Permit Type' (a dropdown menu), 'Start Date', 'End Date', and 'Description of Event'. At the bottom are 'Previous Step' and 'Next Step' buttons. Six callout boxes provide instructions: 'Enter the name of your Event (required)' points to the Event Name field; 'Select permit type from the drop-down. 'Sidewalk Sale' or 'Block Party'' points to the Permit Type dropdown; 'Enter a 'Start Date' for your event' points to the Start Date field; 'Enter an 'End Date' for your event' points to the End Date field; 'Enter a description for your event' points to the Description of Event text area; and 'Select 'Next Step' button to proceed' points to the Next Step button.

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Lakshmi Kommaraju - Documentation Cart (0)

Home > Permits > Apply

1. Application Type
2. Basic Information
3. Applicants
4. Application Information
5. Event Information
6. Legal Agreements
7. Status

Basic Information

Sidewalk Sales and Block Parties

Enter the dates when the event will start and end. Note: Block Party Permits will not be issued for more than one (1) day in succession.

* Required Information

Event Name

Permit Type

Start Date

End Date

Description of Event

Previous Step Next Step

Enter the name of your Event (required)

Select permit type from the drop-down. 'Sidewalk Sale' or 'Block Party'

Enter a 'Start Date' for your event

Enter an 'End Date' for your event

Enter a description for your event

Select 'Next Step' button to proceed

Applicants

- Applicant
- Alderman's Office

Event organizer is the only required applicant. Alderman's Office is optional.

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Lakshmi Kommaraju - Documentation Cart (0)

Home > Permits > Apply

1. Application Type
2. Basic Information
3. Applicants
4. Application Information

Applicants

Sidewalk Sales and Block Parties - Sidewalk Sale

Enter the constituent that is applying for this permit

** Required Information*

Applicant *

If you are eligible, and wish to be listed as Applicant, click the 'Add Applicant' button to add them to this application. If you are not eligible, or if you are not the responsible party, someone else should be listed.

Add Applicant **Add Me**

Alderman's office

Name

Infor Team
(555)555-5555
hansentechquestions@gmail.com
1 E Jackson
LL30
Chicago IL 60604

Previous Step **Next Step**

Select the 'Add Me' button to add yourself as the Applicant

Select the 'Add Applicant' button to add someone else as the responsible party

Alderman's office will default to your alderman your company is associated with.

- Selecting 'Add Applicant' button

Search For Applicant

Search for your contact

Name... *

Select the 'Search' button

Enter a name to search on.

Search

This screenshot shows a dialog box titled "Search For Applicant". It contains a text input field labeled "Name..." with a required field asterisk. A callout points to this field with the text "Enter a name to search on.". Below the input field is a "Search" button, with a callout pointing to it that says "Select the 'Search' button".

- Selecting an Applicant

Select Applicant

Contact	
2006 FILM SERVICES 4000 WARNER BLVD. BURBANK CA 91522	Select
222 FILMS INC (773)276-4201 1742 W. NORTH AVENUE CHICAGO IL 60622	Select
3 FACES FILMS LLC 119 PAYSON AVE NEW YORK NY 10034	Select
40 ACRES & A MULE FILMWORKS (312)573-5545	Select

Find your Contact you want to add as the Applicant and select the 'Select' button

Close Search Again Add New Contact

This screenshot shows a dialog box titled "Select Applicant". It contains a table with contact information and a "Select" button for each row. A callout points to the first "Select" button with the text "Find your Contact you want to add as the Applicant and select the 'Select' button". At the bottom of the dialog, there are three buttons: "Close", "Search Again", and "Add New Contact".

If you don't find your Contact, you can select the 'Add New Contact'

Add New Contact

- Selecting the 'Add New Contact' button

The screenshot shows a web form titled "Enter New Applicant". It contains several input fields: "This is" (a dropdown menu with "An individual" selected), "First Name", "Last name", "Primary Phone", "Email", "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu), and "Zip Code". Asterisks (*) are placed to the right of the "This is", "First Name", "Last name", "Primary Phone", "Address Line 1", "City", "State", and "Zip Code" fields. At the bottom of the form are four buttons: "Close", "Search Again", "Back", and "Save New Contact".

*** indicates it's a required field**

Select the drop-down identifying if your new Contact is 'An Individual' or 'A Company' (see below screen shot)

Once required fields are filled in, select the 'Save New Contact' button

- Your Applicant

This screenshot shows the "Enter New Applicant" form with the "This is" dropdown menu open. The dropdown menu displays two options: "An individual" and "A company". The "An individual" option is highlighted in blue. Asterisks (*) are visible to the right of the "This is", "First Name", and "Last name" fields.

Select 'An Individual' or 'A Company' for your Applicant

Application Information

- +Add Emergency Contact Information button

The screenshot shows the City of Chicago's official website for the 'Inspections, Permitting & Licensing' department. The user is logged in as 'Lakshmi Kommaraju'. The navigation bar includes 'Home', 'Permits', and 'Apply'. A sidebar on the left lists the application steps: 1. Application Type, 2. Basic Information, 3. Applicants, 4. Application Information (selected), 5. Event Information, 6. Documentation, 7. Legal Agreements, and 8. Status.

Application Information

Sidewalk Sales and Block Parties - Sidewalk Sale

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

** Required Information*

Emergency Contacts *

Name	Phone	E-Mail
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[+ Add Emergency Contact Information](#)

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

A callout bubble points to the '+ Add Emergency Contact Information' button with the text: 'Select the '+Add Emergency Contact Information' button'.

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

- Add Emergency Contact Information pop-up

The screenshot shows a pop-up window titled "Add Emergency Contact Information". It contains three input fields: "Name", "Phone", and "E-Mail". The "Name" and "Phone" fields are marked with an asterisk (*). A red callout box points to the asterisks with the text: "* indicates it's a required field". A blue callout box points to the "Name" and "Phone" fields with the text: "Fill in the fields for the Emergency Contact". Another blue callout box points to the "Add Emergency Contact Information" button at the bottom right with the text: "Select the 'Add Emergency Contact Information' button to save". The button is blue, while the "Cancel" button is grey.

- Click the 'Next Step' button to proceed

The screenshot shows the "City of Chicago" website header with the navigation bar "Inspections, Permitting & Licensing". The user is logged in as "Lakshmi Kommaraju". The breadcrumb trail is "Home > Permits > Apply". The left sidebar shows a list of steps: 1. Application Type, 2. Basic Information, 3. Applicants, 4. Application Information (selected), 5. Event Information, 6. Documentation, 7. Legal Agreements, and 8. Status. The main content area is titled "Application Information" for a "Sidewalk Sales and Block Parties - Sidewalk Sale". It includes a sub-header "Emergency Contacts *" and a table with columns "Name", "Phone", and "E-Mail". The table contains one entry: "Teri" with phone number "(312)556-7788". Below the table is a green button "+ Add Emergency Contact Information". At the bottom, there are two buttons: "Previous Step" (grey) and "Next Step" (blue). A blue callout box points to the "Next Step" button with the text: "Click the 'Next Step' button to proceed".