Sidewalk Sales and Block Parties Permits

To manage your account, sign in using your credentials.
Create a new permit

- Click the ‘Create New’ drop-down
- Select ‘Permit Application’
Select Application Type

- Select ‘Filming Permits’

- Select ‘Sidewalk Sales and Block Parties’
Basic Information
Sidewalk Sales and Block Parties

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

Enter the name of your Event (required)

Enter a ‘Start Date’ for your event

Enter an ‘End Date’ for your event

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

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.

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.

Select the ‘Add Me’ button to add yourself as the Applicant.
• Selecting ‘Add Applicant’ button

Enter a name to search on.

Select the ‘Search’ button

• Selecting an Applicant

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

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

- Selecting the ‘Add New Contact’ button

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

* indicates it’s a required field

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

- Your Applicant

Select ‘An Individual’ or ‘A Company’ for your Applicant
Application Information

- +Add Emergency Contact Information button

Select the ‘+Add Emergency Contact Information’ button
• Add Emergency Contact Information pop-up

 Fill in the fields for the Emergency Contact

 * indicates it’s a required field

 Select the ‘Add Emergency Contact Information’ button to save

• Click the ‘Next Step’ button to proceed

Click the ‘Next Step’ button to proceed