
CHICAGO DEPARTMENT OF TRANSPORTATION
DIVISION OF INFRASTRUCTURE MANAGEMENT
PUBLIC WAY PERMITS DIVISION

**2026 CONSTRUCTION CANOPY
LICENSE APPLICATION**



BRANDON JOHNSON MAYOR CITY OF CHICAGO

PUBLIC WAY PERMITS DIVISION

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Guide: Per Sections 10-28-281 et seq. of the Municipal Code, a CDOT Construction Canopy Permit is required for any temporary canopy (pedestrian protection structure) installed over the public way for construction purposes. This application form must be completed **only for construction-related canopies** (not for decorative or seasonal canopies) and submitted with all required documents. **There is no application fee** for a construction canopy license. **Submission:** Completed applications and attachments are accepted **via email or in person only** – online portal submission is *not* available for canopy permits (submit by email to CDOT Public Way Permit Office or deliver to City Hall, Room 905).

I. CERTIFICATE OF INSURANCE REQUIREMENTS

TO ALL APPLICANTS FOR PUBLIC WAY PERMITS:

Effective January 1, 1995, each applicant for a public way permit will be required to:

1. Furnish a certificate of Comprehensive General Liability insurance including an endorsement that reads "*City of Chicago is an additional insured, as their interests may appear*". Minimum Limits of Liability: \$1,000,000 per occurrence.
2. Where applicant uses a motor vehicle (any type), in the conduct of business including the use of said vehicles on boulevards, or requires a permit for the parking of said vehicle or vehicles on the public way, applicant will also be required to furnish a certificate of automobile insurance including an endorsement that reads "*City of Chicago is an additional insured*". Minimum Limits of Liability on motor vehicles, \$1,000,000 per occurrence.
3. All policies must be written by Best "A" rated companies licensed to do business in Illinois.
4. An original and one copy of each certificate in question should be sent to the City of Chicago. The certificate holder is:

**CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
PUBLIC WAY PERMIT DIVISION
121 NORTH LA SALLE STREET - ROOM 905
CHICAGO, ILLINOIS 60602**

5. Upon receipt and approval of your certificate of insurance, your application for a public way permit will be approved.



II. CONSTRUCTION CANOPY APPLICATION FORM (2026)

APPLICATION CONSTRUCTION CANOPY LICENSE



1. Name: _____ F.E.I.N. #: _____

Contractor: _____

Individual: _____ Tax ID #: _____

2. Address:

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____

If renewal of existing license and none of the following information has changed, skip to next box.

3. Company Ownership (25% or more / or largest % of ownership)

A. Name: _____ % of Ownership

Home Address: _____ FEIN/Tax ID: _____

B. Name: _____ % of Ownership

Home Address: _____ FEIN/Tax ID: _____

C. Name: _____ % of Ownership

Home Address: _____ FEIN/Tax ID: _____

D. Name: _____ % of Ownership

Home Address: _____ FEIN/Tax ID: _____

4. Canopy Type (Check all that apply)

☐ Heavy Duty Rolling

☐ Light Duty Rolling

☐ Heavy Duty Stationary

☐ Light Duty Stationary

5. Certificate of Insurance Provided

Policy # _____

Insurance Carrier: _____ Expiration Date: _____

6. Application Information I agree to indemnify, save and keep harmless the City of Chicago from any and all loss, cost, damage, expense of liability of any kind whatsoever which the City may suffer, or which the City may be put to, or which may be recovered from the City, from or on account of the issuance of this license, or from or on account of any act or thing done by virtue of the authority given in this license, or for any damage, loss or expense to any person caused by the tearing up, constructing, repairing or removing of such public way or part thereof, whether or not performed pursuant to a valid license.

Applicant Name: _____ Application Date: _____

Applicant Signature: _____

7. Additional Information:

Name(s) of persons authorized to draw or cancel permits in the Company Name:

1. _____ 2. _____

3. _____ 4. _____

8. Emergency Contact Name and Telephone Numbers:

Name: _____ E-mail: _____

Cell Phone: _____ Fax #: _____ Pager: _____

III. REQUIRED DOCUMENTS CHECKLIST

Please **attach the following documents** to this application (new or renewal) – *incomplete submissions will delay processing*:

- **Structural Engineering Drawings & Calculations** – Detailed canopy plans **stamped by an Illinois Licensed Professional Engineer**, clearly indicating the canopy type (*rolling vs. stationary; heavy vs. light duty*) and including all relevant **structural load calculations** (live load, dead load, impact load, wind load, etc.) to demonstrate compliance with City standards. (*Required for all new canopy designs or if updating a previously approved design.*)
- **Certificate of Insurance (COI)** – Proof of current insurance meeting CDOT requirements: Comprehensive General Liability coverage of at least **\$1,000,000 per occurrence**, with the *City of Chicago* named as an *additional insured* on a primary, non-contributory basis. The COI must be current through the license period and include a clause requiring 30-day notice to City of any cancellation.
- **Note:** There is **no fee** to apply for or renew a Construction Canopy license. Unlike dumpster permits which incur per-placement fees, the canopy license has no upfront cost. However, **public way use fees or occupancy fees** may apply depending on the duration/area of sidewalk occupied by the canopy, per City ordinance. (No payment is due with this application.)

All of the above documents must be **returned in person** to Kevin Holman for processing at:

**CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
DIVISION OF INFRASTRUCTURE MANAGEMENT
CITY HALL – ROOM 905
121 NORTH LA SALLE STREET
CHICAGO, IL 60602**

IV. SUBMISSION AND CONTACT INFORMATION

Submit the completed application and all required documents to CDOT's Public Way Permits Division via email or in person (no online portal submission for canopies):

Email: cdotpermitsupport@cityofchicago.org

In-Person: City of Chicago – Department of Transportation
Public Way Permits Division (Attn: Kevin Holman, Canopy Permits)
121 N. LaSalle Street, City Hall Room 905
Chicago, IL 60602

Office Hours: Monday–Friday, 8:30 AM–4:30 PM (excluding City holidays). For questions about this application, contact the Public Way Permit Office at (312) 744-4652.

After submission, CDOT will review the application for completeness and compliance. You will be notified if additional information is needed. Licenses for Construction Canopies will be issued upon approval of the application and accompanying documents, at which point you may proceed to obtain individual site permits for canopy installations. All construction canopies must be installed and maintained in accordance with CDOT regulations and must be removed promptly upon completion of work or permit expiration.

By signing and submitting this form, the applicant acknowledges and agrees to all conditions outlined above and certifies that all information provided is true and accurate to the best of their knowledge.

