

City of Chicago



# Claim your Permit Application

User Guide [Ver. 1.0]

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## LOGIN INTO THE WEB PORTAL

Login into the web portal using your web account username and password

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

### 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

**Sign In**

  
  
  
[Forgot Login Info?](#)

**Permits**  
🏠 [Permits Homepage](#)

**811 Chicago**  
🏠 [811 Chicago Homepage](#)  
📄 [Excavator Dig Ticket Job Readiness Checklist](#)

**Annual Inspection Certification**  
🏠 [AIC Homepage](#)

**Search**

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

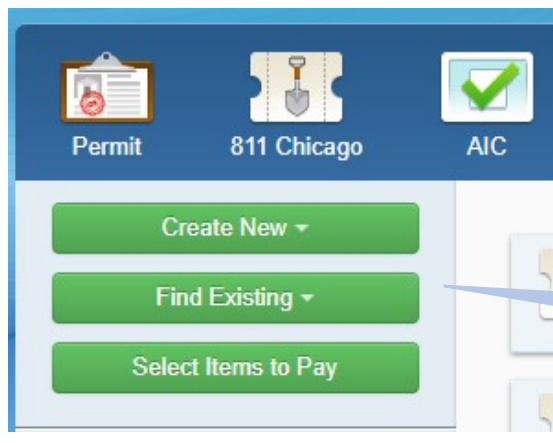
**How To**

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

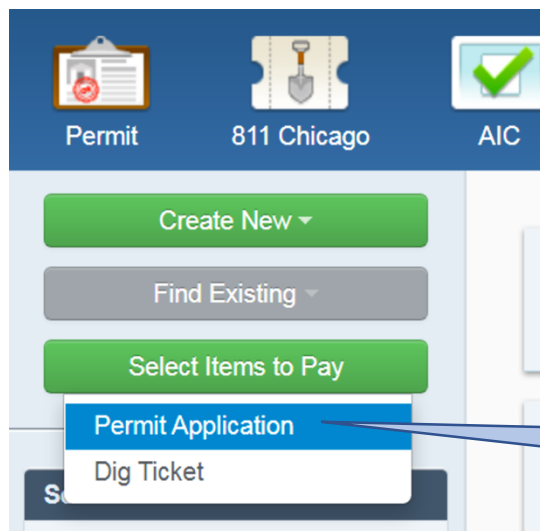
## CLAIM AN EXISTING PERMIT

To find an existing permit,

- Click the **'Find Existing'** drop down
- **Select** 'Permit Application'



Click on Find Existing button to search



Select Permit Application

## Search for an Existing Permit

In the Search screen, search for the application you want to claim by entering the Permit Number or Search by Address and Date.

### Search for an Existing Permit

Enter the permit number or address in the form below. If any permits are found we will display some information to help you identify the permit. If the permit is yours you will be able to add it to your account for tracking, renewal and other purposes. If you have any issues finding your permit, contact [technical support](#) for assistance.

*\* Required Information*

Search by Number - OR - Search by Address

DOT1374746 | Number | Direction | Street Name | Suffix

Between 09/18/2020 and 10/18/2020

Search

Enter Permit Number

Or you can search by address and date

Click the Search button

The image shows a web form titled "Search for an Existing Permit". It has two main search options: "Search by Number" and "Search by Address". The "Search by Number" field contains the text "DOT1374746". The "Search by Address" section includes fields for "Number", "Direction" (a dropdown menu), "Street Name", and "Suffix" (a dropdown menu). Below these are two date fields labeled "Between" with the values "09/18/2020" and "10/18/2020", separated by the word "and". A blue "Search" button is located at the bottom left of the form. Three blue callout boxes with white text point to specific elements: "Enter Permit Number" points to the "Search by Number" input field; "Or you can search by address and date" points to the "Search by Address" section; and "Click the Search button" points to the "Search" button.

## Claim your Permit

In the search results, select the application that belongs to you and click on the **'Claim'** button.

### Search for an Existing Permit

Enter the permit number or address in the form below. If any permits are found we will display some information to help you identify the permit. If the permit is yours you will be able to add it to your account for tracking, renewal and other purposes. If you have any issues finding your permit, contact [technical support](#) for assistance.

*\* Required Information*

Search by Number    - OR -    Search by Address

Between

Click on the Claim button for the application number that belongs to you

Application Number	Date Added	Type	Type of Work	Status	Location	Applicant	
DOT1374746	6/21/2017	CDOT Driveway Periodic Application Process	Driveway	Closed	1900-1998 N RACINE AVE	PAWS CHICAGO - Owner	<input type="button" value="Claim"/>

## Go to your Permit Application

You will see a message that the permit application has been linked to your account. To manage your permit application, click on the **'Go to Permit'** button.

### Search for an Existing Permit

Enter the permit number or address in the form below. If any permits are found we will display some information to help you identify the permit. If the permit is yours you will be able to add it to your account for tracking, renewal and other purposes. If you have any issues finding your permit, contact [technical support](#) for assistance.

*\* Required Information*

This permit application has been linked to your account.

Search by Number - OR - Search by Address

Number:  Direction:  Street Name:  Suffix:

Between:  and

Click on the Go to Permit button to manage your permit application

Application Number	Date Added	Type	Type of Work	Status	Location	Applicant	
DOT1374746	6/21/2017	DOT Periodic Process	Driveway Constr or Removal	Closed	1900-1998 N RACINE AVE		<input type="button" value="Go to Permit"/>

## Permit Application Status

The permit status page shows all the information and the actions related to the permit.

### Permit Application Status

**CDOT Driveway Periodic Application Process - Driveway**  
Application Number - DOT1374746

<b>Type</b>	CDOT Driveway Periodic Application Process	
<b>Status</b>	Closed	
<b>Applicants</b>	PAWS CHICAGO - Owner	<a href="#">more info...</a>

#### Reviews

Review	Date Completed	Status	Notes
DOT Business Review	10/18/2020	Pending	Created for Business to Review the Permit
DOT Zoning Review	6/21/2017	Approved	
DOT Driveway Periodic Application Intake Review	6/21/2017	Approved	

#### Important Dates

<b>Creation Date</b>	6/21/2017	
<b>Submission Date</b>	6/21/2017	