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

Sign In here
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.

Enter Permit Number

Or you can search by address and date

Click the Search button
Claim your Permit

In the search results, select the application that belongs to you and click on the ‘Claim’ button.
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.
Permit Application Status

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