

City of Chicago

Construction Canopy Permit

User Guide [Ver. 1.0]

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Application Type

To manage your account, sign in using your credentials.



Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. A list of the departments and processes this site supports is listed below, along with links to helpful information.

Sign In

Username
lakshmikn

Password

Sign In

[Forgot Login Info?](#)
[Create New Account](#)

Department of Transportation (CDOT)
CDOT Department Homepage
Apply for a CDOT Permit
CDOT Permit Application Instructions
Public Way Work License Application
Dumpster License Application
Contractor Acceptance Process

To manage your account, click on the 'Sign In' button

To create a new permit

- Click the 'Permits' drop-down button
- Select 'Create Permit' button

Click the 'Permits'
drop-down button

CHICAGO > Inspections, Permittin & Licensing



Select 'Create
Permit' button

On the 'Application Type' screen

- Enter 'CDOT Building Canopies' in the application type text-field
- Click on the 'Let's get started' button

[Home](#) > [Permits](#)

Application Type

The screenshot shows the 'Application Type' screen. At the top, there is a search bar containing the text 'CDOT Building Canopies'. Below this is a card for 'CDOT Building Canopies' featuring the CDOT logo (a blue square and a red star) and the text 'CDOT Building Canopies'. Underneath the title, it says 'Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.' At the bottom of the card is a blue button labeled 'Let's get started'. Two callout boxes are present: one pointing to the search bar with the text 'Enter 'CDOT Building Canopies' in the text-field', and another pointing to the 'Let's get started' button with the text 'Click on the 'Let's get started' button'.

Basic Job Information

Enter the required Basic Job Information

- Enter the 'Project Name'
- Select the 'Type of Work' from the drop-down list
- Click 'Next Step' button to proceed

[Home](#) > [Permits](#)

CDOT Building Canopies



Indicate if this is construction or maintenance. Optionally, you can provide a name for this application.

**Required Information*

Basic Job Information

Project Name	<input type="text" value="Canopy Project"/>	*
Type of Work	<input type="text" value="Maintenance"/>	*

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

All fields with a * are required.

Click 'Next Step' button to proceed

Select the 'Type of Work' from the drop-down list

Enter 'Project Name'

Application Information

Add Emergency Contact Information

- Click the '+Add Emergency Contact Information' button

CDOT Building Canopies - Maintenance

Application Type Basic Job Information **Application Information** Canopy Information Legal Agreements Status

Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

**Required Information*

Emergency Contact Information		
Name	Phone	E-Mail
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="button" value="+ Add Emergency Contact Information"/>		

City Contract / Ordinance Information

Click the '+Add Emergency Contact Information' button

- Click on the 'Add Emergency Contact Information' button
- Enter the required Emergency Contact Information
- Click the 'Add Emergency Contact Information' button

All fields with a * are required.

Add Emergency Contact Information ×

Name	<input type="text" value="Jon"/>	*
Phone	<input type="text" value="(888)888-8888"/>	*
E-Mail	<input type="text" value="jon@gmail.com"/>	*

Enter the required emergency contact information

Click the 'Add Emergency Contact Information' button

The Emergency Contact Information has been recorded

- Click 'Next Step' button to proceed.

[Home](#) > [Permits](#)

CDOT Building Canopies - Maintenance



Provide the names and contact information of anyone who should be contacted in the event of an emergency. If there is any relevant contract or ordinance information, enter that information as well.

**Required Information*

Emergency Contact Information			
Name	Phone	E-Mail	
Jon	(888)888-8888	jon@gmail.com	Edit Delete
+ Add Emergency Contact Information			

City Contract / Ordinance Information
Expand Ordinance Information

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

Click the 'Next Step' button to proceed

Canopy Information

The 'Canopy Information' section is displayed

- An application number has been generated and application has been saved
- Enter Building Owner's Name
- Enter Building Owner's Phone
- Enter Description of Work
- Click the '+ Add Canopies' button

CDOT Building Canopies - Maintenance
(Application Number - DOT1900847)

Application Type Basic Job Information Application Information **Canopy Information** Legal Agreements Status

Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.
**Required Information*

✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

Canopy Information

Building Owner's Name *

Building Owner's Phone *

Description of Work *

Canopies *

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
<input type="button" value="+ Add Canopies"/>						

An application number has been generated and application has been saved

Enter Building Owner's Name

Enter Building Owner's Phone

Enter Description of Work

All fields with a * are required.

Click on '+ Add Canopies' button

- Click on the 'Add Canopy button';
- Enter the required canopy information

Add Canopies ✕

From	<input type="text" value="333"/>	*
To	<input type="text" value="333"/>	*
Direction	<input type="text" value="S"/>	*
Street Name	<input type="text" value="STATE"/>	*
Suffix	<input type="text" value="STREET"/>	*
Canopy Type	<input type="text" value="Custom Construction Canopy"/>	*
Placement	<input type="text" value="Curb Lane"/>	*
Length	<input type="text" value="10"/> <input type="text" value="ft."/>	*
Start Date	<input type="text" value="02/26/2024"/>	*
End Date	<input type="text" value="02/26/2024"/>	*
Additional Information	<input type="text"/>	

Enter the required canopy information

All fields with a * are required,

Click on the 'Add Canopies' button

- Click on the 'Confirm' button

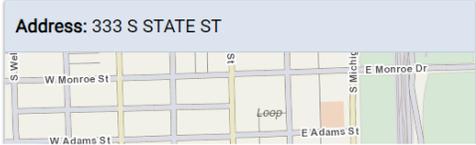
Add Canopies ×

This is the address you entered. Please confirm that it is correct.

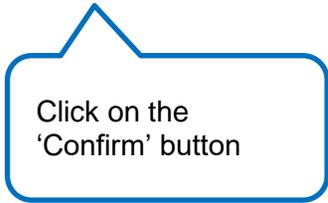
Street Number	Street Number High	Direction	Street Name	Suffix	Map
333	333	S	STATE	ST	

 > Inspections, Permitting & Licensing

Address: 333 S STATE ST



Cancel Re-Enter Confirm



- Click on the 'Next Step' button

Provide the canopy information below, including location, canopy type and the start and end date for the canopy placement.

*Required Information

Canopy Information

Building Owner's Name *

Building Owner's Phone *

Description of Work *

Canopies *

Location	Canopy Type	Placement	Length (FT)	Start Date	End Date	Additional Information
333 S STATE ST 	Custom Construction Canopy	Curb Lane	10	2/26/2024	2/26/2024	Edit Delete

+ Add Canopies

Previous Step Next Step



Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the blue links below)
- Click on the '+ Add Document' button

[Home](#) > [Permits](#)

CDOT Building Canopies - Maintenance

(Application Number - DOT1900847)

Upload your approved custom canopy plans.

The following documentation is required for this application:

- Document Upload Required - This action can be completed on the Documentation page

Documents

[+ Add Document](#)

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

Click on the '+ Add Document' button

- Click on the 'Choose File' button to find your document to upload
- Select the option that meets what you are uploading (Each document you are uploading will need to be done separately)
- Click on 'Upload' button

Add Document ✕

Approved File Types: jpg, pdf, png

Choose File Approved custom canopy plan.png

Cancel Upload

Click on the 'Choose File' button

Click on 'Upload' button

- When all documentation has been uploaded, messages will be gone
- Click on the 'Next Step' button

CDOT Building Canopies - Maintenance
(Application Number - DOT1900847)



Upload your approved custom canopy plans.

Document	Categories
Approved custom canopy plan.png	• Canopy Structural Drawings Remove

+ Add Document

Previous Step Next Step

Click on 'Next Step' button

Required documentation messages are gone

Legal Agreements

The legal agreement must be acknowledged

- Read legal agreement
- Select 'I Accept' option
- Click on 'Submit' button

CDOT Building Canopies - Maintenance (Application Number - DOT1900847)



In order to finish your application, you must agree to the terms and conditions below.

**Required Information*

Legal Agreements

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

I Accept *

Read legal agreement

Select 'I Accept' option

Click on 'Submit' button

Previous Step Submit

Status

- All previously entered information will be on this page
- Page will let user know what the status of the application is

CDOT Building Canopies - Maintenance (Application Number - DOT1900847)



⚠ Application Information:

- Your account or a Sub-Contractors account is currently on hold. Please contact CDOT for more information, contact details at bottom of this page.
- Your application is currently under review by CDOT. You will receive an email when the review is complete.

[Cancel Application](#) [Manage Parking Restrictions](#)

Note: If you require parking restrictions, please click the "Manage Parking Restrictions" button above.

Summary	
Type	CDOT Building Canopies
Status	Application Checks

