



City of Chicago **Dumpster**
Permit

User Guide [Ver. 1.0]

City of Chicago
2/10/2015

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1. 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. You can use this site to assist with the following processes for each of these departments:

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

Sign In

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

To manage your account, **Sign In**

To create a new permit

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

* An official website of the City of Chicago. [Heres how you know](#) ~

 **CHICAGO** > Inspecti... sing

[Web Account](#) ▾ [Permits](#) ▾ [811](#) ▾ [Trade Licenses](#) ▾ [AIC](#) [Documentation](#) [Cart \(0\)](#)

[Home](#) [Home](#)
[Search Permits](#)

New To Th [Create Permit](#)

Use the links at the top of this page to navigate to the desi... Tickets, Trade Licenses, or
other items you'll see them here on your dashboard.

1. Click 'Permits'

2. Select 'Create Permit'

☰ Dashboard

Search... [Search](#) [Advanced Search](#)
[Select Items To Pay](#)

On the “Application Type” screen under CDOT Construction Dumpsters (DOT DMPSTR)

Click ‘Let’s get started’

The screenshot displays the Chicago City Portal interface. At the top, the Chicago logo and 'CHICAGO' text are followed by 'Inspections, Permitting & Licensing'. A 'Translate' button and a language selection dropdown are also visible. A dark blue navigation bar contains links for 'Web Account', 'Permits', '811', 'Trade Licenses', 'AIC', 'Documentation', and a 'Cart (0)' indicator. Below the navigation bar, the breadcrumb 'Home > Permits' is shown. The main heading is 'Application Type'. A search bar is present above three category cards. The first card, 'DOT DMPSTR', is titled 'CDOT Construction Dumpsters' and includes a 'Let's get started' button. A callout bubble points to this button with the text 'Click Let's get started'. The second card, 'DOT TRUCK', is titled 'CDOT Truck Travel'. The third card, 'DOT MISC', is titled 'CDOT Other Transportation and Public Way Permits'.

2. Basic Job Information

Enter the Basic Job Information

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

Enter a brief description of the work that will be done
**Required Information*

1. Enter the 'Project Name'

2. Enter the 'Description of Work'

Basic Job Information

Project Name Testing Web UI *

Description of Work *

Previous Step **Next Step** **3. Click the 'Next Step' button to Proceed.**

- 'Project Name' (required) – **Enter** the name of the project
- 'Description of Work' (required) – **Enter** a brief description of the work to be done
- **Click** 'Next Step' to proceed

[3. Application Information](#) is the next step...

3. Application Information

Add Emergency Contact Information

- Click the '+Add Emergency Contact Information' button



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="button" value="+ Add Emergency Contact Information"/>		

City Contract / Ordinance Information

Click the '+Add Emergency Contact Information' button

Emergency Contact Information

Edit Emergency Contact Information ✕

***** Indicates a required field

Name	<input type="text" value="test"/>	*
Phone	<input type="text" value="(312)999-9999"/>	*
E-Mail	<input type="text" value="WebAccount@Test.com"/>	*

Click the 'Save Emergency Contact Information' button

If City Contract/ Ordinance Information is not needed,

4. [Dumpster Information](#) is the next step... The Emergency Contact Information has been recorded

- **'City Contract / Ordinance Information'** (not required) can be **entered** in the space provided.
- **Click 'Next Step'** to proceed.

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

The screenshot shows two main sections. The top section is titled "Emergency Contact Information" and contains a table with columns for Name, Phone, and E-Mail. Below the table is a button to add more information. The bottom section is titled "City Contract / Ordinance Information" and has an "Expand Ordinance Information" button. At the bottom of the form are "Previous Step" and "Next Step" buttons. Two callout boxes provide instructions: one points to the "City Contract / Ordinance Information" section, and another points to the "Next Step" button. A red note box at the bottom right explains that this information is optional and that the "Next Step" button should be clicked if it does not apply.

Name	Phone	E-Mail	
test	(312)999-9999	WebAccount@Test.com	Edit Delete

+ Add Emergency Contact Information

City Contract / Ordinance Information

[Expand Ordinance Information](#)

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

'City Contract / Ordinance Information' can be **entered** here.

Click the **'Next Step'** button to Proceed.

Note: City Contract / Ordinance Information is optional. If that information does not apply, **Click 'Next Step'** to proceed.

If City Contract/ Ordinance in not needed,

4. [Dumpster Information](#) is the next step...

City Contract/ Ordinance Information

Clicking in the space for ‘City Contract / Ordinance Information’ will pop up an entry window

City Contract / Ordinance Information

[Expand Ordinance Information](#)

Enter the City Contract information if applicable

City Contract #

Department Responsible

Enter the Ordinance information, if applicable

Ordinance #

Page #

Date of Passage

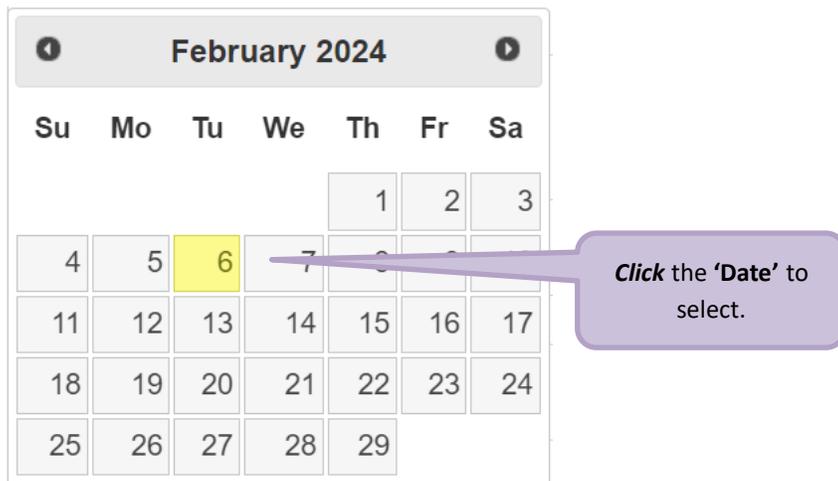
End Date of Ordinance

- **Enter** the ‘City Contract #’
- **Select** the department that the contract was issued for

- ▼

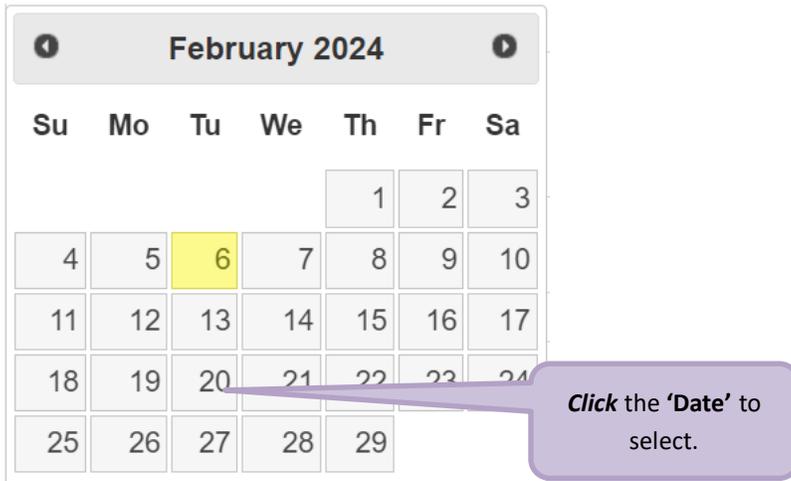
 - Chicago City Colleges
 - Chicago Housing Authority
 - Chicago Park District
 - Chicago Public Building Commission
 - Chicago Public Schools
 - Chicago Transit Authority
 - Cook County
 - DCASE Special Events Application
 - Department of Asset and Information Services (AIS)
 - Department of Aviation
 - Dept. of Streets and Sanitation
 - Dept. of Streets and Sanitation - Forestry Divisio...
 - Dept. of Transportation
 - Dept. of Water Management - Sewer Division
 - Dept. of Water Management - Water Division
 - State of Illinois

- **Enter** the **'Ordinance #'** if this application is being carried out under a City ordinance
- **Enter** the **'Page #'** – the page number of the applicable ordinance
- **elect** the **'Date of Passage'** - Date of the passage of the ordinance that applies
 - **Clicking** in the field pops up a **calendar** ○ **Click a date** to select



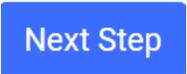
- **Select** the **'End Date of Ordinance'** – End date of the ordinance ○ **Clicking** in the field pops up a **calendar**

- **Click a date** to select



The image shows a calendar for February 2024. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The date 6 is highlighted in yellow. A callout box with a purple background and white text points to the date 20, containing the instruction: "Click the 'Date' to select."

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- **Click the 'Next Step'**  button to proceed

4. [Dumpster Information](#) is the next step...

4. Dumpster Information

Adding Dumpster Information:

The screenshot shows the 'CDOT Construction Dumpsters' application page. At the top, a navigation bar includes 'Web Account', 'Permits', '811', 'Trade Licenses', 'AIC', and 'Documentation'. Below this is a breadcrumb trail 'Home > Permits'. The main heading is 'CDOT Construction Dumpsters (Application Number - DOT1900813)'. A callout bubble points to the application number, stating 'The 'Application Number' has been created'. Below the heading is a progress bar with six steps: 'Application Type', 'Basic Job Information', 'Application Information', 'Dumpster Information', 'Legal Agreements', and 'Status'. The 'Dumpster Information' step is currently active. Below the progress bar, a message states: 'Enter the details about the number, type, and location of the dumpsters, as well as the dates when they will be on-site. *Required Information'. A green success message box says: '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.' The 'Dumpster Information' form contains two date fields: 'Permit Start Date' (02/14/2024) and 'Permit End Date' (02/29/2024), both marked with an asterisk. Callouts point to these fields with the text 'Select Start Date' and 'Select End Date'. Below the date fields is a table header for 'Dumpster Information *' with columns: 'Location', 'Placement', 'Class', '# of Dumpsters', and 'Additional Information'. A '+ Add Dumpster Information' button is located below the table. A callout points to this button with the text 'Click the '+ Add Dumpster Information' (required) button'. At the bottom of the form are 'Previous Step' and 'Next Step' buttons. A red callout box at the bottom right explains that the asterisk '*' indicates a required field.

- **Select the Start Date** – Click in the field and a calendar will pop up
 - **Click on the date** when the work will **start**

- **Click** on the **forward arrow**  to view the calendar ahead

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Click the **'Date'** to select.

- **Select** the **End Date** – Click in the field and a calendar will pop up ○ **Click** on the **date** when the work will **end**

- **Click** on the **forward arrow**  to view the calendar ahead

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Click the **'Date'** to select.

- **Click the '+Add Dumpster Information' (required)**

Add Dumpster Information ✕

From	<input type="text" value="333"/>	<i>Enter Street Number</i>	*
To	<input type="text" value="333"/>	<i>Enter Street Number</i>	* <i>Select from drop-down list</i>
Direction	<input type="text" value="S"/>		*
Street Name	<input type="text" value="STATE"/>		* <i>Select from drop-down list</i>
Suffix	<input type="text" value="STREET"/>		
Placement	<input type="text" value="Dumpster Placement in Alley"/>		* <i>Select from drop-down list</i>
Class	<input type="text" value="Class B Dumpster(s) - Greater than 30 Cubic Yards"/>		* <i>Select from drop-down list</i>
# of Dumpsters	<input type="text" value="1"/>		* <i>Enter # of Dumpsters</i>
Additional Information	<input type="text" value="testing"/>		

*** Indicates a required field**

Click '+ Add Dumpster Information' to add

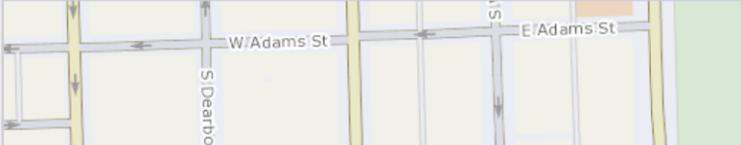
Add Dumpster Information ✕

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

Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/> 333	333	S	STATE	ST	

 **CHICAGO** > Inspections,
Permitting & Licensing

Address: 333 S STATE ST



Cancel Re-Enter Confirm

Click 'Confirm' to confirm the address

The location information has been added.

Enter the details about the number, type, and location of the dumpsters, as well as the dates when they will be on-site.

*Required Information

Dumpster Information

Permit Start Date *

Permit End Date *

Dumpster Information *

Location	Placement	Class	# of Dumpsters	Additional Information	
333 S STATE ST 	Dumpster Placement in Alley	Class B Dumpster(s) - Greater than 30 Cubic Yards	1	testing	Edit Delete

[+ Add Dumpster Information](#)

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

Click 'Next Step'

[5. Legal Agreements](#) is the next step...

5. Legal Agreements

The legal agreement must be acknowledged

- **Click** the **'I Accept'** checkbox
- **Click** the **'Submit'** button to proceed



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

**Required Information*

Legal Agreements

By accepting this agreement, you agree to the following terms and conditions:

1. You have personally read and understood the terms and conditions of this agreement, and any attachments.
2. You understand and agree to the terms and conditions of this agreement, and any attachments, in response to the questions contained in this notice, and any attachments, and complete; and you agree to provide a signature in electronic form.

I Accept *

[Previous Step](#) [Submit](#)

1. **Click** the **'I Accept'** checkbox to accept the agreement

2. **Click** the **'Submit'** button to Proceed

[6. Status](#) is the next step...

6. Status

Congratulations! You have finished entering the application.

The application is being processed and sent to CDOT for review.

Note: the remainder of the application can be viewed by scrolling down the page.

CHICAGO > Inspections, Permitting & Licensing

Web Account ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (0)

Home > Permits

CDOT Construction Dumpsters

(Application Number - DOT1900815)

Basic Job Information Application Information Dumpster Information Legal Agreements Status

Application Information:

- Your application is currently under review by CDOT. You will receive an email when the review is complete.

Cancel Application Manage Parking Restrictions

Note: Scroll down the page to see additional application information

[Sign Out](#) is the last step...

Sign Out

When finished, be sure to sign out

- **Click** the **drop-down arrow** beside your user name
- **Select** **'Sign Out'** to log off

CHICAGO > Inspections, Permitting & Licensing

Web Account ▾ Cart (0)

My Account
Change Password
My Company
Payment History
Invoice History
Sign Out

1. Click the drop-down arrow

2. Select 'Sign Out'

Search Advanced Search
Select Items To Pay