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1. Application Type

To manage your account, sign in using your credentials.

**Image Description:**
- Sign In button
- Manage Your Permits, Licenses, Registrations, and Dig Tickets
- City of Chicago
- Sign In at the top right corner
- Search options: Existing Permit, Licensed Contractor, Vacant Building, Existing Dig Ticket
- How To: How To Do Step
- Open Data: Over 200 datasets presented in easy-to-use formats.
To create a new permit

- **Click** the ‘Create New’ drop-down
- **Select** ‘Permit Application’
On the “Select Application” screen

Select ‘CDOT Dumpster Permit’
2. Basic Job Information

*Enter* the Basic Job Information

- ‘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
**Emergency Contact Information**

<table>
<thead>
<tr>
<th>Add Emergency Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is Primary?</strong></td>
<td>Yes*</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Johnson</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>(512)555-1212</td>
</tr>
<tr>
<td><strong>E-Mail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Indicates a required field

4. Click the ‘+Add 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.

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

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

- Enter the ‘Ordinance #’ if this application is being carried out under a City ordinance
- Enter the ‘Page #’ – the page number of the applicable ordinance
• **Select** 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

  ![Calendar](image1)

  *Click the ‘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

  ![Calendar](image2)

  *Click the ‘Date’ to select.*

•  *Click* the ‘Next Step’ button to proceed

4. **Dumpster Information** is the next step…
4. Dumpster Information

Adding Dumpster Information:

- Click the '+Add Dumpster Information' button.
- Select Start Date
- Select End Date

The 'Application Number' has been created.

* Indicates a required field

Click the '+Add Dumpster Information' (required) button
• **Select** the **Start Date** – Click in the field and a calendar will pop up
  o *Click* on the **date** when the work will **start**
  o *Click* on the **forward arrow** to view the calendar ahead

02/16/2015

Click the ‘Date’ to select.

• **Select** the **End Date** – Click in the field and a calendar will pop up
  o *Click* on the **date** when the work will **start**
  o *Click* on the **forward arrow** to view the calendar ahead

02/17/2015

Click the ‘Date’ to select.
- **Click** the ‘+Add Dumpster Information’ (required)

## Add Dumpster Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>101</td>
<td><strong>Enter Street Number</strong></td>
</tr>
<tr>
<td>To</td>
<td>102</td>
<td><strong>Enter Street Number</strong></td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
<td><strong>Select from drop-down list</strong></td>
</tr>
<tr>
<td>Street Name</td>
<td>WACKER</td>
<td><strong>Select from drop-down list</strong></td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
<td><strong>Select from drop-down list</strong></td>
</tr>
<tr>
<td>Placement</td>
<td>Dumpster Placement in Curb Lane</td>
<td><strong>Select from drop-down list</strong></td>
</tr>
<tr>
<td>Class</td>
<td>Class A Dumpster(s) - 30 Cubic Yards or Less</td>
<td><strong>Select from drop-down list</strong></td>
</tr>
<tr>
<td># of Dumpsters</td>
<td>1</td>
<td><strong>Enter # of Dumpsters</strong></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

*Click ‘+Add Dumpster Information’ to add*
The location information has been added.

A Service Request (optional) can be created

- **Click** in the space provided under ‘**Service Request Information**’

*Note:* Adding a Service Request is optional. If a Service Request is not needed, **Click** ‘Next Step’ to proceed.

**If a Service Request is not needed,**

5. **Legal Agreements** is the next step…
Adding a Service Request:

- **Click** the ‘+Add Request Parking Meter Sign Posting or Bagging’ button
Entering Service Request Information

- **Select** the ‘Type of Action Required’ from the drop-down list.
- **Enter** the ‘Purpose of Posting/Bagging’.
- **Select** ‘Yes’ or ‘No’ from the drop-down list for ‘Amended Permit?’
- **Select** the ‘Side of the Street to Post/Bag’ from the drop-down list.
- **Select** the ‘Posting/Bagging Begins’ date

**Click** the ‘Date’ to select.

- **Select** the ‘Posting/Bagging Ends’ date

**Click** the ‘Date’ to select.

- **Enter** ‘Special Instructions for Traffic Services’ (optional)
- **Click** the ‘Add Request Parking Meter Sign Posting or Bagging’ button
<table>
<thead>
<tr>
<th><strong>Add Request Parking Meter Sign Posting or Bagging</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Action Required</strong></td>
</tr>
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<td><strong>Purpose of Posting/Bagging</strong></td>
</tr>
<tr>
<td><strong>Amended Permit?</strong></td>
</tr>
<tr>
<td><strong>Side of Street to Post/Bag</strong></td>
</tr>
<tr>
<td><strong>Posting/Bagging Begins</strong></td>
</tr>
<tr>
<td><strong>Posting/Bagging Ends</strong></td>
</tr>
<tr>
<td><strong>Special instructions for Traffic Services</strong></td>
</tr>
</tbody>
</table>

*Indicates a required field

**Click** the ‘Add Request Parking Meter Sign Posting or Bagging’ button to add
Your Service Request has been added

- **Click** the ‘Next Step’ button to proceed

5. **Legal Agreements** is the next step…
5. Legal Agreements
The legal agreement must be acknowledged

- **Click** the ‘I Agree’ checkbox
- **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.

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**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