City of Chicago

Miscellaneous – Permit ^{User Guide [Ver. 2.0]}

City of Chicago 2/10/2024

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1. Application Type

To manage your account, sign in using your credentials.

📕 样 CHICAGO

Inspections, Permitting & Licensing	To manage your account, Sign In
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:	Sign In
Department of Transportation (CDOT)	Username

CDOT Department Homepage	Password
Apply for a CDOT Permit	
CDOT Permit Application Instructions	Sign In
Public Way Work License Application	Forgot Login Info?
Dumpster License Application	Greate New Account
Contractor Acceptance Process	



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CDOT Permit Application Instructions	Sign In
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Dumpster License Application	
Contractor Acceptance Process	

To create a new permit

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



On the "Application Type' screen

Select 'DOT MISC



2. Basic Job Information

Newspaper Stand

Enter the Basic Job Information



- 'Project Name' (optional) Enter a brief Project Name
- Select the 'Type of Work' from the drop-down list

• Select the 'Start Date' o Clicking in the field pops up a calendar o Click a date to select



Select the 'End Date'
 O Clicking in the field pops up a calendar
 O Click
 a date to select

02/27/2024									
0		Febr	uary 2	2024		0			
Su	Мо	Tu	We	Th	Fr	Sa			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16				
18	19	20	21	2	23	24			
25	26	27	28	29					

- Enter a 'Description of Work' (optional)
- *Click* the 'Next Step' button to proceed

3. Application Information

is the next step...

Display Vehicle



Previous Step Next Step

11

3. Application Information is the next step...

Freight Tunnel



Step' button to Proceed

3. Application Information is the next step...

Dedication



CDOT Other Transportation and Public Way Permits



3. Application Information is the next step...

Vacation



3. Application Information is the next step...

Helicopter Lift



4. Application Information

Add Subcontractor

Translate Select Language V						
Eric Tester - Permits - 811 - Trade Licenses - AIC Doc	umentation		Cart (2)			
Home > Permits						
CDOT Other Transportation	and Public Way Pe	ermits - Newsp	aper Stand			
Application Type Basic Job Applicants Information Select the company which is applying for this permit. *Required Information	Application Information	Newsstand Information	Legal Status Agreements			
Subcontractor If any companies other than your own will be acting as Subcontractor, click. Add WINSTON TOWERS CONDO ASSOC Add Subcontractor	1. Click 'Ad Subcontractor'	dd	tion.			
Previous Step Next Step 2. Click 'Next Step'						

CHICAGO >	Search For Subcontractor			× Translate
Eric Tester + Permits + 81	Search by Name	lombard		*
Home > Permits	OT Other Transportatio	on ar Public Way Per	Close Sea mits - Newspap	rch r Stand
plication Basic Jo Type Informat	ob Applicants	1. Search Subcontractor by name	Newsstand Information 2. Click	'Search'
Select the company which is applyir <i>Required Information</i>	ng for this permit.			
Subcontractor				
If any companies other than your Add WINSTON TOWERS CONDO	own will be acting as Subcontractor, c D ASSOC Add Subcontractor	lick the 'Add Subcontractor' button to a	add them to this application.	
Previous Step Next Step				

Contact		
THE LOMBARD COMPANY (A CONSOLIDATOR) Phone - (708)***-1060 Email - M*****@LOMBARDCOMPANY.COM ALSIP IL 60803		Select
LOMBARDO & SONS ELECTRIC Phone - (708)***-9891 Email - r********@comcast.net LA GRANGE PARK IL 60526	Select the Subcontractor	Select
LOMBARDI ELECTRIC, INC. Phone - (630)***-0223 Email - j****@lombaridelectric.com BLOOMINGDALE IL 60108-3107		Select
FATHER BOB LOMBARDO CHICAGO IL 60651		Select
JOHN LOMBARDI CONCRETE CONSTRUCTION MELROSE PARK IL 60160		Select
LOMBARDI, STEVE & MICHELE Phone - (773)***-7627 CHICAGO IL 60631		Select
THE LOMBARD CO Phone - (708)***-1060 ALSIP IL 60658		Select
NICK LOMBARDI Phone - (312)***-4963 CHICAGO IL 60608		Select

CDOT Other Transportation and Public Way Permits - Newspaper Stand



Add Emergency Contact Information

Click the '+Add Emergency Contact Information' button

CDOT Other Transportation and Public Way Permits - Newspaper Stand



Add Emergency Contact Information				
Name	JOHNSON	*		
Phone	(515)222-2222	* Click the 'Add Emergency		
E-Mail	test@gmail.com	Contact Information' button		
* Indicates a required field	Cancel	Add Emergency Contact Information		

The Emergency Contact Information has been recorded

- *Click* 'Next Step' to proceed.
- Eric Tester Permits 811 Trade Licenses AIC Documentation
 Cart (2)
 Home > Permits
 CDOT Other Transportation and Public Way Permits Newspaper Stand

	O	O			(<i>v</i>)	(<i>P</i>)
Application	Basic Job	Applicants	Application	Newsstand	Legal	Status
Туре	Information		Information	Information	Agreements	

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			
JOHNSON	(515)222-2222	test@gmail.com	Edit Delete		
+ Add Emergency Contac	+ Add Emergency Contact Information				
Previous Step Next Step Click the 'Next Step' button to proceed					

5. Miscellaneous Information

Newsstand



Adding Location Information





Newsstand Information Complete:

Permit Location Information		
Location *		
Location	Additional Information	
101 E WACKER DR		Edit Delete
+ Add Location		
Newspaper Stand Information		
Newsstand Type	Existing Newstand	*
Size of Newsstand	4	sqft. 🚺
Length of the Newsstand	2	r. *
Width of Newsstand	2	r. *
Height of the Newsstand	Click 'Next Step' to proceed	ft. *
Previous Step Next Step		

5. Legal Agreements is the next step...

Display Vehicle



Adding Location Information





Display Vehicle Information is complete

Home > Permits						
	CDOT Ot	her Transportatio	n and Public Wa	y Permits - Displa	ay Vehicle	
		(Арриса	tion Number - DOT 1	900820)		
~	O	O				
olication Type	Basic Job Information	Applicants	Application Information	Vehicle Information	Legal Agreements	Sta
nter the location	where the work will occur an	d then enter the specifics of th	e number and type of vehicle	es that will be displayed.		
Required Informa	ation					
Permit Locati	ion Information					
Location *						
Location		Ad	ditional Information			
101 E WACKE	ER DR ♀				Edit Delete	
+ Add Locatio	n					
	_					
Display Vehic	cle Information					
Display Vehicle((s) Location	Left Side of	Sheraton			*
Number of Vehi	cles	1				*
Type of Vehicles	s	Van				*
		Click 'N	lext Sten'			
Previous Step	Next Step	to pi	roceed			

If a Service Request <u>is</u> needed

Adding a Service Request is the next step...

If a Service Request is <u>not</u> needed

5. Legal Agreements is the next step...

Account Management



Enter the address of the tunnel entrance and information about the personnel who will be working in the tunnel. *Required Information



Adding Location Information

	Add Location		Enter 'From' Street No	×
1	From	101	Enter 'To' Street No	*
)	To	101	Select from drop down list	*
	Street Name	WACKER	Enter/Select 'Street Name'	*
p	Suffix	DRIVE	Select from drop down list	~
à.,	Additional Information		Click 'Add Location' to add	
h	* Indicates a required field		Cancel	Add Location

Add	d Location					×
This	is the address you er	ntered. Please confirm that it	is correct.			
	Street Number	Street Number High	Direction	Street Name	Suffix	Мар
0	101	101	E	WACKER	DR	80
	Addres	SE: 101 E WACKER DR	nspection ermitting	S, & Licensing Click 'Con to add loca	firm' ation Enter	Confirm

If a Service Request <u>is</u> needed

5. Legal Agreements is the next step...

Vacation



Enter the address to be vacated and the information received from the Department of Cultural Affairs and Special Events. *Required Information

Permit Location Information			
Location *			
Location	Additional Information		
101 E wacker DR ♀		Edit Delete	
+ Add Location C	ter 'Project Enter ompletion 'Fee Date' Value'	Enter 'OUC Number' Enter 'Maps and Plats Number'	
Public Right-of-Way Information			
Project Completion Date	02/28/2024		0
Fee Value	600		*
OUC Number?	A123		*
Maps and Plats Number	B12321		*
Case Number			0
Previous Step Next Step		* Indicates a required field	

Adding Location Information

Add Location		Enter 'From'	×
From	101	Enter 'To'	*
То	101	Select from	*
Direction	E	Enter/Select	*
Street Name	WACKER	'Street Name' Select from	*
Suffix	DRIVE	drop down list	~
Additional Information		Location' to add	
* Indicates a required field		Cancel	add Location



Vacation Information complete

Dication Type	Basic Job Information	Applicants	Application Information	Vacation Information	Legal Agreements	Statu
nter the address to b Required Informatio	be vacated and the information	ation received from the Depar	tment of Cultural Affairs and	Special Events.		
Permit Location	Information					
Location *						
Location		Addit	ional Information			
101 E wacker DR	• •				Edit Delete	
Public Right-of-	Way Information	02/28/2024	L			0
Fee Value		600				*
OUC Number?		A123				*
Maps and Plats Nu	mber	B12321				*
Case Number						0

Dedication



(Application Number - DOT1900829)



Adding Location Information

ľ	Add Location		Enter 'From' Street No	×
1	From	101	Enter 'To' Street No	*
) [.]	То	101	Select from drop down list	*
	Direction Street Name	E	Enter/Select 'Street Name'	*
P	Suffix		Select from drop down list	~
è,	Additional Information		Click 'Add Location' to add	
n	* Indicates a required field		Cancel Add	Location

ſ	Add	Location					×
	This	is the address yo	u entered. Please confirm that i	it is correct.			
		Street Number	Street Number High	Direction	Street Name	Suffix	Мар
	0	101	101	E	WACKER	DR	81
			★ CHICAGO >¦	nspection ^D ermitting	s, & Licensing	3	•
p		Add	Iress: 101 E WACKER DR		Click 'Cor to add loc	nfirm' ation	
ſ					Cancel Re	-Enter	Confirm

Dedication Information complete

	CDOT Other Transportation and Public Way Permits - Dedication (Application Number - DOT1900829)							
oplication Type	Basic Job Information	Applicants	Application Information	Dedication Information	Legal Agreements	Statu		
Enter the informat * <i>Required Informa</i>	ion received from the Departr ation	nent of Cultural Affairs and S	Special Events regarding the c	ledication.				
✓ Your app wish.	lication has been saved and	will be available in your dash	board. You may leave and ret	urn at a later time to complete	this application if you			
Public Right-	of-Way Information							
Project Complet	tion Date	02/28/202	4			0		
Fee Value		100				*		
OUC Number?		123456				*		
Maps and Plats	Number	ABC-123				*		
Case Number						0		
Previous Step	Next Step	Click Next Step proceed	o to		* Indicates a r field	equired		

If a Service Request is needed

Adding a Service Request is the next step...

If a Service Request is <u>not</u> needed

5. Legal Agreements is the next step...

Helicopter Lift

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.



Adding Location Information

	Add Location		Enter 'From' Street No		×
1	From	101	Enter 'To' Street No		*
)	То	101	Select from drop down list		*
	Direction Street Name		Enter/Select 'Street Name'		*
P	Suffix		Select from drop down list		
4.	Additional Information		Click 'Add Location' to add		
n	* Indicates a required field		Cancel	Add Locati	ion

Add	Location					×
This	is the address you en	tered. Please confirm that it	is correct.			
	Street Number	Street Number High	Direction	Street Name	Suffix	Мар
•	101	101	E	WACKER	DR	88
		CHICAGO > P	ermitting	s, & Licensing		
	St	ElHubbard St		Click 'Cont to add loca	îirm' ition	•
				Cancel Re-	Enter	Confirm

Helicopter Lift Information is complete

Helicopter Lift Information					
Start Time					*
End Time					*
FAA Approval	○ Yes ○ No * ●				
Adjacent to Delivery Site	🔾 Yes 🗿 No 🔺 🍞				
Aprox. Distance to Delivery Site (Ft or Blks)					*
Weight					lbs. 🕴
Type of Equipment or Materials					*
Police and OEMC Services					
Police and OEMC Services					
Service Needed	Quantity	Hours	Total	Fees	
+ Add Police and OEMC Services					
Grand Total	Click 'Next Step'				
Previous Step Next Step	to Proceed				

If a Service Request <u>is</u> needed

Adding a Service Request is the next step...

If a Service Request is <u>not</u> needed

5. Legal Agreements is the next step...

6. Legal Agreements

The legal agreement must be acknowledged

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

Translate Select Language V					
Eric Tester + Pe	ermits - 811 - Trade Licen	ses - AIC Documentation			Cart (2
Home > Permits	CDOT Other Tra	ansportation and Publi (Application Numbe	c Way Permits - № r - DOT1900812)	ewspaper Stand	
asic Job formation	Applicants	Application Information	Newsstand Information	E Legal Agreements	Status
Legal Agreeme	nts				
By accepting thi 1. You have pr you believe 2. You unders 2 Accept *	is agreement you are certifying that ersonally examined and are familia that all information submitted is tr tand and agree that clicking "I agre	r with all Le, corre والالله وطالباته کار will be agreement	ept' questions contai ept the tronic form.	ned in this notice, and any attachmen	its, and that
Previous Step	Submit	Click 'Submit' to Proceed			

<u>6. Status</u> is the next step...

7. 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.

Summary		
Туре	CDOT Other Transportation and Public Way Permits	
Status	Application Checks	
Applicants	WINSTON TOWERS CONDO ASSOC-Applicant	more info

Review	Date Resulted	Status	Notes
Permit Application Review		Pending	

Messages About This Application		
Comment	Date	Description
Send a Message About This Application		
Important Dates		

important butco		[
Creation Date	Note: Scroll down the page to see the additional application information	2/6/2024
Start Date		2/16/2024
End Date		2/27/2024

Sign Out

When finished, be sure to sign out

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

