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1. Application Type

To manage your account, sign in using your credentials.
To create a new permit

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

Select ‘CDOT Occupy Public Right-of-Way Permit’
2. Applicants

The company associated with your web login will display as the ‘Primary Applicant’.

If an entity other than you or your company should be listed as Excavator / Sub-Contractor,

- **Click** the ‘Add Excavator / Sub-Contractor’ button to add them to this application

*Note:* If your company is the only one to be listed on the application, **Click** ‘Next Step’ to proceed
A search window pops-up to identify the Excavator / Sub-Contractor

- **Enter** part of the Company’s name
- **Click** the ‘Search’ button to look up entries

**Search for Excavator / Sub-Contractor**

- Enter part of the Company’s name and click the ‘Search’ button

Enter the name or license number for the Excavator / Sub-Contractor you are searching for.

**Note:** More information typed into the search box will provide a closer set of search results.
A window displaying the search results will display.

- **Click** the ‘Add’ button beside the Excavator / Sub-Contractor you wish to add to the application

### Search for Excavator / Sub-Contractor

<table>
<thead>
<tr>
<th>Excavator / Sub-Contractor</th>
<th>License Type</th>
<th>License Number</th>
<th>Active</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFT SHEEN PROD ANNEX B 1000 E 87TH ST (773)384-2800</td>
<td>Public Way Work License</td>
<td>252</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>SHAWN Improbably Excellent Electric 11134 S. LONGWOOD DR. (773)491-8581</td>
<td>Public Way Work License</td>
<td>1141</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Main Improbably Excellent Electric</td>
<td>Public Way Work License</td>
<td>1142</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Digger Test Excavator 1 123 Main St (312)321-1234</td>
<td>Public Way Work License</td>
<td>PWW13064</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Digger Test Excavator 2 123 Main St (312)321-1234</td>
<td>Public Way Work License</td>
<td>PWW13065</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Digger Test Excavator 3 123 Main St (312)321-1234</td>
<td>Public Way Work License</td>
<td>PWW13065</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
The new Excavator / Sub-Contractor will be added to the application.

- **Click** the ‘Next Step’ button to proceed
3. Basic Job Information

Enter the Basic Job Information

- A ‘Project Name’ (optional) - will help identify your application in the future
- ‘Activity Type’ – Select from the drop-down list

* Indicates a required field

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click the ‘Next Step’ button to Proceed.
- ‘Description of Work’ (optional) – **Enter** a brief **description of the work to be done**
- **Click** ‘Next Step’ to proceed
4. Application Information

Add Emergency Contact Information

- Click the ‘+Add Emergency Contact Information’ button

Note: Emergency Contact Information is required

Click the ‘+Add Emergency Contact Information’ button

Note: City Contract / Ordinance Information is not required
Entering Emergency Contact Information

Add Emergency Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Primary?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Johnson</td>
</tr>
<tr>
<td>Phone</td>
<td>(512)555-1212</td>
</tr>
<tr>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

Click the ‘+Add Emergency Contact Information’ button
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.

Note: City Contract / Ordinance Information is optional. If that information does not apply, Click ‘Next Step’ to proceed.
Clicking in the space for ‘City Contract / Ordinance Information’ will pop up an entry window

Entering City Contract / Ordinance Information

- **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

- **Select** the ‘End Date of Ordinance’ – End date of the ordinance
  - *Clicking* in the field pops up a **calendar**
  - *Click a date* to select
City Contract / Ordinance Information has been entered

Click the ‘Next Step’ button to proceed.
5. Occupy Information

General Occupy

**Note:** At least one activity is required (Barricades, Operating Equipment, Parking Work Vehicles, Temporary Driveway)

The ‘Application Number’ has been created

---

**Occupant Information**

**Application Number:** DOT185328

Enter the information regarding the way you intend to occupy the public right-of-way.

- **Required Information**
  - Nature of Work: Construction

- **Location**
  - 101-103 E WACKER DR

**Barricades**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Length (ft.)</th>
<th>Purpose of Obstruction</th>
<th>Start Date</th>
<th>End Date</th>
<th>Original Start Date</th>
</tr>
</thead>
</table>

**Operating Equipment**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Length (ft.)</th>
<th>Equipment Stored</th>
<th>Start Date</th>
<th>End Date</th>
<th>Original Start Date</th>
</tr>
</thead>
</table>

**Work Vehicles**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Length (ft.)</th>
<th>License Plate Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Original Start Date</th>
</tr>
</thead>
</table>

**Temporary Driveways**

<table>
<thead>
<tr>
<th>Width (ft.)</th>
<th>Start Date</th>
<th>End Date</th>
<th>Original Start Date</th>
</tr>
</thead>
</table>

**Service Request Information**

I need to create a Service Request.
### Adding Barricades

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
<td>Sideway or Parkway - Partial Closure</td>
</tr>
<tr>
<td>Length</td>
<td>200 ft.</td>
</tr>
<tr>
<td>Purpose of Obstruction</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Start Date</td>
<td>02/23/2015</td>
</tr>
<tr>
<td>End Date</td>
<td>02/28/2015</td>
</tr>
<tr>
<td>Original Start Date</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

1. **Select** from drop-down list
2. **Enter** ‘Length (ft.)’
3. **Enter** ‘Purpose of Obstruction’
4. **Click & Select** the ‘Start Date’
5. **Click & Select** the ‘End Date’
6. **Click** the ‘Add Barricades’ button to Proceed.
## Adding Operating Equipment

### Add Operating Equipment

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
<td>Sideway or Parkway - Full Closure</td>
</tr>
<tr>
<td>Length</td>
<td>200 ft.</td>
</tr>
<tr>
<td>Equipment Stored</td>
<td>Generator</td>
</tr>
<tr>
<td>Start Date</td>
<td>02/23/2015</td>
</tr>
<tr>
<td>End Date</td>
<td>02/28/2015</td>
</tr>
<tr>
<td>Original Start Date</td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

1. **Select** from drop-down list
2. **Enter** ‘Length (ft.)’
3. **Enter** ‘Equipment Stored’
4. **Click & Select** the ‘Start Date’
5. **Click & Select** the ‘End Date’
6. **Click** the ‘Add Operating Equipment’ button to Proceed.

*Indicates a required field*
Adding Work Vehicles

1. Select from drop-down list
2. Enter ‘Length (ft.)’
3. Enter ‘Type of Vehicle’
4. Enter ‘License Plate Number’
5. Enter ‘License State/County’
6. Click & Select the ‘Start Date’
7. Click & Select the ‘End Date’
8. Click the ‘Add Work Vehicles’ button to Proceed.

* Indicates a required field
Adding Temporary Driveways

1. Enter ‘Width (ft.)’
2. Click & Select the ‘Start Date’
3. Click & Select the ‘End Date’
4. Click the ‘Add Temporary Driveways’ button to Proceed.
After Adding an Activity, the information displays

If a Service Request is needed

Adding a Service Request is the next step…

If a Service Request is not needed

6. Documentation is the next step
Traffic and Light Pole Use

1. Click & Select the ‘Start Date’
2. Click & Select the ‘End Date’
3. Click ‘+ Add Location’ (required)

The ‘Application Number’ has been created
* Indicates a required field
Adding Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>101</td>
</tr>
<tr>
<td>To</td>
<td>103</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
</tr>
<tr>
<td>Street Name</td>
<td>WACKER</td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
</tr>
<tr>
<td>Pole Type</td>
<td>Light Pole</td>
</tr>
<tr>
<td>Pole File Number</td>
<td>123456</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

1. Enter 'From' Street Number
2. Enter 'To' Street Number
3. Select from drop-down list
4. Enter/Select 'Street Name'
5. Select from drop-down list
6. Select from drop-down list
7. Enter 'Pole File Number'
8. Click 'Add Location Information' to add

* Indicates a required field
Location Information has been added

If a Service Request **is** needed

[Adding a Service Request](#) is the next step…

If a Service Request is **not** needed

6. **Documentation** is the next step…
Utility Pole Storage

The ‘Application Number’ has been created.

1. **Click & Select** the ‘Start Date’
2. **Click & Select** the ‘End Date’
3. **Click ‘+ Add Location’ (required)**
Entering Location Information

1. Enter 'From' Street Number
2. Enter 'To' Street Number
3. Select from drop-down list
4. Enter/Select 'Street Name'
5. Select from drop-down list
6. Enter 'Number of Poles'
7. Indicates a required field
8. Click ‘Add Location Information’ to add
Location Information has been added

If a Service Request **is** needed

[Click the ‘I need to create a Service Request’ button](optional)

If a Service Request is **not** needed

6. **Documentation** is the next step…
Media Parking

1. **Click & Select** the ‘Start Date’
2. **Click & Select** the ‘End Date’
3. **Click ‘+ Add Location’ (required)**

The ‘Application Number’ has been created

* Indicates a required field
# Adding Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>101</td>
</tr>
<tr>
<td>To</td>
<td>103</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
</tr>
<tr>
<td>Street Name</td>
<td>WACKER</td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

*Indicates a required field

1. **Enter ‘From’ Street Number**
2. **Enter ‘To’ Street Number**
3. **Select from drop-down list**
4. **Enter/Select ‘Street Name’**
5. **Select from drop-down list**
6. **Click ‘Add Location Information’ to add**
Location Information has been entered

Click the ‘Next Step’ to proceed
Manhole Access

The ‘Application Number’ has been created.

1. Click & Select the ‘Start Date’

2. Click & Select the ‘End Date’

3. Click ‘+ Add Location’ (required)

* Indicates a required field
# Adding Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Enter 'From' Street Number</td>
<td>1. Enter 'From' Street Number</td>
</tr>
<tr>
<td>To</td>
<td>Enter 'To' Street Number</td>
<td>2. Enter 'To' Street Number</td>
</tr>
<tr>
<td>Direction</td>
<td>E</td>
<td>3. Select from drop-down list</td>
</tr>
<tr>
<td>Street Name</td>
<td>WACKER</td>
<td>4. Enter/Select 'Street Name'</td>
</tr>
<tr>
<td>Suffix</td>
<td>DRIVE</td>
<td>5. Select from drop-down list</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

6. Click 'Add Location Information' to add
Location Information has been added

If a Service Request **is** needed

[Adding a Service Request](#) is the next step…

If a Service Request is **not** needed

6. **Documentation** is the next step…
Public Place Obstruction

The ‘Application Number’ has been created

1. Click & Select the ‘Start Date’
2. Click & Select the ‘End Date’
3. Enter A description of the purpose of work required
4. Click the ‘+Add Location Information’ (required) button

* Indicates a required field
Entering Occupy Information

- **Enter** 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

- **Enter** the End 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

- **Enter** the purpose for the work (required)

- **Click** the ‘+Add Location Information’ (required)
### Entering Location Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Required Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td></td>
<td>Enter Street Number</td>
</tr>
<tr>
<td>To</td>
<td></td>
<td>Enter Street Number</td>
</tr>
<tr>
<td>Direction</td>
<td>*</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Street Name</td>
<td>*</td>
<td>Enter/Select ‘Street Name’</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Closure</td>
<td>*</td>
<td>Select from drop-down list</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

Click ‘Add Location 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**’

If a Service Request is needed

**Adding a Service Request** is the next step…

If a Service Request is **not** needed

6. **Legal Agreements** is the next step…
Moving Van Parking

The ‘Application Number’ has been created

1. Click & Select the ‘Start Date’
2. Click & Select the ‘End Date’
3. Enter the ‘Total Number of Vehicles Parked at One Time’
4. Enter the ‘ICC Vehicle Number’
5. Click ‘+ Add Location’ (required)

* Indicates a required field
Adding Location Information

1. Enter 'From' Street Number
2. Enter 'To' Street Number
3. Select from drop-down list
4. Enter/Select 'Street Name'
5. Select from drop-down list
6. Click 'Add Location Information' to add

*Indicates a required field
Location information has been added

If a Service Request **is** needed

Adding a Service Request is the next step…

If a Service Request is **not** needed

6. Documentation 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

#### Posting/Bagging Begins

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>13</td>
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</tr>
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<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

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

#### Posting/Bagging Ends

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

- **Enter** ‘Special Instructions for Traffic Services’ (optional)
- **Click** the ‘Add Request Parking Meter Sign Posting or Bagging’ button
**Add Request Parking Meter Sign Posting or Bagging**

<table>
<thead>
<tr>
<th>Type of Action Required</th>
<th>Parking Restriction Sign Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Posting/Bagging</td>
<td>No Parking During Equipment Move</td>
</tr>
<tr>
<td>Amended Permit?</td>
<td>No</td>
</tr>
<tr>
<td>Side of Street to Post/Bag</td>
<td>East</td>
</tr>
<tr>
<td>Posting/Bagging Begins</td>
<td>02/16/2015 12:00 am</td>
</tr>
<tr>
<td>Posting/Bagging Ends</td>
<td>02/17/2015 12:00 am</td>
</tr>
<tr>
<td>Special Instructions for Traffic Services</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates a required field

1. **Select** from drop-down list
2. **Enter** Purpose
3. **Select** from drop-down list
4. **Enter/Select** Side of Street
5. **Click/Select** date
6. **Click/Select** date
7. **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
6. Documentation
To add a document to the application

- **Click** the ‘+Add Document’ button

![Image showing the City of Chicago website with a section on Documentation]

Note: only jpg, pdf, or png files can be added

- **Click** the ‘Browse…’ button to locate a document

![Image showing the Add Document page with options to select file types]

**Click** the ‘Browse…’ button to locate a document
• Add the file

1. **Highlight** the document to be added

2. **Click** the ‘Open’ button to select the document

• Select the type of document that you uploaded

**Check** all of the categories that apply to your document. If your permit is for work on an Arterial Street, you must upload a Work Zone Sketch.
- Click the 'Upload' button to add the document to the application

The document has been added.

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

*Click the 'Next Step' button to proceed. If your permit is for work on an arterial street, you will not be allowed to leave this page until you have uploaded a Work Zone Sketch.*
7. Legal Agreements
The legal agreement must be acknowledged

- Click the ‘I Agree’ checkbox
- Click the ‘Submit’ button to proceed
8. 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.

Note: Scroll down the page to see additional application information.
Sign Out

When finished, be sure to sign out

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