City of Chicago

Public Way Opening Permit

User Guide [Ver. 1.0]

2/10/2015

Contents

1. Application Type

To manage your account, sign in using your credentials.

To create a new permit

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

On the "Application Type' screen under CDOT Opening in the Public Right of Way (DOT PWO)

Click **'Let's get started'**

2. Applicants

The company associated with your web login will display as the 'Primary Applicant'. The Primary Applicant can have a specific role in addition to the Primary Applicant. To add a role, the user can click on the Select Roles link in the Role box under Primary Applicant.

If the Responsible party already has a License for a specific discipline in the IPS system, they will only be allowed to select that role. If they don't, they will be able to select any role but will need to be approved by CDOT.

Select Roles *

✕

☐ Asphalt   ☐ Concrete   ☐ Electrical   ☐ Excavator

☑ General Contractor   ☐ Landscaping   ☐ Plumbing   ☐ Restoration

☐ Road Striping   ☐ Saw Cutting   ☐ Stump Removal   ☐ Tree Removal

Cancel   Save

3.   Adding an Excavator / Sub Contractor to your permit

If an entity other than you or your company should be listed as Excavator / Sub-Contractor, in the Excavator / Sub-Contractor section of the Applicants detail page, select the Add Excavator / Sub-Contractor button.

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

On the Search for Excavator / Sub-Contractor pop-up, enter a company name or partial name to search for and then click on the Search button.

Search For Excavator / Sub-Contractor   ✕

Search by Name / License
Number

Trees R Us

*

Close   **Search**

On your search results. Select the contact you wish to use. If they don't have a DOTPWW% license, the user will be able to select any role. (Roles available will be in bold print)

Select Excavator / Sub-Contractor

✕

Contact

Trees R Us
Phone - (312)***-9999
Email - T*******@Test.com
Chicago IL 60602

GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24

[Select]

Trees R Us 2
Phone - (312)***-9999
Email - T********@test.com
Chicago IL 60602

GENLIA - 1234 - 23-FEB-32

[Select]

Select Roles

☐ Asphalt   ☐ Concrete   ☐ Electrical   ☐ Excavator

☐ General Contractor   ☐ Landscaping   ☐ Plumbing   ☐ Restoration

☐ Road Striping   ☐ Saw Cutting   ☐ Stump Removal   ☐ Tree Removal

[Close] [Save] [Search Again] [Add New Contact]

If the contact has a DOTPWW% license, the user will only be allowed to select the role they have their license for.

Select the role associated with the contact and click on the Save button.

Select Excavator / Sub-Contractor   ✕

GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24

Trees R Us 2   Select
Phone - (312)***-9999
Email - T********@test.com
Chicago IL 60602

GENLIA - 1234 - 23-FEB-32

Select Roles

☐ Asphalt   ☐ Concrete   ☐ Electrical   ☐ Excavator

☐ General Contractor   ☐ Landscaping   ☐ Plumbing   ☐ Restoration

☐ Road Striping   ☐ Saw Cutting   ☐ Stump Removal   ☑ Tree Removal

Close   Save   Search Again   Add New Contact

The Contractor will now be listed in the Excavator / Sub-Contractor section of the Applicants detail page.

Excavator / Sub-Contractor

Name	Role	Requirement	Status	Action
Trees R Us 2 Phone-(312)***-9999 Email-T********@test.com Chicago IL 60602	Tree Removal Select Roles	Licensing	Valid Licensing required: Public Way Work License	Remove
		Insurance	Valid Insurance required: General Liability	
		Letter of Credit	Valid Letter of Credit required: Any	

Add Excavator / Sub-Contractor

Users will be able to add additional contractors at this point if they know who they will be. They will not, however, be able to add a contractor with the same role.

Select Excavator / Sub-Contractor   ✕

Contact

Trees R Us 2   Select
Phone - (312)***-9999
Email - T********@test.com
Chicago IL 60602

Select Roles

Only one contractor per role is allowed during the application process. After your permit is issued you can add additional contractors to each role for a fee.

Close   Save   Search Again   Add New Contact

There are two contractors on this application. One has a license and the other doesn't. The one that doesn't will need to be reviewed and approved by CDOT.

Excavator / Sub-Contractor

Name	Role	Requirement	Status	Action
Trees R Us Phone-(312)***-9999 Email-T*******@Test.com Chicago IL 60602 GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24	Tree Removal **Select Roles**	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
		Insurance	Current (2/6/2024 - 2/8/2032)	
		Letter of Credit	Valid Letter of Credit required: Any	
Trees R Us 2 Phone-(312)***-9999 Email-T********@test.com Chicago IL 60602 GENLIA - 1234 - 23-FEB-32	Landscaping **Select Roles**	Licensing	Valid Licensing required: Public Way Work License	Remove
		Insurance	Current (2/6/2024 - 2/23/2032)	
		Letter of Credit	Valid Letter of Credit required: Any	

Add Excavator / Sub-Contractor

Note: If the Excavator / Sub-Contractor doesn't have an email address, the Excavator / SubContractor won't get an email.

The emails notifying the Excavator / Sub-Contractor of their participation will go out to the individual companies and their Admins when the fee is added to the permit.
The new Excavator / Sub-Contractor will be added to the application.

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

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

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CDOT Opening in the Public Right of Way

✓ Application Type — 📋 Applicants — ✏ Basic Job Information — ✏ Application Information — ✏ Opening Information — ✏ Documentation — ✏ Legal Agreements — ✏ Status

If you need to add an excavator / sub-contractor, click the 'Add Excavator / Sub-Contractor' button below to search for a licensed excavator.

Starting on 4/11/2023 all subs being added to a permit must be assigned a discipline.
Please note the following.
• At least one discipline must be selected, the applicant can be the GC.
• Once added each sub will receive an email asking them to accept or reject being added to the permit.
• If the selected contractor does not have an email associated with their account, the contractor will not receive a notification.
• Only one contractor per discipline will be allowed. If you need to add an additional contractor to a particular discipline it will require approval from the CDOT permit office, please note this may incur a fee.
If you need additional instruction please refer to the Public Way Opening Permit instructional guide.

*Required Information

Primary Applicant *

Name	Role	Requirement	Status
Example Company Phone-(312)***-9999 Chicago IL 60610 GENLIA - 1234 - 06-FEB-30, DOT Public Way Work License - PWW203701 - 31-DEC-24	Primary Applicant **Select Roles**	Licensing	Current (1/1/2023 - 12/31/2024)
		Insurance	Current (2/6/2024 - 2/6/2030)
		Letter of Credit	Valid Letter of Credit required: Any

Excavator / Sub-Contractor

Name	Role	Requirement	Status	Action
Trees R Us Phone-(312)***-9999 Email-T*******@Test.com Chicago IL 60602 GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24	Tree Removal **Select Roles**	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
		Insurance	Current (2/6/2024 - 2/8/2032)	
		Letter of Credit	Valid Letter of Credit required: Any	

Add Excavator / Sub-Contractor

Click on the Next Step button to proceed.

Previous Step   **Next Step**

4. Basic Job Information

Enter the **Basic Job Information**

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CDOT Opening in the Public Right of Way

✓ Application Type   ✓ Applicants   ▤ Basic Job Information   ✎ Application Information   ✎ Opening Information   ✎ Documentation   ✎ Legal Agreements   ✎ Status

Enter the start and end date of the work, as well as the type of work which will occur. If your permit is associated with an approved OUC project (e.g., construction), the permit start date must be within the range of the Project Start Date and Project Expiration Date.

*Required Information

Basic Job Information

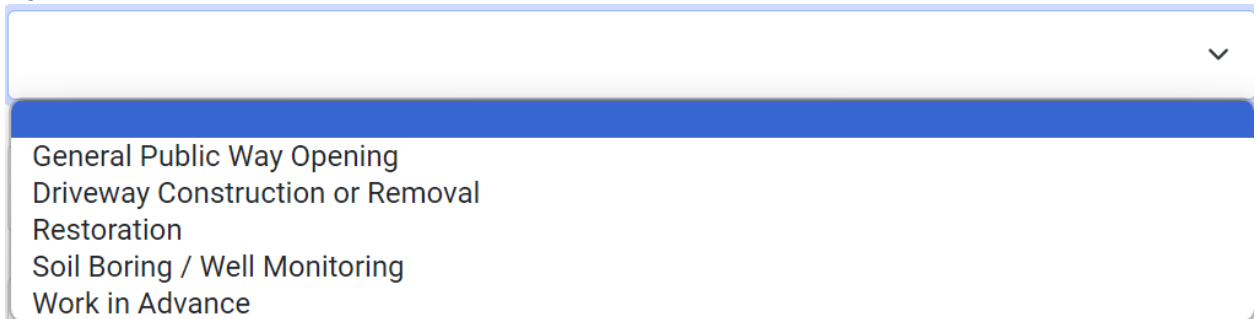|		
Project Name		* ⓘ
Type of Work	⌄	*
Start Date	Start Date	*
End Date	End Date	*
Description of Work	Description of Work	*

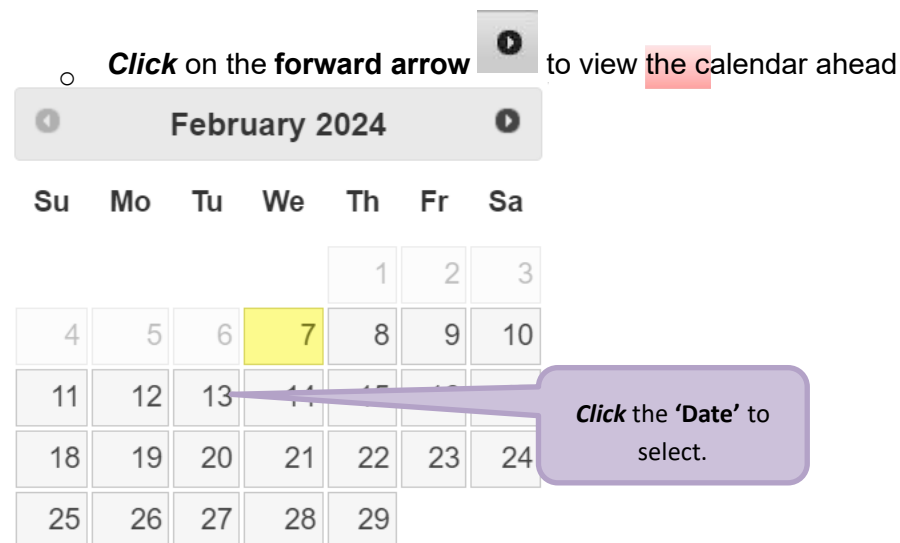[Previous Step] [Next Step]

*   Indicates a required field

- A **'Project Name'** (optional) - will help identify your application in the future
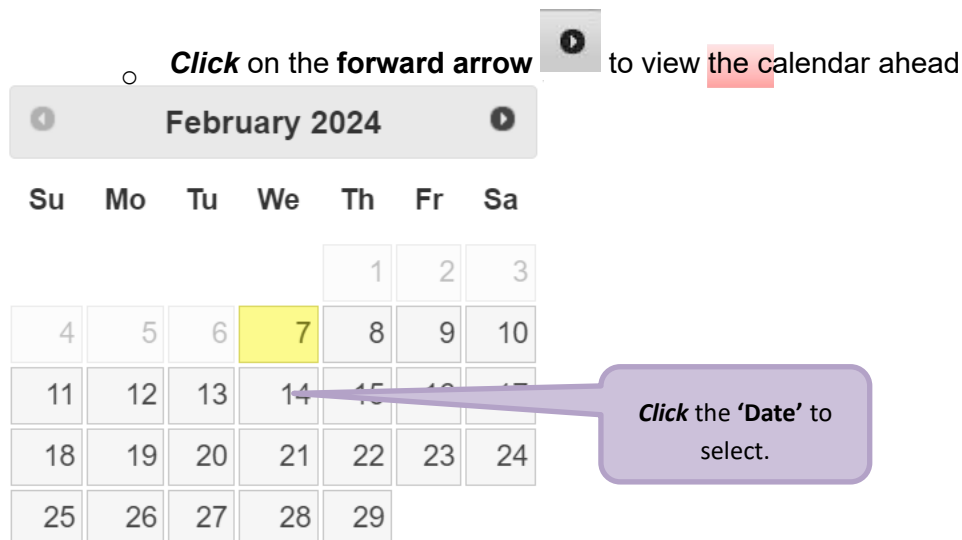
- **'Type of Work'** – *Select* from the drop-down list

General Public Way Opening
Driveway Construction or Removal
Restoration
Soil Boring / Well Monitoring
Work in Advance

- **'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

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

- **'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

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

- **'Description of Work'** (optional) – *Enter* a brief **description of the work to be done**
  - ○ *Click* **'Next Step'** to proceed

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CDOT Opening in the Public Right of Way

✓ Application Type   ✓ Applicants   Basic Job Information   Application Information   Opening Information   Documentation   Legal Agreements   Status

Enter the start and end date of the work, as well as the type of work which will occur. If your permit is associated with an approved OUC project (e.g., construction), the permit start date must be within the range of the Project Start Date and Project Expiration Date.

＊*Required Information*

Basic Job Information

Project Name	Testing Web UI	＊ ⓘ
Type of Work	General Public Way Opening ⌄	＊
Start Date	02/09/2024	＊
End Date	02/23/2024	＊
Description of Work	Description of Work	＊

Previous Step   Next Step

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

＊   Indicates a required field

4. Application Information is the next step…

5. Application Information

Emergency Contact Information

Add Emergency Contact Information

- Click the '+Add Emergency Contact Information' button

Add Emergency Contact Information   ✕

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

Cancel   **Add Emergency Contact Information**

* 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.

If City Contract / Ordinance Information is not needed,

5. Opening Information is the next step…

City Contract/ Ordinance Information

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

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   [MM/DD/YYYY   ] ⓘ

End Date of Ordinance   [MM/DD/YYYY   ] ⓘ

- **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

- *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

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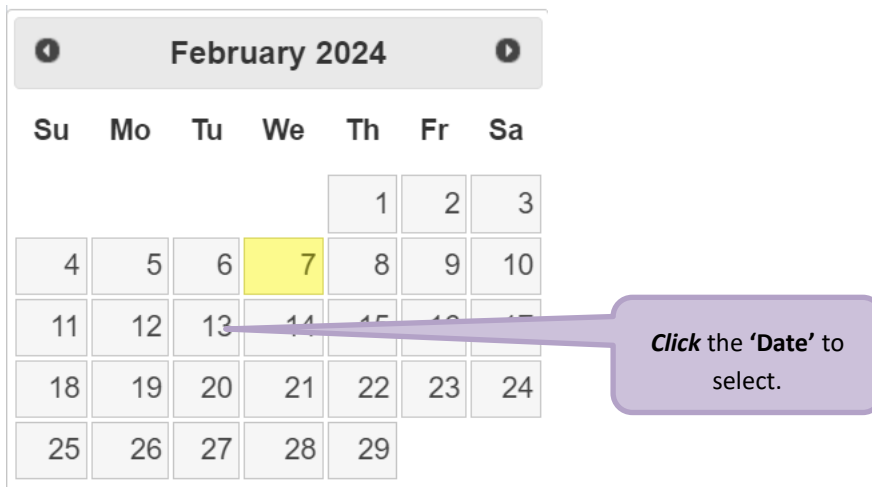
- *Select* the **'End Date of Ordinance'** – End date of the ordinance ○ *Clicking* in the field pops up a **calendar**

    ○ *Click* **a date** to select

Click the **'Date'** to select.
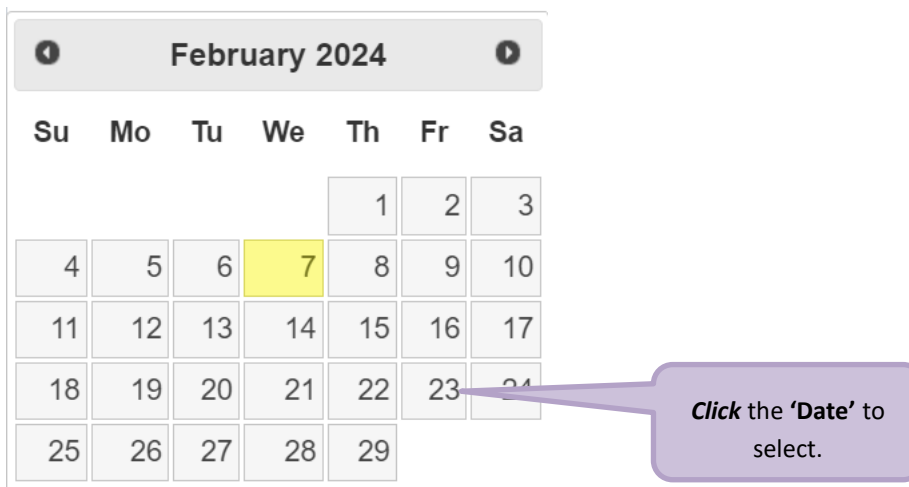
- *Click* the '**Next Step'** [Next Step] button to proceed

5. Opening Information is the next step…

6. Opening Information

Opening Information by Work Type

General

- *Enter* the **'Purpose of Openings'** (required)
- *Select* the **'Nature of Work' from dropdown (required)**
- *Enter* the **'Approved OUC Number'** (optional)
- *Enter* the **'Related Permit Number'** (optional)
- *Click* the **'+ Add Location'** button (required)

Adding Location Information

Add Location   ✕

From   [   ]   ⬅ *Enter* **Street Number**

To   [   ]   ⬅ *Enter* **Street Number**

                                                             Select from drop-
                                                             down list
Direction   [⌄] ⬅

Street Name   [   ]   ⬅ *Enter* **Street Name**

                                                             Select from drop-
                                                             down list
Suffix   [⌄] ⬅

Will soil be disturbed?   ◯ Yes   ◯ No   *   *Click* radio button for **'Will**
                                          ⓘ   **soil be disturbed**

Additional Information   [   ]   *Enter* Additional Information

                                                             Select from drop-
                                                             down list
Closure   [⌄] ⬅

                                        [Cancel] [Add Location]

                                                             Click **'Add Location'** to add

* Indicates a required field

Edit Location   ✕

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	🗺️

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Address: 333 S STATE ST

If you need assistance, please contact support for the appropriate department.
If your question is about an existing application, please include your application number
or the address of your application.

Cancel   Re-Enter   Confirm

*Click '**Confirm** to add*

Add Opening Information:

Opening Information Popup Window

Add Opening Information   ✕

1. *Select* from drop-down list

Placement   Curb Lane   ⌄   *

Length   20   2. *Enter* 'Length (ft.)'   *

Width   6   3. *Enter* 'Width (ft.)'   *

Depth   1   4. *Enter* 'Depth (ft.)'   *

# of ADA Ramp   1   5. *Enter* '# of ADA Ramp'

* Indicates a required field   Cancel   Add Opening Information

6. *Click* 'Add Opening Information' to add

Opening Information is complete.

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CDOT Opening in the Public Right of Way - General Public Way Opening
(Application Number - DOT1900822)

Applicants — Basic Job Information — Application Information — **Opening Information** — Documentation — Legal Agreements — Status
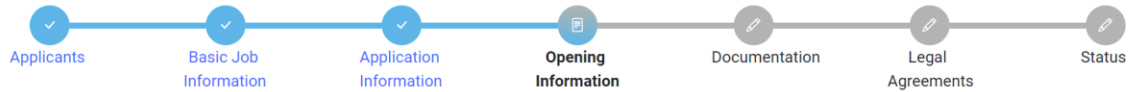
Specify the purpose of your permit, and then enter any locations which openings are needed. Once the locations have been entered, add all of the relevant opening activities.

*Required Information

Site Details

Purpose of Openings:	Test Web UI	*
Nature of Work	Construction	* ℹ
Approved OUC Number	EFP-123456	ℹ
Related Permit Number		ℹ

Location *

[+ Add Location]

333-333 S STATE ST   [Edit] [Delete]

Opening Information *

Placement	Length (ft.)	Width(ft.)	Depth(ft.)	# of ADA Ramp	
Curb Lane	20	6	1	1	Edit	Delete

[+ Add Opening Information]

[Previous Step] [Next Step]

6. Documentation is the next step…

Restoration Information
The 'Opening Information' page is displayed

- • *Enter* the **'Purpose of Work' (required)**
- • *Enter* the **'Depth of excavation' (required)**
- • *Check* the **'Restoration Place' (required) (At least one checkbox must be checked)**
- • *Click* the **'+ Add Location'** button **(required)**

Adding Location Information

Add Location Information   ✕

From
100

Enter Street Number

To
120

Enter Street Number

Select from drop-down list

Direction
N ⌄

Street Name
WELLS

Enter Street Name

Select from drop-down list

Suffix
STREET ⌄

Select from drop-down list

Closure
Curblane Closure ⌄   *

Additional Information
[   ]   *Enter* Additional Information

Will soil be disturbed?   ◯ Yes   ◯ No   *   *Click* radio button for **'Will soil be disturbed**
ⓘ

Cancel   Add Location Information

*   Indicates a required field

Click **'Add Location Information'** to add

Edit Location ✕

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	🗺️

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Address: 333 S STATE ST

If you need assistance, please contact support for the appropriate department. If your question is about an existing application, please include your application number or the address of your application.

Cancel   Re-Enter   Confirm

Click '**Confirm** to add

The location information has been added.

6. Documentation is the next step…

Driveway Construction or Removal
The 'Opening Information' page is displayed

- *Select* the **'Driveway Opening Type' (required)**
- *Enter* the **'Number of Driveways' (required)**
- *Enter* the **'Depth of Excavation' (required)**
- *Enter* the **'Driveway Permit Number'** (optional)
- *Click* the **'+ Add Location'** button **(required)**

Adding Location Information

Add Location Information   ✕

From	100	*Enter* **Street Number**
To	120	*Enter* **Street Number**
Direction	N ⌄	Select from drop-down list
Street Name	WELLS	*Enter* **Street Name**
Suffix	STREET ⌄	Select from drop-down list
Closure	Curblane Closure ⌄ *	Select from drop-down list
Additional Information		*Enter* Additional Information
Will soil be disturbed?	⊙ Yes ⊙ No * ⓘ	*Click* radio button for **'Will soil be disturbed**

Cancel   Add Location Information

Click **'Add Location Information'** to add

* **Indicates a required field**

Edit Location   ✕

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	🗺️

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Address: 333 S STATE ST

If you need assistance, please contact support for the appropriate department.
If your question is about an existing application, please include your application number
or the address of your application.

Cancel   Re-Enter   Confirm

Click '**Confirm** to add

Location Information has been added

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⊕ Translate   Select Language ▼

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CDOT Opening in the Public Right of Way - Driveway Construction or Removal
(Application Number - DOT1900832)

✓ Application Type — ✓ Applicants — ✓ Basic Job Information — ✓ Application Information — 🗎 **Opening Information** — ✎ Documentation — ✎ Legal Agreements — ✎ Status

Enter the details of the driveway(s) which will be constructed or removed. If driveways are being constructed, you must enter a permit number.

*Required Information

Driveway Construction or Removal Information

Driveway Opening Type	[⌄]	*
Number of Driveways	[ ]	* ⓘ
Depth of Excavation	[0] ft.	* ⓘ
Driveway Permit Number	[ ]	ⓘ

Location Information *

Location	Closure	Additional Information	Will soil be disturbed?	
333 S STATE ST 📍	No Street Closure	test	No	Edit | Delete

[+ Add Location Information]

[Previous Step] [Next Step]

6. Documentation is the next step…

Soil Boring and Well Monitoring

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🌐 Translate | Select Language ▼

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

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CDOT Opening in the Public Right of Way - Soil Boring / Well Monitoring
(Application Number - DOT1900833)

The **'Application Number'** has been created

Application Type — Applicants — Basic Job Information — Application Information — **Opening Information** — Documentation — Legal Agreements — Status

Enter the details for any soil borings or well monitorings which will be performed, as well as the locations where the work will be performed.

*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.

Soil Boring and Well Monitoring

Well Monitoring Information

How many individual blocks will have Well Monitoring?

Enter the **'Number of blocks with Well Monitoring'** (optional)

Total Number of Well Monitorings?

Enter the **'Number of Well Monitorings'** (optional)

Soil Boring

How many individual blocks will have Soil Boring?

Enter the **'Number of blocks with Soil Borings'** (optional)

Total Number of Soil Borings?

Enter the **'Number of Soil Borings'** (optional)

Are the Soil Borings in the Parkway Only?   ○ Yes ○ No

Click radio button for **'Soil Borings in Parkway'** (optional)

What is the depth of boring/monitoring?   `0`   ft. *

Enter **'Depth'** (ft) (required)

Location Information *

Location	Closure	Additional Information	Will soil be disturbed?

+ Add Location Information

Click the **'+ Add Location Information'** button

Previous Step   Next Step

* Indicates a required field

- *Enter* the **'How many individual blocks will have Well Monitoring'** (optional)
- *Enter* the **'Total Number of Well Monitoring'** (optional)

- • *Enter* the **'How many individual blocks will have Soil Borings'** (optional)
- • *Enter* the **'Total Number of Soil Borings'** (optional)
- • *Enter* the **'Are the Soil Borings in the Parkway Only?'** (optional)
- • *Enter* the **'What is the depth of boing/monitoring'** **(required)**
- • *Click* the **'+ Add Location'** button **(required)**

Entering Location Information

Add Location Information   ✕

From	100	*Enter* Street Number
To	120	*Enter* Street Number
Direction	N ⌄	Select from drop-down list
Street Name	WELLS	*Enter* Street Name
Suffix	STREET ⌄	Select from drop-down list
Closure	Curblane Closure ⌄ *	Select from drop-down list
Additional Information		*Enter* Additional Information
Will soil be disturbed?	◯ Yes ◯ No * ⓘ	*Click* radio button for **'Will soil be disturbed**

Cancel   Add Location Information

Click **'Add Location Information'** to add

* Indicates a required field

Edit Location ✕

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	🗺️

CHICAGO ⟩ Inspections, Permitting & Licensing

Address: 333 S STATE ST

If you need assistance, please contact support for the appropriate department.
If your question is about an existing application, please include your application number
or the address of your application.

[Cancel] [Re-Enter] [Confirm]

*Click '***Confirm** to add*

Location Information has been added

CHICAGO 〉 Inspections, Permitting & Licensing

🌐 Translate   Select Language ▼

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

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CDOT Opening in the Public Right of Way - Soil Boring / Well Monitoring
(Application Number - DOT1900833)

Application Type — Applicants — Basic Job Information — Application Information — Opening Information — Documentation — Legal Agreements — Status

Enter the details for any soil borings or well monitorings which will be performed, as well as the locations where the work will be performed.

*Required Information

Soil Boring and Well Monitoring

Well Monitoring Information

How many individual blocks will have Well Monitoring?

Total Number of Well Monitorings?

Soil Boring

How many individual blocks will have Soil Boring?

Total Number of Soil Borings?

Are the Soil Borings in the Parkway Only?   ○ Yes   ○ No

What is the depth of boring/monitoring?   0   ft. *

Location Information *

Location	Closure	Additional Information	Will soil be disturbed?	
100-120 N WELLS ST 📍	No Street Closure		No	Edit | Delete

[+ Add Location Information]

[Previous Step] [Next Step]

6. Documentation is the next step…

Work in Advance

- *Enter* the **'What type of work will be performed?' (required)**
- *Enter* the **'Depth' (ft.) (required)**
- *Enter* the **'Related Permit Number'** (optional)
- *Click* the **'+ Add Location'** button **(required)**

Entering Location Information

Add Location Information   ✕

From	100

Enter Street Number

To	120

Enter Street Number

Select from drop-down list

Direction	N ⌄

Street Name	WELLS

Enter Street Name

Select from drop-down list

Suffix	STREET ⌄

Select from drop-down list

Closure	Curblane Closure ⌄

*

Additional Information	

Enter Additional Information

Will soil be disturbed?   ○ Yes   ○ No   *
ⓘ

Click radio button for '**Will soil be disturbed**

Cancel   Add Location Information

Click '**Add Location Information**' to add

*   Indicates a required field

Edit Location   ✕

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	🗺️

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Address: 333 S STATE ST

If you need assistance, please contact support for the appropriate department.
If your question is about an existing application, please include your application number
or the address of your application.

Cancel   Re-Enter   Confirm

Click '**Confirm** to add

Location Information has been added.

6. Documentation is the next step…

7. Documentation
To add a document to the application

- *Click* the **'+Add Document'** button

Name	Status	Date modified	Type	Size
cityofchicago			PNG File	156 KB

1. Highlight the **document** to add

ame: cityofchicago   ⌄   All Files ⌄

Open   Cancel

2. Click the **'Open'** button to select the document

Add Document   ✕

Choose a file to upload and select at least one document type and file name cannot exceed 100 characters.

Approved File Types: jpg, pdf, png

Choose File	cityofchicago.png

Select the type(s) of documents that are included in the selected file:

☐ General Documentation for CDOT Permits
☑ Work Zone Sketches

Cancel   Upload

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

Add Document   ✕

> Choose a file to upload and select at least one document type and file name cannot exceed 100 characters.

Approved File Types: jpg, pdf, png

Choose File	cityofchicago.png

Select the type(s) of documents that are included in the selected file:

☐ General Documentation for CDOT Permits
☑ Work Zone Sketches

Cancel   Upload

Click the **'Upload'** button to add the document to the application

The document has been added.

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

8. Legal Agreements

The legal agreement must be acknowledged

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

9. 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

10.   Adding a Service Request

A Service Request (optional) can be created

- **_Click_** on **'Manage Parking Restrictions'**

Adding a Service Request:

- ***Click*** the **'+ Add Service Request'** button

Entering Service Request Information

- ***Enter*** the **'Street Number From'**.
- ***Enter*** the **'Street Number To'**.
- ***Select*** **'Side of Street'** from the dropdown.
- ***Select*** the **'Posting Begin Date'** date

- *Select* the **'Posting End Date'** date

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		

February 2024

- *Select* the **'Posting Begin Time'** from the dropdown
- *Select* the **'Posting End Time'** from the dropdown
- *Enter* the **'Purpose' (required)**
- *Enter* **'Special Instructions** (optional)
- *Click* the **'Add Service Request'** button

Add Service Request for permit location 100-120 N WELLS ST ✕

Street Number From:
100

*

Street Number To:
120

*

Street: N WELLS ST

Side of the Street:
North

*
ⓘ

Posting Begin Date:
02/15/2024

*
ⓘ

Posting End Date:
02/23/2024

*
ⓘ

Posting Begin Time:
8:00am

*
ⓘ

Posting End Time:
8:00pm

*
ⓘ

Purpose:
Parking

*
ⓘ

Special Instructions:
Info

* Indicates a required field

Cancel   **Add Service Request**

Click the **'Add Service Request'** button

Your Service Request has been added

11.   Adding / Modifying Contractor(s)

The applicant can still add and or modify Contractors at this point. To do so, click on the Applicants link.

To add a new Contractor, click on the Add Excavator / Sub-Contractor button at the bottom of the page. Then follow the steps above for adding a contractor.

To add another Role to the contractor, click on the select Roles link. Keep in mind that if they have a valid contractor license, you will only be able to select that role. If they don't have any contractor licenses, you will be able to select any role but will be subjected to CDOT's approval

Excavator / Sub-Contractor

Name	Role	Requirement	Status	Action
Trees R Us Phone-(312)***-9999 Email-T*******@Test.com Chicago IL 60602 GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24	Tree Removal (E-Accept) **Select Roles**	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
		Insurance	Current (2/6/2024 - 2/8/2032)	
		Letter of Credit	Valid Letter of Credit required: Any	

Click on the Select Roles link to add another Role.

Add Excavator / Sub-Contractor

To remove a contractor, click on the Remove link on the contractor.

Excavator / Sub-Contractor

Name	Role	Requirement	Status	Action
Trees R Us Phone-(312)***-9999 Email-T*******@Test.com Chicago IL 60602 GENLIA - 1234 - 08-FEB-32, DOT Public Way Work License - PWW203702 - 31-DEC-24	Tree Removal (E-Accept) **Select Roles**	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
		Insura		
		Letter Credit	required: Any	

Click on the Remove link on the contractor.

Add Excavator / Sub-Contractor

You will get confirmation in regard to the removal of the contractor. If wish to continue with the removal, select Remove. Otherwise select Cancel.

Remove Primary Applicant?   ✕

Are you sure you wish to remove Trees R Us from this project?

Cancel   Remove

Click on the Remove button on the contractor removal pop-up.

You can see that excavator / sub-contractor has been removed from the list of contractors.

12.   Sign Out

When finished, be sure to sign out

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

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Web Account ▼   Cart (0)

My Account
Change Password   1. *Click* the **drop-down arrow**
My Company

Payment History
Invoice History   CDOT Opening in the Public Right of Way - Work in Advance
                              (Application Number - DOT1900834)

Sign Out   2. *Select* Sign Out   Documentation   Legal   Status