

City of Chicago

Public Way Opening Permit

User Guide [Ver. 1.0]

2/10/2015

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1. Application Type

To manage your account, sign in using your credentials.

Inspections, Permitting & Licensing

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

Username

Password

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'**

CHICAGO > Inspections

1. Click 'Permits'

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

Home

Search Permits

Create Permit

2. Select 'Create Permit'

New To This Site?

Use the links at the top of this page to navigate to the department you are interested in. If you are a new user, you will see other items you'll see them here on your dashboard.

Tickets, Trade Licenses, or

Dashboard

Search...

Search Advanced Search

Select Items To Pay

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

Click ‘Let’s get started’

CHICAGO > Inspections, Permitting & Licensing

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Home > Permits

Application Type

Search...

ENV LWFee

CDPH Liquid Waste Reporting

Annual reporting of liquid waste disposal for the City of Chicago Department of Public Health.

Let's get started

DOT PWO

CDOT Opening in the Public Right of Way

Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.

Let's get started

DOT OCC

CDOT Occupy the Public Right of Way


Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.

Let's get started


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.

 **CHICAGO**

Inspections, Permitting & Licensing

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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	Licensing	Current (1/1/2023 - 12/31/2024)
	Select Roles	Insurance	Current (2/6/2024 - 2/6/2030)
		Letter of Credit	Valid Letter of Credit required: Any

Excavator / Sub-Contractor

If any companies other than your own will be acting as Excavator / Sub-Contractor, click the 'Add Excavator / Sub-Contractor' button to add them to this application.

[Add Excavator / Sub-Contractor](#)

[Previous Step](#)

[Next Step](#)

To add a role, click on the Select Roles link

Select Roles *

☐ Asphalt☒ General Contractor☐ Road Striping☐ Concrete☐ Landscaping☐ Saw Cutting☐ Electrical☐ Plumbing☐ Stump Removal☐ Excavator☐ Restoration☐ Tree Removal

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.

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 General Contractor 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

If any companies other than your own will be acting as Excavator / Sub-Contractor, click the 'Add Excavator / Sub-Contractor' button to add them to this application.

[Add Excavator / Sub-Contractor](#)

Note: If your company is the only one to be listed on the application, **Click 'Next Step'** to proceed

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

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

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 General Contractor 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

If any companies other than your own will be acting as Excavator / Sub-Contractor, click the 'Add Excavator / Sub-Contractor' button to add them to this application.

[Add Excavator / Sub-Contractor](#)

If another company should be listed, **Click** the 'Add Excavator / Sub-Contractor' button

Note: If your company is the only one to be listed on the application, **Click 'Next Step'** to proceed

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

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

Select

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

Trees R Us 2

Phone - (312)***-9999

Email - T*****@test.com

Chicago IL 60602

Select

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

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

Phone - (312)***-9999

Email - T*****@test.com

Chicago IL 60602

[Select](#)

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	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

Phone - (312)***.9999

Email - T*****@test.com

Chicago IL 60602

Select

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	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
	Select Roles	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	Licensing	Valid Licensing required: Public Way Work License	Remove
	Select Roles	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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CDOT Opening in the Public Right of Way



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


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Information


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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

*

End Date

*

Description of Work

*

Previous Step

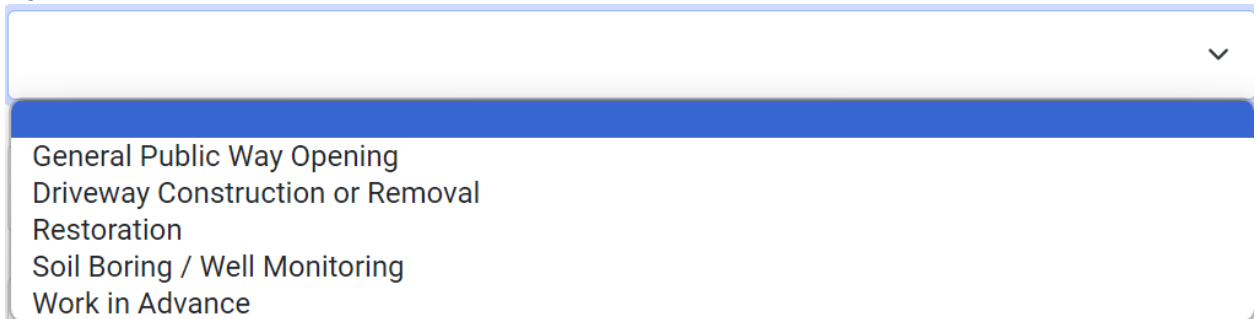
Next Step

*

Indicates a required field

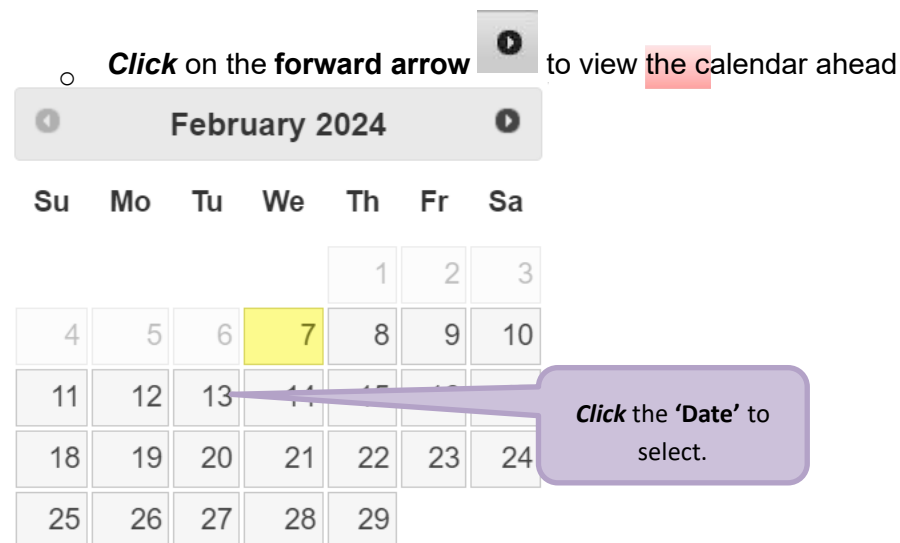
- A **'Project Name'** (optional) - will help identify your application in the future

- **'Type of Work' – Select** from the drop-down list



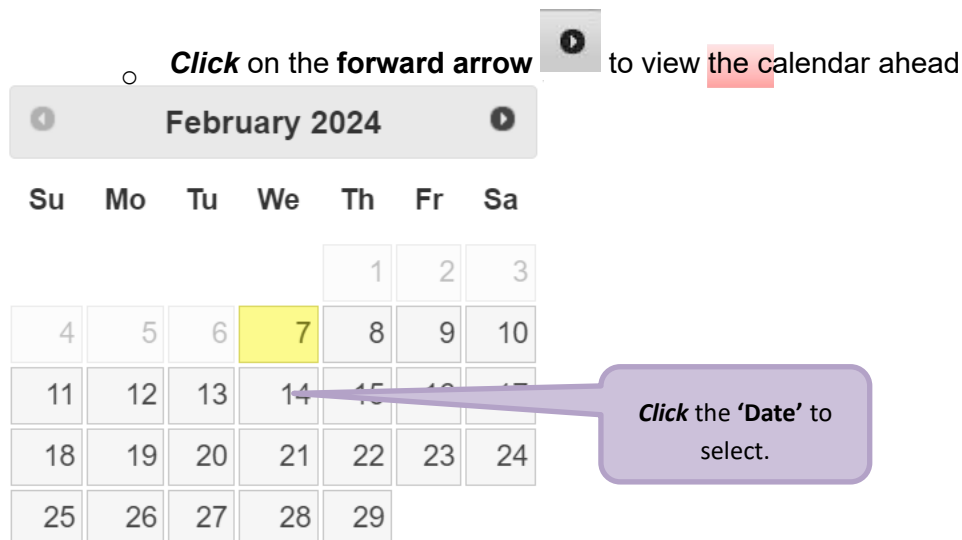
A screenshot of a web form's 'Type of Work' drop-down menu. The menu is open, showing a list of options: 'General Public Way Opening', 'Driveway Construction or Removal', 'Restoration', 'Soil Boring / Well Monitoring', and 'Work in Advance'. The first option, 'General Public Way Opening', is highlighted in blue.

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




A screenshot of a calendar for February 2024. The calendar is displayed in a grid format with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) as headers. The date 7 is highlighted in yellow. A callout box points to the date 14 with the text: "Click the 'Date' to select." Above the calendar, there is a button with a right arrow icon and the text "Click on the forward arrow to view the calendar ahead".

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




A screenshot of a calendar for February 2024, identical to the one above. The date 7 is highlighted in yellow. A callout box points to the date 14 with the text: "Click the 'Date' to select." Above the calendar, there is a button with a right arrow icon and the text "Click on the forward arrow to view the calendar ahead".

- **'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

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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

*

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

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CDOT Opening in the Public Right of Way - General Public Way Opening

✓ Application Type

✓ Applicants

✓ Basic Job Information

Application Information

Opening Information

Documentation

Legal Agreements

Status

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

*Required Information

Emergency Contact Information

Name	Phone	E-Mail
<div>+ Add Emergency Contact Information</div>		

City Contract / Ordinance Information

Expand Ordinance Information

Previous Step

Next Step

Click the '+Add Emergency Contact Information' button

Add Emergency Contact Information

×

Name

test

*

Phone

(312)999-9999

*

E-Mail

WebAccount@Test.com

*

*


Indicates a required field

Cancel

Add Emergency Contact Information

Click the 'Add Emergency Contact Information' button

The Emergency Contact Information has been recorded

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CDOT Opening in the Public Right of Way - General Public Way Opening


✓ Application Type


✓ Applicants


✓ Basic Job Information

 Application Information

 Opening Information

 Documentation

 Legal Agreements

 Status

Provide the names and contact information of anyone who should be contacted in the event of an emergency.

**Required Information*


Emergency Contact Information

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


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

- '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

 **CHICAGO** > Inspections, Permitting & Licensing

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CDOT Opening in the Public Right of Way - General Public Way Opening


✓ Application Type


✓ Applicants


✓ Basic Job Information

 Application Information

 Opening Information

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 Status


Provide the names and contact information of anyone who should be contacted in the event of an emergency.
**Required Information*

Emergency Contact Information

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

+ Add Emergency Contact Information

City Contract / Ordinance Information

 Expand Ordinance Information

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

Previous Step


Next Step

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

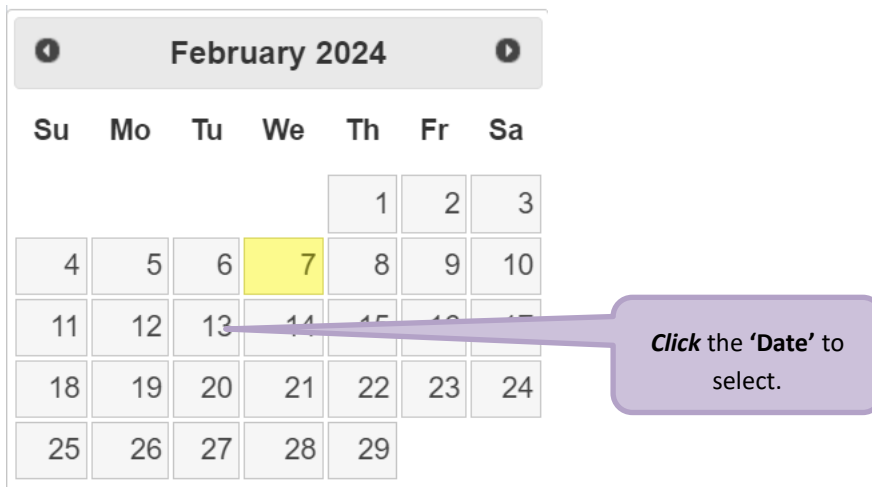
Dept. of Water Management - Sewer Division

Dept. of Water Management - Water Division

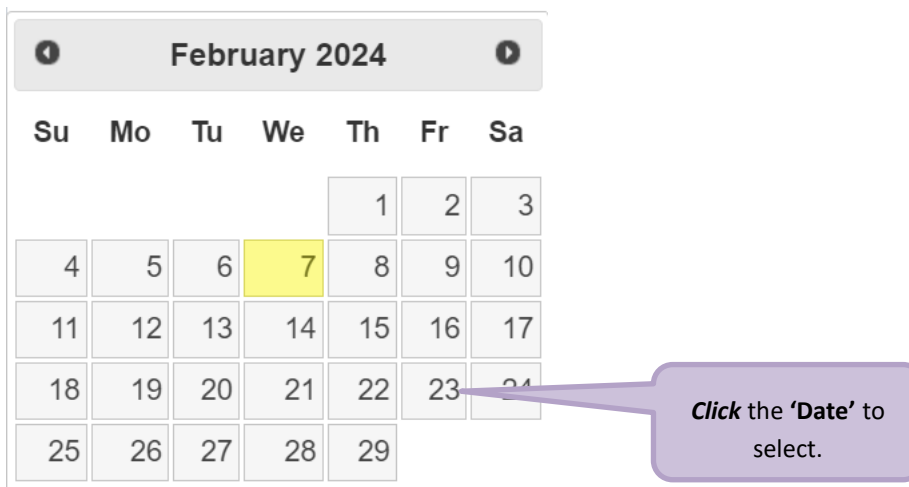
State of Illinois

- **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



- **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 '**Next Step**'

Next Step


button to proceed

[5. Opening Information](#) is the next step...


6. Opening Information

Opening Information by Work Type

General

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CDOT Opening in the Public Right of Way - General Public Way Opening


(Application Number - DOT1900822)


✓ Application Type


✓ Applicants


✓ Basic Job Information

✓ Application Information

 Opening Information

 Documentation

 Legal Agreements

 Status

The 'Application Number' has been created

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*

✓ 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.

Site Details

Purpose of Openings:

*

Nature of Work

*

i

Approved OUC Number

i

Related Permit Number

i

Location *

+ Add Location

5. Click the '+ Add Location' button (required)

4. Enter the 'Related Permit Number' (optional)

3. Enter the 'Approved OUC Number' (optional)

1. Enter the 'Purpose of Openings' (required)

2. Select the 'Nature of Work' from dropdown (required)

No locations have been added for opening activities.

Previous Step

Next Step

*

Indicates a required field

- **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

Direction

Select from drop-down list

Street Name

Enter Street Name

Suffix

Select from drop-down list

Will soil be disturbed?

☐ Yes ☐ No

*

i

Click radio button for 'Will soil be disturbed'

Additional Information

Enter Additional Information

Closure

Select from drop-down list

Cancel

Add Location

*

Indicates a required field

Click 'Add Location' 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
<input checked="" type="radio"/>	333	333	S	STATE	ST	



Address: 333 S STATE ST

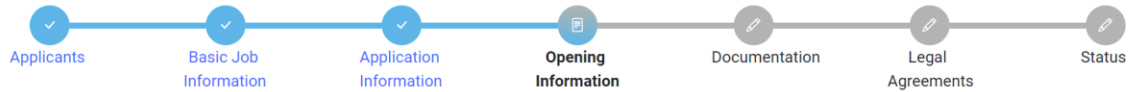
If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing application, please include your application number
or the address of your application.

Cancel

Re-Enter

Confirm

Click 'Confirm' to add

Add Opening Information:**CDOT Opening in the Public Right of Way - General Public Way Opening**
(Application Number - DOT1900822)

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:	<input type="text" value="Test Web UI"/>	*
Nature of Work	<input type="text" value="Construction"/>	* i
Approved OUC Number	<input type="text" value="EFP-123456"/>	i
Related Permit Number	<input type="text"/>	i

Location *[+ Add Location](#)

333-333 S STATE ST

[Edit](#) [Delete](#)**Opening Information ***

Placement	Length (ft.)	Width(ft.)	Depth(ft.)	# of ADA Ramp
-----------	--------------	------------	------------	---------------

[+ Add Opening Information](#)

Click '+ Add Opening Information' to add

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

Opening Information Popup Window

Add Opening Information

Placement

Curb Lane

✕

1. **Select** from drop-down list

*

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 ▼ *

Approved OUC Number

EFP-123456 

Related Permit Number



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

 **CHICAGO**

Inspections, Permitting & Licensing

 Translate Select Language ▼

Web Account ▼ Permits ▼ 811 ▼ Trade Licenses ▼ AIC Documentation

Cart (0)

Home > Permits

CDOT Opening in the Public Right of Way - Restoration

(Application Number - DOT1900826)

The 'Application Number' has been created

✓ Application Type

✓ Applicants

✓ Basic Job Information

✓ Application Information

Opening Information

Documentation

Legal Agreements

Status

Enter the purpose of the restoration, depth of excavation, and select one or more locations in the right-of-way which will be restored. Once this information is entered, enter the address where the work will take place.

**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.

Restoration Information

What is the purpose of the work? *

What is the depth of excavation? 0 ft. *

Where will Restoration take Place? (check at least one)

Alley ☐

Intersection ☐

Curb / Traffic Lane ☐

Sidewalk ☐

Parkway ☐

Location Information *

Location Closure Address

+ Add Location Information

Will soil be disturbed?

Previous Step Next Step

* Indicates a required field

1. Enter the 'Purpose of Work' (required)

2. Enter the 'Depth' (ft.) (required)

3. At least one checkbox must be checked

4. Click the '+ Add Location' button (required)

- **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

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

*

i

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
<input checked="" type="radio"/>	333	333	S	STATE	ST	



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.

CDOT Opening in the Public Right of Way - Restoration

(Application Number - DOT1900826)



Enter the purpose of the restoration, depth of excavation, and select one or more locations in the right-of-way which will be restored. Once this information is entered, enter the address where the work will take place.

**Required Information*

Restoration Information

What is the purpose of the work? *

What is the depth of excavation? ft. *

Where will Restoration take Place? (check at least one)

Alley ☐


Intersection ☐

Curb / Traffic Lane ☒

Sidewalk ☐

Parkway ☐

Location Information *

Location	Closure	Additional Information	Will soil be disturbed?
100-120 N WELLS ST 	Curblane Closure		Edit Delete

[+ Add Location Information](#)


[Previous Step](#)

[Next Step](#)

6. Documentation is the next step...

Driveway Construction or Removal

The 'Opening Information' page is displayed

 **CHICAGO**

Inspections, Permitting & Licensing

[Translate](#) Select Language ▼

Web Account ▼ Permits ▼ 811 ▼ Trade Licenses ▼ AIC Documentation

Cart (0)

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Driveway Construction or Removal

(Application Number - DOT1900832)

The 'Application Number' has been created

✓ 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*

✓ 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.

Driveway Construction or Removal Information

Driveway Opening Type

Number of Driveways

Depth of Excavation

Driveway Permit Number

Location Information *

+ Add Location Information

Previous Step

Next Step

1. Select the 'Driveway Opening Type' (required)

2. Enter the 'Number of Driveways' (required)

3. Enter the 'Depth' (ft.) (required)

4. Enter the 'Driveway Permit Number' (optional)

5. Click the '+ Add Location' button (required)

* Indicates a required field

- **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

*

i

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
<input checked="" type="radio"/>	333	333	S	STATE	ST	



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

CDOT Opening in the Public Right of Way - Driveway Construction or Removal

(Application Number - DOT1900832)



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	<input type="text"/>	*
Number of Driveways	<input type="text"/>	*
Depth of Excavation	<input type="text" value="0"/>	ft. *
Driveway Permit Number	<input type="text"/>	i


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

 **CHICAGO** > Inspections, Permitting & Licensing

[Translate](#) Select Language ▾

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

[Home](#) > [Permits](#)

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?

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? ft. *

Location Information *

Location Closure Additional Information Will soil be disturbed?

+ Add Location Information

Previous Step

Next Step

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

Enter the 'Number of Well Monitorings' (optional)

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

Enter the 'Number of Soil Borings' (optional)

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

Enter 'Depth' (ft) (required)

Click the '+ Add Location Information' button



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 boring/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

*

i

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
<input checked="" type="radio"/>	333	333	S	STATE	ST	



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

CDOT Opening in the Public Right of Way - Soil Boring / Well Monitoring

(Application Number - DOT1900833)



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?

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

 **CHICAGO** > Inspections, Permitting & Licensing

 Translate Select Language ▼

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

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

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

✓ Application Type

✓ Applicants

✓ Basic Job Information

✓ Application Information

Opening Information

Documentation

Legal Agreements

Status

Describe the work that will take place, enter the depth of excavation, and indicate 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.

Work in Advance Information

What type of work will be performed? *

Depth 0 ft. *

Related Permit Number 

Location Information *

Location Closure A

Will soil be dist

+ Add Location Information

Previous Step

Next Step

* Indicates a required field

1. Enter the 'Type of Work to be performed' (required)

2. Enter the 'Depth' (ft.) (required)

3. Enter the 'Related Permit Number' (optional)

4. Click the '+ Add Location Information' button (required)

- **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

Direction

N

Select from drop-down list

Street Name

WELLS

Enter Street Name

Suffix

STREET

Select from drop-down list

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
<input checked="" type="radio"/>	333	333	S	STATE	ST	



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

CHICAGO > Inspections, Permitting & Licensing

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

Home > Permits

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

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

Upload any relevant documentation. If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

The following documentation is required for this application:

- Work Zone Sketch/Traffic Plan Upload Required - This action can be completed on the 'Documentation' page

Documents

+ Add Document

Previous Step Next Step

Click the '+Add Document' button to add a document

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

Click the **'Choose file'** button to locate a document

Click the **'Choose File'** button to locate a document

Add Document

Approved File Types: jpg, pdf, png

Choose File No file chosen


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 '+Choose File' button to locate a document

Name	Status	Date modified	Type	Size
 cityofchicago			PNG File	156 KB

name:

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

 **CHICAGO** > Inspections, Permitting & Licensing

[Translate](#) [Select Language](#)

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

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

✓

✓

✓

✓

📄

✎

✎

Applicants

Basic Job Information

Application Information

Opening Information

Documentation

Legal Agreements

Status

Upload any relevant documentation. If this permit is for an arterial street, a completed work zone sketch is required. You can find a template [here](#).

Documents

Document	Categories
cityofchicago.png	<ul style="list-style-type: none">• Work Zone Sketches Edit Remove

+ Add Document

Previous Step


Next Step

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.

8. Legal Agreements

The legal agreement must be acknowledged

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

 **CHICAGO** > Inspections, Permitting & Licensing

[Translate](#) Select Language ▼

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

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

✓

Applicants

✓

Basic Job Information

✓

Application Information

✓

Opening Information

✓

Documentation

📄

Legal Agreements

✎

Status

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 provided all required information and attachments.
2. You understand and agree to the terms and conditions of the agreement.

☐ I Accept *

Previous Step

Submit

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


2. **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.

 **CHICAGO** > Inspections, Permitting & Licensing

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

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

✓

Applicants

✓

Basic Job Information

✓

Application Information

✓

Opening Information

✓

Documentation

✓

Legal Agreements

📄

Status

⚠️

Application Information:

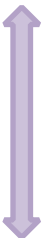
- Your application is currently under review by CDOT. You will receive an email when the review is complete.

[Cancel Application](#) [Add Dig Ticket](#) [Manage Parking Restrictions](#)

Note: If you require parking restrictions, please click the "Manage Parking Restrictions" button above.

Summary			
Type	CDOT Opening in the Public Right of Way		
Status	Application Checks		
Applicants	Example Company-Primary Applicant		more info...

Review History			
Review	Date Resulted	Status	Notes
Public Way Opening Review		Pending	
Contractor Discipline Missing		Pending	




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'**

 **CHICAGO** > Inspections, Permitting & Licensing Translate Select Language ▼

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

[Home](#) > [Permits](#)

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

Applicants

Basic Job Information


Application Information

Opening Information

Documentation

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

Add Dig Ticket

Manage Parking Restrictions

Click the 'Manage Parking Restrictions' button to add a service request.

Note: If you require parking restrictions, please click the "Manage Parking Restrictions" button above.

Summary

Type	CDOT Opening in the Public Right of Way		
Status	Application Checks		
Applicants	Example Company-Primary Applicant		more info...

Review History

Review	Date Resulted	Status	Notes
Public Way Opening Review		Pending	
Contractor Discipline Missing		Pending	

Adding a Service Request:

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

CHICAGO > Inspections, Permitting & Licensing

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

Home > Permits > My Service Requests

Service Requests for Permit # DOT1900834

Note: If you require parking restrictions within 72 hours, please contact CDOT. [View Permit Status](#)

Permit Location: 100-120 N WELLS ST

Location	Street Side	Begin Date	End Date	Posting Timings	Status	SR Number	Fee
+ Add 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

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		

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

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		

- **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 *
i

Posting Begin Date:
02/15/2024 *
i


Posting End Date:
02/23/2024 *
i

Posting Begin Time:
8:00am *
i

Posting End Time:
8:00pm *
i

Purpose:
Parking *
i

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.

CHICAGO > Inspections, Permitting & Licensing

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

Home > Permits

CDOT Opening in the Public Right of Way - Work in Advance

(Application Number - DOT1900834)

Click on the Applicants Link

Applicants Basic Job Information Application Information Opening Information Documentation 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 Add Dig Ticket Manage Parking Restrictions

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](#).

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)	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 Add Excavator / Sub-Contractor button.

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)	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
	Select Roles	Insurance	Current (2/6/2024 - 2/8/2032)	
		Letter of Credit	Valid Letter of Credit required: Any	
Add Excavator / Sub-Contractor				

Click on the Select Roles link to add another Role.

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)	Licensing	Current (1/1/2023 - 12/31/2024)	Remove
	Select Roles	Insurance		
		Letter of Credit	required: Any	
Add Excavator / Sub-Contractor				

Click on the Remove link on the 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

The screenshot shows the Chicago CDOT website header and a navigation menu. The header includes the Chicago logo, the text 'CHICAGO > Inspections, Permitting & Licensing', a 'Translate' button, and a 'Select Language' dropdown. The navigation menu is open, showing options: 'My Account', 'Change Password', 'My Company', 'Payment History', 'Invoice History', and 'Sign Out'. A callout box labeled '1. Click the drop-down arrow' points to the 'Web Account' dropdown arrow. Another callout box labeled '2. Select Sign Out' points to the 'Sign Out' option in the menu. Below the menu, the page title 'CDOT Opening in the Public Right of Way - Work in Advance' is displayed, followed by the application number '(Application Number - DOT1900834)'. A progress bar shows five steps: 'Documentation', 'Legal', and 'Status' are marked with checkmarks, while 'Sign Out' is the current step.