Public Way Opening Permit

User Guide [Ver. 1.0]
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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 Public Way Opening Permit’**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDOT Air Quality Permit</td>
<td>Apply for a Chicago Department of Public Health – Air Quality Permit.</td>
</tr>
<tr>
<td>CDOT Asbestos / Demolition NOI</td>
<td>Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. Note that an Asbestos Abatement Notice is not required for single family residences. For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.</td>
</tr>
<tr>
<td>CDOT Public Way Opening Permit</td>
<td>Apply for a Chicago Department of Transportation – Public Way Opening permit.</td>
</tr>
<tr>
<td>CDOT Occupy Public Right-of-Way Permit</td>
<td>Apply for a Chicago Department of Transportation – Occupy the Public Right-of-Way permit.</td>
</tr>
<tr>
<td>CDOT Dumpster Permit</td>
<td>Apply for a Chicago Department of Transportation – Dumpster Placement permit.</td>
</tr>
<tr>
<td>CDOT Construction Canopy Permit</td>
<td>Apply for a Chicago Department of Transportation - Construction Canopy permit.</td>
</tr>
<tr>
<td>CDOT Trucking Permit</td>
<td>Apply for a Chicago Department of Transportation - Trucking permit.</td>
</tr>
<tr>
<td>CDOT Miscellaneous Permit</td>
<td>Apply for a Chicago Department of Transportation – Miscellaneous permit.</td>
</tr>
<tr>
<td>CDOT Special Events Permit</td>
<td>Apply for a Chicago Department of Transportation – Special Events permit.</td>
</tr>
</tbody>
</table>
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

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.
The new Excavator / Sub-Contractor will be added to the application.

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

3. **Basic Job Information** is the next step…
3. Basic Job Information

*Enter the Basic Job Information*

- A ‘Project Name’ (optional) - will help identify your application in the future
- ‘Type of Work’ – *Select* from the drop-down list
- ‘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 start
- 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
4. Application Information is the next step…
4. Application Information

Emergency Contact Information

Add Emergency Contact Information

- Click the ‘+Add Emergency Contact Information’ button.
### 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

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**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.

- **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
  o *Clicking* in the field pops up a *calendar*
  o *Click a date* to select

![Calendar Image]

• **Select** the ‘End Date of Ordinance’ – End date of the ordinance
  o *Clicking* in the field pops up a *calendar*
  o *Click a date* to select

![Calendar Image]

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

5. **Opening Information** is the next step…
5. Opening Information

Opening Information by Work Type

General

- **Enter** the ‘Purpose of Openings’ (required)
- **Enter** the ‘Number of ADA Ramps’ (optional)
- **Click** the ‘+ Add Location Information’ button

The ‘Application Number’ has been created

1. **Enter** the ‘Purpose of Openings’ (required)
2. **Enter** the ‘Number of ADA Ramps’ (optional)
3. **Click** the ‘+Add Location Information’ (required) button
## 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>102</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>Closure</td>
<td>Sidewalk Closure</td>
</tr>
</tbody>
</table>

- **Enter Street Number** fields marked with an asterisk (*) indicate required fields.
- **Enter/Select Street Name** fields require selecting from a drop-down list.

**Click ‘Add Location Information’** to add the location.
Add Opening Information:

Click ‘+ Add Opening Information’ to add...
### Opening Information Popup Window

#### Add Opening Information

<table>
<thead>
<tr>
<th>Placement</th>
<th>Sidewalk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>20</td>
</tr>
<tr>
<td>Width</td>
<td>6</td>
</tr>
<tr>
<td>Depth</td>
<td>1</td>
</tr>
</tbody>
</table>

*Indicates a required field*

1. **Select** from drop-down list
2. **Enter** ‘Length (ft.)’
3. **Enter** ‘Width (ft.)’
4. **Enter** ‘Depth (ft.)’

5. **Click** ‘Add Opening Information’
Opening Information is Complete

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…
Restoration Information
The ‘Opening Information’ page is displayed

The ‘Application Number’ has been created

* Indicates a required field

At least one place must be checked

Click the ‘+Add Location Information’ (required) button
- **Enter** the purpose for the work
- **Enter** the depth of the excavation (in feet)
- **Place** a check mark **where the restoration will take place** (at least one is required)
- **Click** the ‘+Add Location Information’ (required)
The 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…
Driveway Construction or Removal

1. Select from drop-down list
2. Enter ‘Number of Driveways’
3. Enter ‘Depth of Excavation ft.’
4. Enter ‘Driveway Permit Number’ (optional)
5. Select the ‘+ Add Location Information’ button

* Indicates a required field
The ‘Application Number’ has been created
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>101</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>Closure</td>
<td>Curblade Closure</td>
</tr>
</tbody>
</table>

* Indicates a required field

Enter Street Number
Select from drop-down list
Enter/Select Street Name
Select from drop-down list
Select from drop-down list

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…
Soil Boring and Well Monitoring

1. Enter ‘How many individual blocks will have Well Monitoring’
2. Enter ‘Total Number of Well Monitorings’
3. Enter ‘How many individual blocks will have Soil Boring’
4. Enter ‘Total Number of Soil Borings’
5. Select from drop-down list
6. Enter ‘The depth of boring/monitoring (ft)’
7. Select the ‘+ Add Location Information’ button

The ‘Application Number’ has been created
Entering Location Information

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…
Work in Advance

The ‘Application Number’ has been created.

1. Enter ‘What type of work will be performed’
2. Enter ‘Depth (ft)’
3. Select the ‘+ Add Location Information’ button
Entering Location Information

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

A Service Request (optional) can be created

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

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

![Calendar](calendar.png)

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

![Calendar](calendar.png)

- **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>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Action Required</td>
<td>Parking Restriction Sign Posting</td>
</tr>
<tr>
<td>Purpose of Posting/Bagging</td>
<td>No Parking while sidewalk is being restored</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>02/10/2015 12:00 am</td>
</tr>
<tr>
<td>Posting/Bagging Ends</td>
<td>07/31/2015 12:00 am</td>
</tr>
<tr>
<td>Special Instructions for Traffic Services</td>
<td></td>
</tr>
</tbody>
</table>

*Indicates a required field

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

- Click the ‘Next Step’ button to proceed

6. Documentation is the next step…
6. Documentation
To add a document to the application

- Click the ‘+Add Document’ button

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

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

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

Add Document

- Work Zone Sketches
- Other

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.
7. Legal Agreements
The legal agreement must be acknowledged

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

1. Click the ‘I Agree’ checkbox to accept the agreement
2. 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.
Sign Out

When finished, be sure to sign out

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