

City of Chicago

Special Events Permit

User Guide [Ver. 1.0]

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1. Application Type

To manage your account, sign in using your credentials.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits

[Permits Homepage](#)

Digger

[Digger Homepage](#)

Search

- [Existing Permit](#)
- [Licensed Contractor](#)
- [Vacant Building](#)
- [Existing Dig Ticket](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Sign In

.....

[Sign In](#)

[Forgot Password?](#)

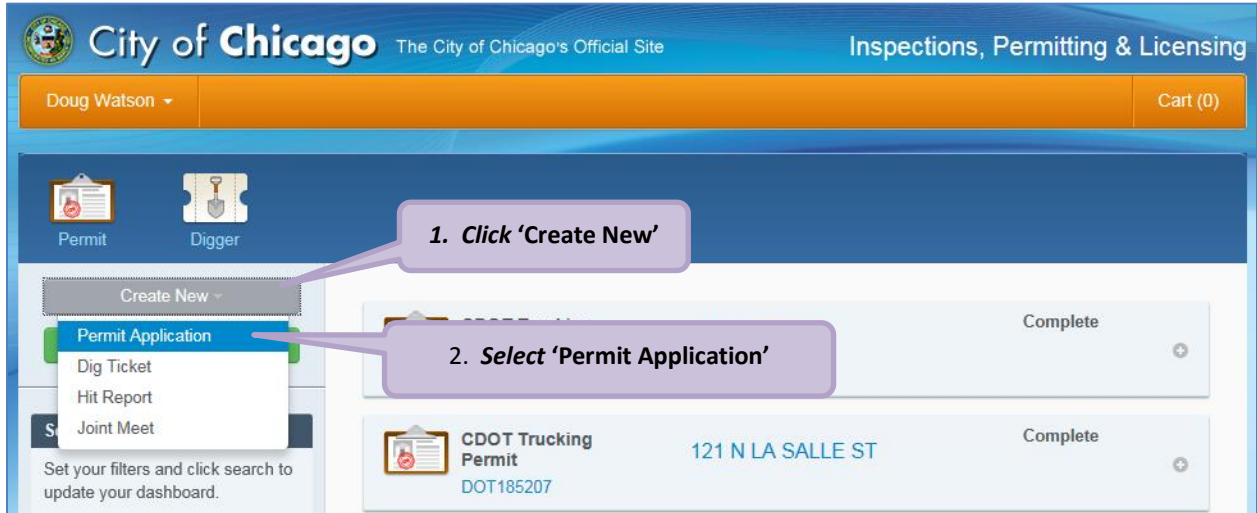
[Create an Account](#)

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

To manage your account, **Sign In**

To create a new permit

- **Click** the 'Create New' drop-down
- **Select** 'Permit Application'



On the “Select Application” screen

Select ‘CDOT Special Events Permit’

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar showing "Doug Watson" and a "Cart (0)" button. The main content area has a breadcrumb trail "Home > Permits". The title of the page is "Select Application Type". Below the title is a sub-header: "Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information.](#)"

The page lists ten permit types, each in a light blue box with a blue arrow icon on the left:

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
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.
- CDOT Public Way Opening Permit**
Apply for a Chicago Department of Transportation – Public Way Opening permit.
- CDOT Occupy Public Right-of-Way Permit**
Apply for a Chicago Department of Transportation – Occupy the Public Right-of-Way permit.
- CDOT Dumpster Permit**
Apply for a Chicago Department of Transportation – Dumpster Placement permit.
- CDOT Construction Canopy Permit**
Apply for a Chicago Department of Transportation - Construction Canopy permit.
- CDOT Trucking Permit**
Apply for a Chicago Department of Transportation - Trucking permit.
- CDOT Miscellaneous Permit**
Apply for a Chicago Department of Transportation – Miscellaneous permit.
- CDOT Special Events Permit**
Apply for a Chicago Department of Transportation – Special Events permit.

A purple callout box with a white arrow points to the "CDOT Special Events Permit" option. The text inside the callout box reads: "Select ‘CDOT Special Events Permit’".

2. [Basic Information](#) is the next step...

2. Basic Information

Event Type

Athletic Event

Enter the **Basic Information**

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > **Apply**

1. Application Type
2. **Basic Information**
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Basic Information

Please enter the type, start date, and end dates of the event.

* Required Information

Event Name	<input type="text" value="Athletic Special Event"/>	?
Type of Event	<input type="text" value="Athletic Event"/>	*
Start Date	<input type="text" value="02/16/2015"/>	*
End Date	<input type="text" value="02/17/2015"/>	*
Description of Event	<input type="text"/>	

Previous Step **Next Step**

* Indicates a required field

1. **Enter** the **'Event Name'** (optional)

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

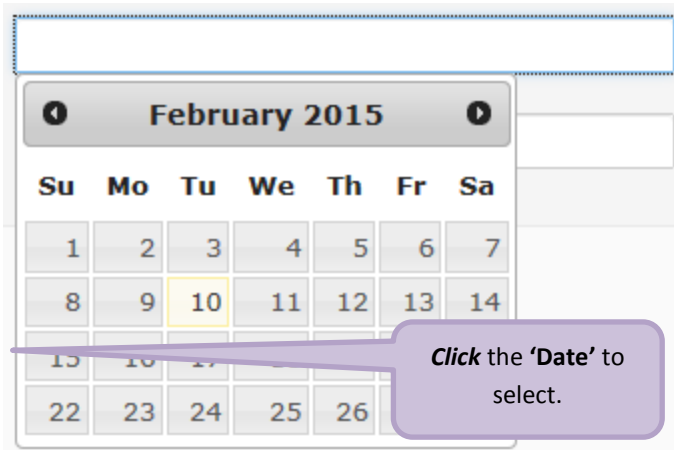
3. **Click & Select** the **'Start Date'**

4. **Click & Select** the **'End Date'**

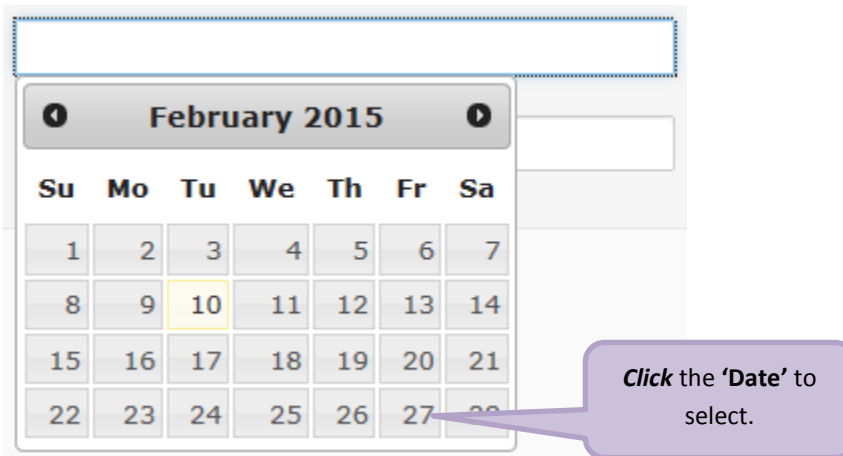
5. **Click** the **'Next Step'** button to Proceed.

- **'Event Name'** (optional) – **Enter** a brief **Event Name**
- **Select** the **'Type of Event'** from the drop-down list

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



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



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

3. Application Information is the next step...

Assembly

Enter the Basic Information

The screenshot shows the 'Basic Information' step of an application process on the City of Chicago website. The page header includes the City of Chicago logo, the text 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'Home > Permits > Apply'. A sidebar on the left lists six steps: 1. Application Type, 2. Basic Information (highlighted), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' and includes the instruction 'Please enter the type, start date, and end dates of the event.' Below this is a section for '* Required Information' with the following fields: 'Event Name' (text input with 'Assembly Event'), 'Type of Event' (dropdown menu with 'Assembly'), 'Start Date' (text input with '02/16/2015'), 'End Date' (text input with '02/17/2015'), and 'Description of Event' (text area). At the bottom are 'Previous Step' and 'Next Step' buttons. Five callouts provide instructions: 1. Enter the 'Event Name' (optional); 2. Select from drop-down list; 3. Click & Select the 'Start Date'; 4. Click & Select the 'End Date'; 5. Click the 'Next Step' button to Proceed. A red box with an asterisk explains that the asterisk indicates a required field.

[3. Application Information](#) is the next step...

Block Party

Enter the Basic Information

The screenshot shows the 'Basic Information' step of an application process on the City of Chicago website. The page header includes the City of Chicago logo and navigation links. A sidebar on the left lists the application steps: 1. Application Type, 2. Basic Information (highlighted), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' and contains a form with the following fields:

- Event Name:** A text input field containing 'Big Event'. A callout box points to this field with the instruction: '1. Enter the 'Event Name' (optional)'.
- Type of Event:** A dropdown menu with 'Block Party' selected. A callout box points to the dropdown with the instruction: '2. Select from drop-down list'.
- Start Date:** A date input field containing '02/16/2015'. A callout box points to this field with the instruction: '3. Click & Select the 'Start Date''.
- End Date:** A date input field containing '02/21/2015'. A callout box points to this field with the instruction: '4. Click & Select the 'End Date''.
- Description of Event:** A large text area for providing details about the event.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout box points to the 'Next Step' button with the instruction: '5. Click the 'Next Step' button to Proceed.'

[3. Application Information](#) is the next step...

Festival

Enter the Basic Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > Apply

1. Application Type
2. Basic Information
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Basic Information

Please enter the type, start date, and end dates of the event.

* Required Information

Event Name

Type of Event

Start Date

End Date

Description of Event

*** Indicates a required field**

Previous Step **Next Step**

1. Enter the 'Event Name' (optional)

2. Select from drop-down list

3. Click & Select the 'Start Date'

4. Click & Select the 'End Date'

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

[3. Application Information](#) is the next step...

Filming

Enter the Basic Information

The screenshot shows the 'Basic Information' step of a permit application process on the City of Chicago website. The page header includes the City of Chicago logo and navigation links. The left sidebar shows a progress indicator with six steps: 1. Application Type, 2. Basic Information (current), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' and contains a form with the following fields:

- Event Name:** Text input field containing 'Big Film Event'. A callout indicates this is optional.
- Type of Event:** Drop-down menu with 'Filming' selected. A callout instructs to select from the drop-down list.
- Start Date:** Text input field containing '02/16/2015'. A callout instructs to click and select the start date.
- End Date:** Text input field containing '02/17/2015'. A callout instructs to click and select the end date.
- Description of Event:** Large text area for providing details about the event.

At the bottom of the form, there are two buttons: 'Previous Step' and 'Next Step'. A callout instructs to click the 'Next Step' button to proceed. A red callout box explains that an asterisk (*) indicates a required field.

[3. Application Information](#) is the next step...

Parade

Enter the Basic Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > Apply

1. Application Type
2. **Basic Information**
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Basic Information

Please enter the type, start date, and end dates of the event.

* Required Information

Event Name ?

Type of Event *

Start Date *

End Date *

Description of Event

* Indicates a required field

1. Enter the 'Event Name' (optional)

2. Select from drop-down list

3. Click & Select the 'Start Date'

4. Click & Select the 'End Date'

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

[3. Application Information](#) is the next step...

Sidewalk Sale

Enter the Basic Information

The screenshot shows the 'Basic Information' step of a permit application on the City of Chicago website. The page header includes the City of Chicago logo, 'The City of Chicago's Official Site', and 'Inspections, Permitting & Licensing'. A navigation bar shows 'Home > Permits > Apply'. A sidebar on the left lists steps: 1. Application Type, 2. Basic Information (selected), 3. Application Information, 4. Event Information, 5. Legal Agreements, and 6. Status. The main content area is titled 'Basic Information' with the instruction 'Please enter the type, start date, and end dates of the event.' Below this, a section for '* Required Information' contains the following fields: 'Event Name' (text input with 'Huge Sidewalk Sale'), 'Type of Event' (drop-down menu with 'Sidewalk Sale'), 'Start Date' (text input with '02/17/2015'), 'End Date' (text input with '02/18/2015'), and 'Description of Event' (text area with 'The biggest sidewalk sale ever'). At the bottom are 'Previous Step' and 'Next Step' buttons. Callouts provide instructions: 1. Enter the 'Event Name' (optional); 2. Select from drop-down list; 3. Click & Select the 'Start Date'; 4. Click & Select the 'End Date'; 5. Click the 'Next Step' button to Proceed. A red box indicates that an asterisk (*) denotes a required field.

[3. Application Information](#) is the next step...

3. Application Information

The screenshot shows the 'City of Chicago' website header with the logo and navigation links. The user is logged in as 'Doug Watson' and has a 'Cart (0)'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists the application steps: 1. Application Type, 2. Basic Information, 3. Application Information (highlighted), 4. Event Information, 5. Legal Agreements, and 6. Status.

Application Information

Provide the emergency contact information below. You must add one person set as 'Primary.'

** Required Information*

Emergency Contact Information

Is Primary?	Name	Phone	E-Mail	Additional Information
+ Add Emergency Contact Information				

Click the '+ Add Emergency Contact Information' (required) button

City Contract / Ordinance Information

I need to enter City Contract or Ordinance Information for this permit.

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

Add Emergency Contact Information

- Click the '+Add Emergency Contact Information' button

Add Emergency Contact Information ✕

***** Indicates a required field

Is Primary? *

Name *

Phone *

E-Mail

Additional Information

Click the 'Add Emergency Contact Information' button

The Emergency Contact Information has been recorded

- **'City Contract / Ordinance Information'** (not required) can be **entered** in the space provided.
- **Click 'Next Step'** to proceed.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Basic Job Information
3. **Application Information**
4. Newsstand Information
5. Legal Agreements
6. Status

Application Information

Provide the emergency contact information below. You must add one person set as 'Primary.' If there is any relevant contract or ordinance information, enter that information as well.

** Required Information*

Emergency Contact Information

Is Primary?	Name	Phone	E-Mail	Additional Information
Yes	Johnson	(512)555-1212		Edit Delete

[+ Add Emergency Contact Information](#)

City Contract / Ordinance Information

I need to enter City Contract or Ordinance Information for this permit.

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

'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

Enter the City Contract information if applicable

City Contract # ?

Department Responsible ?

Enter the Ordinance information, if applicable

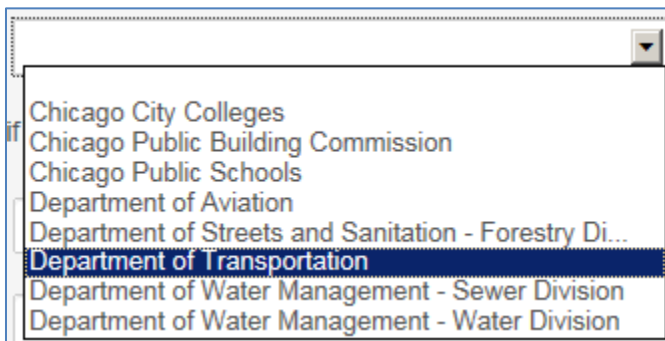
Ordinance # ?

Page # ?

Date of Passage ?

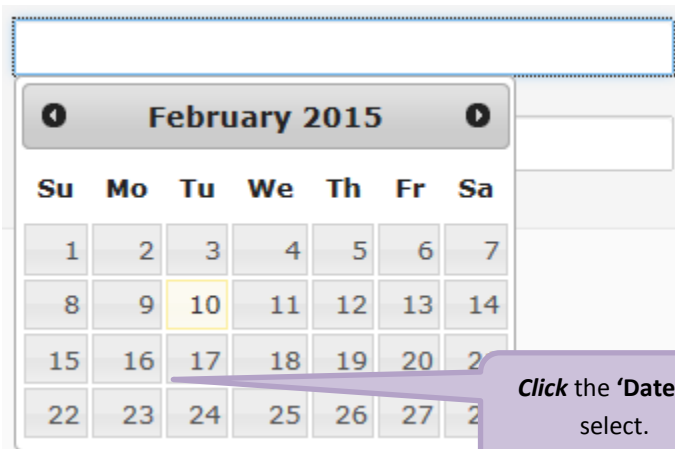
End Date of Ordinance ?

- **Enter** the ‘City Contract #’
- **Select** the department that the contract was issued for

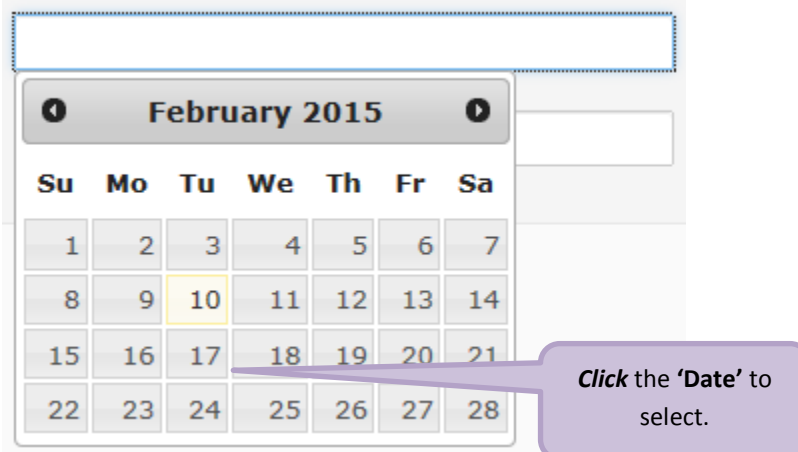


- **Enter** the ‘Ordinance #’ if this application is being carried out under a City ordinance
- **Enter** the ‘Page #’ – the page number of the applicable ordinance

- **Select** the **'Date of Passage'** - Date of the passage of the ordinance that applies
 - **Clicking** in the field pops up a **calendar**
 - **Click a date** to select



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



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

[4. Event Information](#) is the next step...

4. Event Information

The 'Event Information' page is displayed

Event Specific Information

Athletic Event Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson Cart (0)

Home > Permits > Apply

Event Information
Application Number: DOT185246
Enter the details of the sporting event below, including the address where event will occur.

** Required Information*

Your permit application has been saved to your dashboard.

Route Information

Chicago Half Marathon

Athletic Information

Event Type: Sports or Games Athletic Event

Event Name: Chicago Half Marathon

Assembly Time: 8:00 AM

Step-off Time: 9:00 AM

Number of Participants: 150

How was this Number Determined: Registrations

Location Information

Location Street Closure Additional Information

+ Add Location Information

Service Request Information

I need to create a Service Request.

Previous Step Next Step

The 'Application Number' has been created

1. Enter 'Route Information'

2. Select the from drop-down list

3. Enter 'Event Name'

4. Click/Select 'Assembly Time'

5. Click/Select 'Step-off Time'

6. Enter 'Number of Participants'

7. Enter 'How was this Number Determined'

Location Information is the next step...

Assembly Information

The screenshot displays the City of Chicago's official website for 'Inspections, Permitting & Licensing'. The user is logged in as 'Doug Watson'. The navigation path is 'Home > Permits > Apply'. The current step is 'Event Information', which is highlighted in the left sidebar. The main content area shows the 'Event Information' section with the 'Application Number: DOT185243'. A purple callout box points to the application number with the text: 'The 'Application Number' has been created'. Below this, there is a green notification box stating 'Your permit application has been saved to your dashboard.' The 'Location Information' section contains a table with columns for 'Location', 'Street Closure', and 'Additional Information', and a '+ Add Location Information' button. The 'Service Request Information' section has a button that says 'I need to create a Service Request.' At the bottom, there are 'Previous Step' and 'Next Step' buttons.

[Location Information](#) is the next step...

Block Party Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > Apply

- 1. Application Type
- 2. Basic Information
- 3. Application Information
- 4. Event Information
- 5. Legal Agreements
- 6. Status

Block Party Information

Application Number: DOT185242

Enter the ward and the address where the block party will be occurring.

*** Required Information**

Your permit application has been saved to your dashboard.

Block Party Information

*Please enter times in 24 Hour format (HH:MM)HR format. A block party permit can only be issued between 8:00 AM and 10:00 PM

(Ex: 8:00 to 22:00)

Start Time *

(Ex: 8:00 to 22:00)

End Time *

Ward *

Location Information

Location	Street Closure	Additional Information
+ Add Location Information		

Service Request Information

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

*** Indicates a required field**

1. Click/Select 'Start Time'

2. Click/Select 'End Time'

3. Enter 'Ward'

The 'Application Number' has been created

[Location Information](#) is the next step...

Festival Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson Cart (0)

Home > Permits > **Apply**

- 1. Application Type
- 2. Basic Information
- 3. Application Information
- 4. Festival Information**
- 5. Legal Agreements
- 6. Status

Festival Information

Application Number: DOT185248

Enter the name, purpose and location of the festival, and indicate whether or not the festival will serve food and alcohol.

** Required Information*

Your permit application has been saved to your dashboard.

Festival Information

Event Name	<input type="text" value="Chicago Spring Festival"/>	*
Event Purpose	<input type="text" value="Celebrate the coming of Spring"/>	*
Will Alcohol be Served?	<input type="text" value="Yes"/>	*
Will Food be Served?	<input type="text" value="Yes"/>	*

Location Information

Location	Street Closure	Additional Information
<input type="button" value="+ Add Location Information"/>		

Service Request Information

*** Indicates a required field**

The 'Application Number' has been created

1. Enter 'Event Name' (required)

2. Enter 'Event Purpose' (required)

3. Select from drop-down list

4. Select from drop-down list

[Location Information](#) is the next step...

Filming Information

The screenshot shows the 'City of Chicago' website header with 'Inspections, Permitting & Licensing' and a user profile for 'Doug Watson'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists application steps: 1. Application Type, 2. Basic Information, 3. Application Information, 4. Filming Information (highlighted), 5. Legal Agreements, and 6. Status. The main content area is titled 'Filming Information' and shows 'Application Number: DOT185249'. A message states 'Your permit application has been saved to your dashboard.' Below this, the 'Filming Information' section asks 'Equipment will be located:' and lists 'Alley', 'Curb Lane', 'Parkway', 'Sidewalk', and 'Traffic Lane', each with an unchecked checkbox. A callout points to the 'Application Number' with the text 'The 'Application Number' has been created'. Another callout points to the checkboxes with the text '1. Check 'Filming Information' all that apply'. A third callout points to a required text field for 'Will any interruption of vehicular traffic be necessary:' with the text '2. Enter 'Will any interruption of vehicular traffic be necessary:' (required)'. A red callout box on the left explains that an asterisk indicates a required field. At the bottom, there is a 'Location Information' section with tabs for 'Location', 'Street Closure', and 'Additional Information', and a '+ Add Location Information' button. Below that is a 'Service Request Information' section with a button 'I need to create a Service Request.' and 'Previous Step' and 'Next Step' navigation buttons.

[Location Information](#) is the next step...

Parade Information

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson Cart (0)

Home > Permits > Apply

- 1. Application Type
- 2. Basic Information
- 3. Application Information
- 4. Event Information
- 5. Legal Agreements
- 6. Status

Event Information

Application Number: DOT185250
Enter the location where the event will occur.

** Required Information*

Your permit application has been saved to your dashboard.

Route Information

Down East Wacker Drive

Parade Information

Assembly Time: 7:00 AM * ?

Step-off Time: 8:30 AM * ?

Number of Vehicles: 20 * ?

Number of Participants: 200 * ?

How was this number determined: estimate ?

Reviewing Stands Details

Number of Stands: 1 ?

Construction Time: 6:00 AM ?

Dismantle Time: 3:00 PM ?

Location Information

Location Street Closure Additional Information

+ Add Location Information

Service Request Information

I need to create a Service Request.

Previous Step Next Step

The 'Application Number' has been created

1. Enter 'Route Information'

* Indicates a required field

2. Click/Select 'Assembly Time'

3. Click/Select 'Step-off Time'

4. Enter 'Number of Vehicles'

5. Enter 'Number of Participants'

6. Enter 'How was this number determined:'

7. Enter 'Number of Stands'

8. Enter 'Construction Time'

9. Enter 'Dismantle Time'

Location Information is the next step...

Sidewalk Sale Information

The screenshot shows the 'Event Information' step of a permit application process on the City of Chicago website. The user is logged in as 'Doug Watson'. The breadcrumb trail is 'Home > Permits > Apply'. A sidebar on the left lists the application steps: 1. Application Type, 2. Basic Information, 3. Application Information, 4. Event Information (selected), 5. Legal Agreements, and 6. Status. The main content area displays the 'Event Information' section with the 'Application Number: DOT185251'. Below this, there is a green notification box stating 'Your permit application has been saved to your dashboard.' The 'Location Information' section contains a table with columns for 'Location', 'Street Closure', and 'Additional Information', and a '+ Add Location Information' button. At the bottom, there are 'Previous Step' and 'Next Step' buttons. A purple callout bubble points to the application number, stating 'The 'Application Number' has been created'.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson Cart (0)

Home > Permits > Apply

1. Application Type
2. Basic Information
3. Application Information
4. Event Information
5. Legal Agreements
6. Status

Event Information

Application Number: DOT185251

Enter the location where the event will occur.

** Required Information*

Your permit application has been saved to your dashboard.

Location Information

Location	Street Closure	Additional Information
+ Add Location Information		

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

The 'Application Number' has been created

[Location Information](#) is the next step...

Location Information

The location section is displayed on the Event Information page toward the bottom

- **Click** the **'+Add Location' (required)** button

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Basic Information
3. Application Information
- 4. Event Information**
5. Legal Agreements
6. Status

Event Information

Application Number: DOT185246
Enter the details of the sporting event below, including the address where event will occur.

** Required Information*

Your permit application has been saved to your dashboard.

Route Information

Chicago Half Marathon

Athletic Information

Event Type: Sports or Games Athletic Event *

Event Name: Chicago Half Marathon * ?

Assembly Time: 8:00 AM * ?

Step-off Time: 9:00 AM * ?

Number of Participants: 150 * ?

How was this Number Determined: Registrations ?

Location Information

Location	Street Closure	Additional Information
+ Add Location Information		

Click '+ Add Location' (required)

Service Request Information

I need to create a Service Request.

Previous Step **Next Step**

Adding Location Information:

The screenshot shows a form titled "Add Location Information" with a close button (X) in the top right corner. The form contains the following fields:

- From:** Text input field containing "101". Callout 1: "1. Enter 'From' Street Number".
- To:** Text input field containing "107". Callout 2: "2. Enter 'To' Street Number".
- Direction:** Drop-down menu containing "E". Callout 3: "3. Select from drop-down list".
- Street Name:** Text input field containing "WACKER". Callout 4: "4. Enter/Select 'Street Name'".
- Suffix:** Drop-down menu containing "DRIVE". Callout 5: "5. Select from drop-down list".
- Street Closure:** Drop-down menu with "Full Street Closure" selected. Callout 6: "6. Select 'Street Closure' from drop-down list".
- Additional Information:** Empty text input field.

At the bottom of the form are two buttons: "Cancel" and "Add Location Information". Callout 7: "7. Click 'Add Location Information' to add".

A legend box on the left side of the form contains the text: "* Indicates a required field".

[Service Request Information](#) is the next step...

Service Request Information

Adding a Service Request:

- **Click** the **'+Add Request Parking Meter Sign Posting or Bagging'** button

Service Request Information

"No Parking" sign posting requires three (3) full business days to be processed. A business day excludes weekends and designated City Holidays. The company or individual requesting the "No Parking" posting is responsible for removing all signs when the use of the public way is completed. If you require services other than Parking Meter Sign Posting or Bagging, please call 311 within the city limits.

Request Parking Meter Sign Posting or Bagging

Type of Action Required	Purpose of Posting/Bagging	Side of Street to Post/Bag	Posting/Bagging Begins	Posting/Bagging Ends
+ Add Request Parking Meter Sign Posting or Bagging				

Previous Step Next Step

Click the '+Add Request Parking Meter Sign Posting or Bagging' (optional) button

Entering Service Request Information

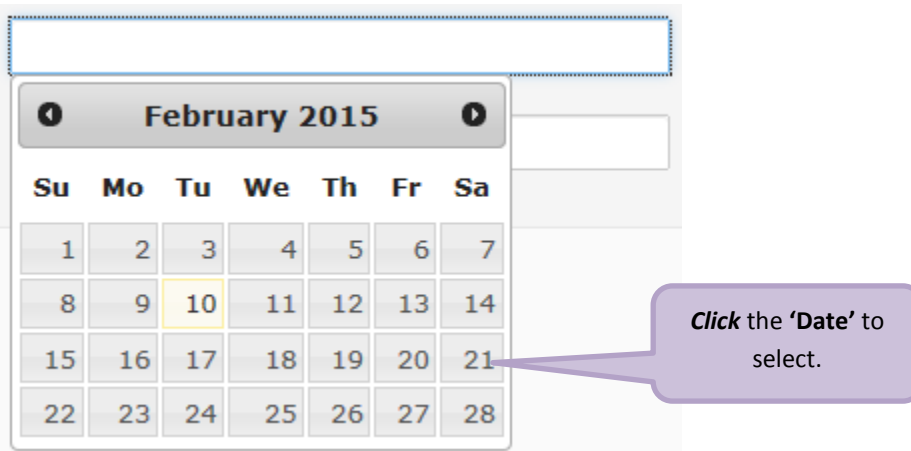
- **Select** the **'Type of Action Required'** from the drop-down list.
- **Enter** the **'Purpose of Posting/Bagging'**.
- **Select** **'Yes'** or **'No'** from the drop-down list for **'Amended Permit?'**
- **Select** the **'Side of the Street to Post/Bag'** from the drop down list.
- **Select** the **'Posting/Bagging Begins'** date

February 2015

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

Click the 'Date' to select.

- **Select** the **'Posting/Bagging Ends'** date



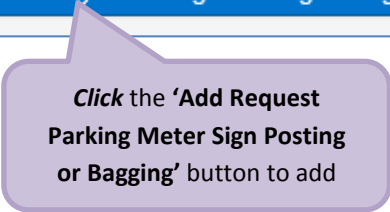
- **Enter** **'Special Instructions for Traffic Services'** (optional)
- **Click** the **'Add Request Parking Meter Sign Posting or Bagging'** button

Service Request Information Complete:

Add Request Parking Meter Sign Posting or Bagging ✕

Type of Action Required	<input type="text" value="Parking Restriction Sign Posting"/> *
Purpose of Posting/Bagging	<input type="text" value="No Parking During <u>Block Party</u>"/>
Amended Permit?	<input type="text" value="No"/> *
Side of Street to Post/Bag	<input type="text" value="East"/> *
Posting/Bagging Begins	<input type="text" value="02/16/2015 12:00 am"/> *
Posting/Bagging Ends	<input type="text" value="02/21/2015 12:00 am"/> *
Special Instructions for Traffic Services	<input type="text"/>

* Indicates a required field



Service Request Information Complete:
The Service Request displays in the section

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson Cart (0)

Home > Permits > **Apply**

1. Application Type
2. Basic Information
3. Application Information
- 4. Event Information**
5. Legal Agreements
6. Status

Block Party Information

Application Number: DOT185242
Enter the ward and the address where the block party will be occurring.

** Required Information*

Block Party Information

*Please enter times in 24 Hour format (HH:MM)HR format. A block party permit can only be issued between 8:00 AM and 10:00 PM

(Ex: 8:00 to 22:00)

Start Time *

(Ex: 8:00 to 22:00)

End Time *

Ward * ?

Location Information

Location	Street Closure	Additional Information
101 - 107 E WACKER DR	Full Street Closure	Edit Delete

[+ Add Location Information](#)

Service Request Information

"No Parking" sign posting requires three (3) full business days to be processed. A business day excludes weekends and designated City Holidays. The company or individual requesting the "No Parking" posting is responsible for removing all signs when the use of the public way is completed. If you require services other than Parking Meter Sign Posting or Bagging, please call 311 within the city limits.

Request Parking Meter Sign Posting or Bagging

Type of Action Required	Purpose of Posting/Bagging	Side of Street to Post/Bag	Posting/Bagging Begins	Posting/Bagging Ends	
Parking Restriction Sign Posting	No Parking During Block Party	East	02/16/2015 12:00 am	02/21/2015 12:00 am	Edit Delete

[+ Add Request Parking Meter Sign Posting or Bagging](#)

Previous Step
Next Step

Click the 'Next Step' to proceed

[5. Legal Agreements](#) is the next step...

5. Legal Agreements

The legal agreement must be acknowledged

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

The screenshot shows the City of Chicago's official website interface. At the top, the logo and name 'City of Chicago' are displayed, along with the tagline 'The City of Chicago's Official Site' and the department 'Inspections, Permitting & Licensing'. The user's name 'Doug Watson' and a cart icon 'Cart (0)' are visible in the top right. The navigation menu includes 'Home', 'Permits', and 'Apply'. The sidebar on the left lists six steps: 1. Application Type, 2. Basic Information, 3. Application Information, 4. Event Information, 5. Legal Agreements (highlighted), and 6. Status. The main content area is titled 'Legal Agreements' and shows 'Application Number: DOT185242'. Below this, it states 'In order to finish your application, you must agree to the terms and conditions below.' A section titled '* Required Information' contains a 'Certification' box. Inside this box, it says 'By accepting this agreement you are certifying that:' followed by two numbered points: '1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and' and '2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.' Below the text is a checkbox labeled '* I Agree'. A callout box points to this checkbox with the text '1. Click the 'I Agree' checkbox to accept the agreement'. At the bottom of the page, there are two buttons: 'Previous Step' and 'Submit'. A callout box points to the 'Submit' button with the text '2. Click the 'Submit' button to Proceed.'

6. Status is the next step...

6. 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.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Doug Watson ▾ Cart (0)

Home > Permits > **View**

1. Basic Information
2. Application Information
3. Event Information
4. Legal Agreements
5. **Status**

Permit Application Status

Application Number: DOT185242

Application Information:

- Your application is missing one or more applicable roles. These can be added on the Applicants page.
- The permit dates and times must be valid. - All Permit dates must be in the future - Block Parties can only take place for 1 day - Block Parties cannot begin before 8am - Block Parties cannot end after 10pm

[Cancel Permit](#)

Application Number	DOT185242	
Type	CDOT Special Events Permit	
Current Status	Incomplete Application	
Applicants	Awesome Construction - Applicant	more info...

Important Dates

Creation Date	2/16/2015	
Submission Date		
Start Date	2/16/2015	
End Date		

Note: Scroll down the page to see additional application information

Sign Out

When finished, be sure to sign out

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

