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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 Trucking Permit’

2. **Destination** is the next step…
2. Destination

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,

- Enter the ‘Street Address’

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
- ‘Permit Type’ (required) – *Select* from the drop-down list
- ‘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

* Indicates a required field

<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>

**Click** the ‘Add Emergency Contact Information’ button

**Cancel**
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.

If City Contract/ Ordinance Information is not needed,

5. **Trucking Information** is the next step…
City Contract/Ordinance Information

ʻCity Contract / Ordinance Informationʻ can be entered here.

Click the ʻNext Stepʼ button to Proceed.

Note: City Contract / Ordinance Information is optional. If that information does not apply, Click ʻNext Stepʼ 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](image1)

• **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](image2)

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

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

Trucking Information page

Travel On Industrial Corridor

1. Click the ‘+ Add Vehicle License Plate Information’ (required) button

2. Select ‘What year is this permit application for’ (required) from the drop-down list
Vehicle License Plate Information

- *Enter* the ‘License Plate Number’
- *Enter* the ‘Place of Issuance’
- *Click* the ‘Add Vehicle License Plate Information’ button

If a Service Request is **needed**

Go to [Adding a Service Request](#)

If a Service Request is **not** needed,

6. **Legal Agreements** is the next step…
Travel on Lake Shore Drive and Boulevards

If a Service Request **is** needed

Go to [Adding a Service Request](#)

If a Service Request is **not** needed,

6. Legal Agreements is the next step…
Overweight Vehicle / Overweight Axle / Oversized Vehicle

• **Select** the ‘Trip Type’

  - Monthly – Good for One Month
  - Single Trip – One Use Only

The ‘Application Number’ has been created

* Indicates a required field
• **Select** the ‘Permit Effective Date’
  o *Clicking* in the field pops up a calendar
  o *Click a date* to select

• **Select** the ‘Permit Expiration Date’
  o *Clicking* in the field pops up a calendar
  o *Click a date* to select

• **Scroll down the page to the next section** – ‘Vehicle License Plate Information’

  ![Vehicle License Plate Information](image)
- Click the ‘+ Add Vehicle License Plate Information’ button

<table>
<thead>
<tr>
<th>Add Vehicle License Plate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate Number</td>
<td>ZZ-123</td>
</tr>
<tr>
<td>Place of Issuance</td>
<td>Illinois</td>
</tr>
</tbody>
</table>

1. Enter the ‘License Plate Number’

2. Enter the ‘Place of Issuance’

3. Click the ‘Add Vehicle License Plate Information’ button
Scroll down the page to the next section – ‘Vehicle Information’

Vehicle Information Entry:

**Weight and Dimensions:**

- **Enter** the ‘Name of Individual Certifying Load Cannot Be Divided’ (required)
- **Enter** ‘To Transport Load of’ (required)
- **Enter** the ‘Total Weight lbs.’ (required)
- **Enter** the ‘Total Length ft.’ (required)
- **Enter** the ‘Total Length in.’ (optional)
- **Enter** the ‘Total Width ft.’ (required)
- **Enter** the ‘Total Width in.’ (optional)
- **Enter** the ‘Total Height ft.’ (required)
- **Enter** the ‘Total Height in.’ (optional)

**Miscellaneous Information:**

- **Enter** the ‘Total Number of Axles’ (required)
- **Enter** the ‘Vehicle Type’ (optional)
• Scroll down the page to the next section – ‘Axle and Weight Information’

Adding Axle and Weight Information:

Add the information for each axle on the vehicle. The total number of axles and weight must match.

• Enter the ‘Axle’ (i.e. axle number)
• Enter the ‘Weight on this Axle lbs.’
• Enter the ‘Distance From Previous Axle ft.’ (the first axle will be 0)
• Enter the ‘Distance From Previous Axle in.’ (the first axle will be 0)

![Axle and Weight Information panel]

Click the ‘+ Add Axle and Weight Information’ button
All Axle and Weight Information entered:

<table>
<thead>
<tr>
<th>Axle</th>
<th>Weight on this Axle (lbs.)</th>
<th>Distance From Previous Axle (Fl.)</th>
<th>Distance From Previous Axle (in.)</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>25000</td>
<td>9</td>
<td>108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>25000</td>
<td>9</td>
<td>110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5000</td>
<td>6</td>
<td>72</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Add Axle and Weight Information
• Scroll down the page to the next section – ‘Route Information’

Adding Route Information:

• Select ‘Is Route a Round Trip?’ from the drop-down list
• Select ‘Is Route over 5 Miles?’ from the drop-down list
• Enter the ‘Origin or Closest Intersection Upon Entering City Limits’
• Click the ‘+ Add Entrance Route’ button
• Scroll down to the next section – ‘Structures’
Adding Structures Information:

- **Click** the ‘+ Add Structures’ button to add structures affected along the route
- **Select** the ‘Structure’ from the drop-down list
- **Enter** ‘Additional Information’ (optional)
- **Click** the ‘Add Structures’ button

The Structures 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. Legal Agreements](#) is the next step…
Adding a Service Request

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

*Click the ‘+Add Request Parking Meter Sign Posting or Bagging’ (optional) button*
- **Select** the ‘Posting/Bagging Ends’ date

  ![Calendar](image)

  Click the ‘Date’ to select.

- **Enter** ‘Special Instructions for Traffic Services’ (optional)

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

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

6. **Legal Agreements** is the next step…
6. Legal Agreements

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

2. Click the ‘Submit’ button to Proceed.

7. Status is the next step…
7. 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