

City of Chicago

Private Benefit Sign Request Application

User Guide [Ver. 2.0]

Private Benefit Sign Request Application

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Contents

- Web Portal3
- Log into the application3
- Select Application Type4
- Creating an application.....5
 - Basic Job Information5
 - Application Information6
 - Application Information6
 - Location Information7
 - Emergency Contacts.....10
 - Sign Information.....12
 - Documentation.....16
 - Legal Agreement.....18
 - Permit Application Status19

Private Benefit Sign Request Application

Web Portal

Log into the application



Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. A list of the department with links to helpful

Sign In

Username
tosmon56

Password
.....

Sign In

[Forgot Login Info?](#)
[Create New Account](#)

Enter your user name and password

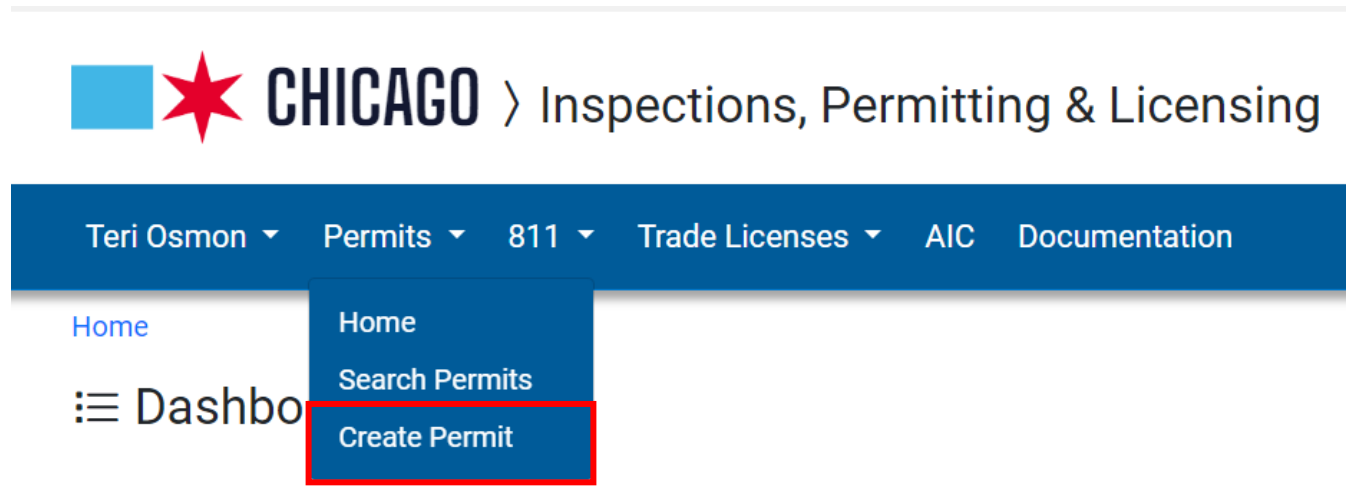
Click on the 'Sign In' button

Department of Transportation (CDOT)

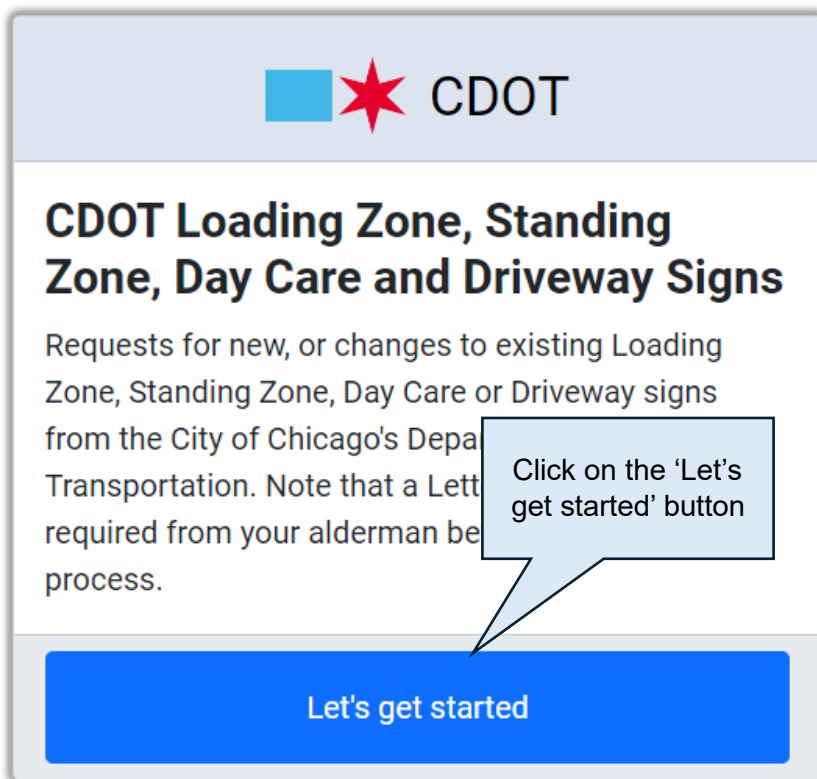
- [CDOT Department Homepage](#)
- [Apply for a CDOT Permit](#)
- [CDOT Permit Application Instructions](#)
- [Public Way Work License Application](#)
- [Dumpster License Application](#)
- [Contractor Acceptance Process](#)

Private Benefit Sign Request Application

Click on the Permits drop-down menu and select Create Permit



Select Application Type



Private Benefit Sign Request Application

Creating an application

Basic Job Information

The navigation bar along the top will let you know what step in the application process you are in. The below is the Basic Information step. The following information is required on this page –

- Business, Facility or Location Description
- Description of Sign Request

Fill in all information and then select the Next Step button.

CHICAGO > Inspections, Permitting & Licensing Translate Select Language

Teri Osmon ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (2)

Home > Permits

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs

Application Type **Basic Information** Applicant Application Information Sign Information Documentation Legal Agreements Status

Tell us the business name, facility name or general location of the sign, and optionally describe your request for private benefit signs.
**Required Information*

Basic Information

Business, Facility or Location Description *

Description of Sign Request *

Previous Step Next Step

When all required fields are filled in, click on the "Next Step" button

All fields with an * (asterisk) are required

Private Benefit Sign Request Application

Application Information

Applicant – If you are associated with a company, your company will default to be the applicant on the application. You can just select the Next Step button at this point.

Applicant *	
Name	Action
Super Duper Company (312)***-6677 t***@test.com 333 N. State Street Chicago IL 60606	<button>Remove</button>

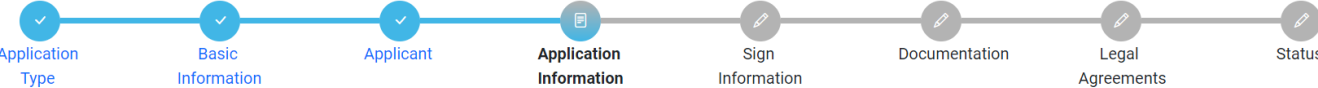
Previous Step **Next Step**

If Applicant is correct, click on the "Next Step" button

Application Information

- Click on the drop-down for Type of Sign list

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs



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

*Required Information

Location Information	
Type of Sign	<ul style="list-style-type: none">Day CareDriveway Non Residential SignsDriveway Residential SignsLoading ZoneStanding Zone <p>Loading Zone *</p>

Private Benefit Sign Request Application

Driveway Non Residential Signs

If your sign is for a Non Residential Driveway, after you select your Type of Sign, you will have to enter a driveway install permit number –

- Driveway Non Residential Sign will require a Non Residential Driveway Install permit

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs

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

Location Information

Type of Sign: Driveway Non Residential Signs *

Driveway install or periodic permit number: [input field] ⓘ

Location Information

In the Type of Request section, select the Yes or No option to the question “ Is this an New Sign Request?”

If you select Yes, nothing more will be required in this section.

If you select No, you will need to respond to what type of change it is.

Location Information

Type of Sign: Loading Zone *

Type of Request

Is this a New Sign Request? Yes No *

Location Change Yes No

Signage Change Yes No

Ownership Change Yes No

Private Benefit Sign Request Application

-
- Click on the +Add Location Information button

Location Information

Type of Sign: Loading Zone *

Type of Request

Is this a New Sign Request? Yes No *

Location Change Yes No

Signage Change Yes No

Ownership Change Yes No

Location Information

Location

+ Add Location Information

Click on the + Add Location Information button

- Enter Location information
- Click on the "Add Location Information" button

Location Information

Add Location Information

Type of Sign

Type of Request

Is this a New Sign Request?

Location Change

Signage Change

Ownership Change

Location Information

Street Number: 333 *

Direction: S *

Street Name: STATE *

Suffix: STREET *

Cancel Add Location Information


All fields with an * (asterisk) are required

Click on the Add Location Information button

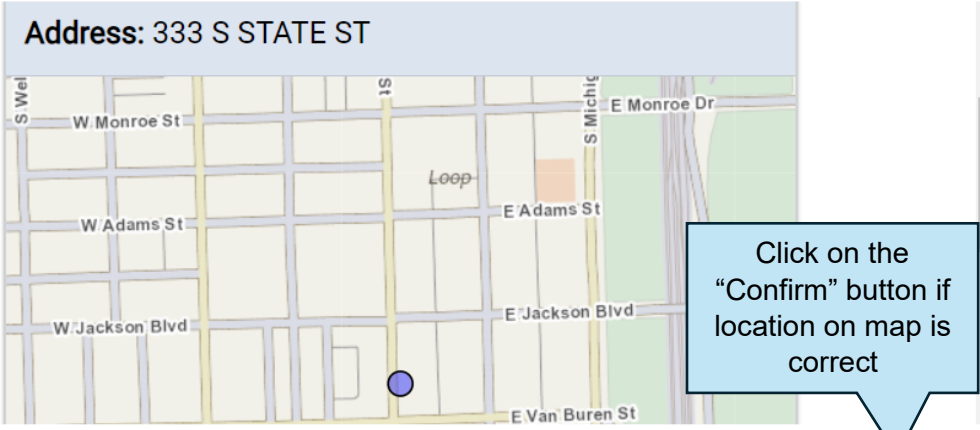
Private Benefit Sign Request Application

Add Location Information ✕

This is the address you entered. Please confirm that it is correct.

Street Number	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/> 333	S	STATE	ST	

Address: 333 S STATE ST



Click on the "Confirm" button if location on map is correct

Cancel Re-Enter Confirm

Private Benefit Sign Request Application

Emergency Contacts

- Click on the + Add Emergency Contact Information button

Location Information

Type of Sign *

Type of Request

Is this a New Sign Request? Yes No *

Location Change Yes No

Signage Change Yes No

Ownership Change Yes No

Location Information

Location

333 S STATE ST [Edit](#) [Delete](#)

Maximum number of Location Information records reached (1).

Emergency Contact Information

Name	E-Mail
+ Add Emergency Contact Information	

Click on the "+ Add Emergency Contact Information" button

- Fill in required fields
- Click on the "Add Emergency Contact Information" button

All fields with an * (asterisk) are required

Add Emergency Contact Information ✕

Name *

Phone *

E-Mail *

Fill in required fields and click on the "Add Emergency Contact Information" button

Private Benefit Sign Request Application

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs



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

*Required Information

Location Information

Type of Sign: Loading Zone *

Type of Request

Is this a New Sign Request? Yes No *

Location Change Yes No

Signage Change Yes No

Ownership Change Yes No

Location Information

Location: 333 S STATE ST [Edit](#) [Delete](#)

Maximum number of Location Information records reached (1).

Emergency Contact Information

Name	Phone	
Teri Osmon	(312)445-6677	Edit Delete

[+ Add Emergency Contact Information](#)

Click on the "Next Step" button

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

Once you have completed the above and go to the Next Step, an application number will be generated.

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs

(Application Number - DOT1900895)



Private Benefit Sign Request Application

Sign Information

What you see on this page will be dependent upon what type of sign you choose

- Enter a valid Service Request number.

Enter the details about the number, type, and location of the Sign Requests, as well as the dates when they will be on-site.

*Required Information

Sign Request SR Information

Service Request Number Example: SR20-12345678 i

Business and Location Information

You will get the Business and Location Information area for all Sign applications. Fill out all required fields

Business and Location Information

Type of Business	Warehousing	*
Occupancy Limit	100	*
Present parking regulations at your location(Parking meters)	none	*
How long has business been operating at this location (Years)	2	*
Number of Full-Time Equivalent Employees	3	*
Scope of Business Activity	Warehousing of dry goods	*
Business License Held	Warehousing license	*
Length of Zone Requested	50 ft.	*
Vehicle space(s)	2	*
Business Hours and Days	M 6am - 6pm, T 6am - 6pm, W 6am - 6pm, Th 6am - 6pm, F 6am - 6pm, S 8am - 4pm	*

All fields with an * (asterisk) are required

Select the drop-down for "Describe Parking" field and select an option

Signs Restriction Hours and Days Requested 6 days, M 6am - 6pm, T 6am - 6pm, W 6am - 6pm, Th 6am - 6pm, F 6am - 6pm, S 8am - 4pm *

Describe Parking Diagonal Parking *

- Diagonal Parking
- Parallel Parking

Loading Zone / Day Care

Private Benefit Sign Request Application

Loading Zone / Day Care

If your application is for a Loading Zone or Day Care, you will get the following detail page and will need to fill in all required fields -

Loading Zone / Day Care	
Do you have access to an alley from your business space?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
If no, why not?/ If yes, why is loading not possible from the rear?	<div style="border: 1px solid gray; padding: 5px;">There is no alley behind our building</div>
Is there an existing loading zone on your block?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
If there is an existing loading zone on your block, why can't you share the existing loading zone?	<div style="border: 1px solid gray; padding: 5px;"> </div>
Is there an existing loading zone on your block?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
If there is an existing loading zone on your block, why can't you share the existing loading zone?	<div style="border: 1px solid gray; padding: 5px;"> </div>
Types of items loaded and unloaded	<div style="border: 1px solid gray; padding: 5px;">Dry goods</div> *

All fields with an * (asterisk) are required

If you answer Yes to this question, you will need to fill in this box.

If you answer Yes to this question, you will need to fill in this box.

Private Benefit Sign Request Application

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Size/Type of commercial vehicles that would use the loading zone:

trailer trucks

*

Please provide a description or attach a delivery schedule, or invoice record showing frequency and volume of deliveries:

deliveries will be from 9am - 3pm

*

Number of daily pickups and deliveries

4

*

Private Benefit Sign Request Application

Standing Zone

If your application is for a Standing Zone, you will get this detail page -

Standing Zone

Type of Standing Zone *

Reason for Zone/ Business activity requiring of on-street parking *

Please describe the availability/ restrictions of on-street parking *

Is there an existing standing zone on your block? Yes No *

Required only if 'Yes?'

On the average day, how many sales/ visits would utilize the zone? *

All fields with an * (asterisk) are required

If you answer Yes to this question, you will need to fill in this box.

**If your application is for a driveway, you will not get either detail page.

Private Benefit Sign Request Application

Documentation

The attachments required on this page will be based on the type of sign requested

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs
(Application Number - DOT1900902)

Upload any requested documentation.

The following documentation is required for this application:

- Alderman Approval Letter Required - This action can be completed on the Documentation page
- Diagram, plat of survey, or Photographs of proposed Sign Location Upload Required - This action can be completed on the Documentation page

Documents

+ Add Document

Previous Step Next Step

This is a list of the documents required for this application

Click on the + Add Document button

- Find your document and select the option that matches what your document is. • Click the upload button

Add Document

Approved File Types: jpg, pdf, png

Choose File Plat of Survey.jpg

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

- Sign Work Orders
- Approval Letter From Alderman
- Diagram of Proposed Sign Location
- Letter Detailing The Reason For Zone
- Photographs/Plat of Survey

Cancel Upload

Click on the Upload button

- Once you've uploaded your document, the message will go away and your documents will be on your application.

Private Benefit Sign Request Application

Upload any requested documentation.

The following documentation is required for this application:

- Alderman Approval Letter Required - This action can be completed on the Documentation page

The Plat of Survey is no longer listed

Documents

Document	Categories	
Plat of Survey.jpg	<ul style="list-style-type: none">• Photographs/Plat of Survey	Edit Remove
+ Add Document		

Previous Step

Next Step

Once all of the documents are uploaded and there is no message, click on the Next Step button.

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs (Application Number - DOT1900902)



Upload any requested documentation.

Documents

Document	Categories	
Plat of Survey.jpg	<ul style="list-style-type: none">• Photographs/Plat of Survey	Edit Remove
Alderman Letter.jpg	<ul style="list-style-type: none">• Approval Letter From Alderman	Edit Remove
+ Add Document		

Click on the Next Step button

Previous Step

Next Step

Private Benefit Sign Request Application

Legal Agreement

- Select the I Accept option
- Click on the Submit button

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs (Application Number - DOT1900902)



In order to finish your application, you must agree to the terms and conditions below.

**Required Information*

Legal Agreements

I hereby certify that all statements made as part of this application and any attachments herein, are true to the best of my knowledge and belief following reasonable inquiry. I also understand that submission of this application does not guarantee the granting of a standing/loading zone. The City will analyze the benefits of placing the zone versus the reduction of available street parking in the area. I acknowledge that the issuance of a standing/loading zone is a privilege granted by the City and not a right of my business ownership the curb lane is and shall remain the property of the City. I agree to accept the decision of the alderman or the City to accept or deny my application.

I agree to follow all applicable laws as outlined in the City of Chicago, including, but not limited to Chapter 2 156 (Governmental Ethics), and any requirements established by the City of Chicago. A standing/loading zone may be removed at the alderman's discretion or at the urging of any City department including, but not limited to, the Department of Public Works and the Department of Transportation. I agree to pay the applicable maintenance fees.

I Accept *

Select the I Accept option

Select the Submit button

Previous Step Submit

Private Benefit Sign Request Application

Permit Application Status

- The application fee will be added to the application
- All pertinent information will be listed on the Permit Application Status page

CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs (Application Number - DOT1900902)



Application Information:

- Fees - All Fees Must Be Paid In Full

Add to Cart (\$55.00)

Cancel Application

Summary

Type	CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs	
Status	Application Fee	
Applicants	Super Duper Company-Applicant	more info..

Private Benefit Sign Request Application

In order to pay your fees, please follow the directions in the Pay Outstanding Fees document on the Documentation menu under General.



Teri Osmon ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation

Home > Documentation

Documentation

CDOT Permit ▾
BACP ▾
CDPH Permit
General
Create an Account
Pay Outstanding Fees
Apply for a Permit
Apply for a Public Way Work License
Claim your Permit Application
811 Chicago ▾

Follow the instructions in the Pay Outstanding Fees document to pay your permit fees.