

Sidewalk Sales

USER GUIDE VER.1.0

CITY OF CHICAGO


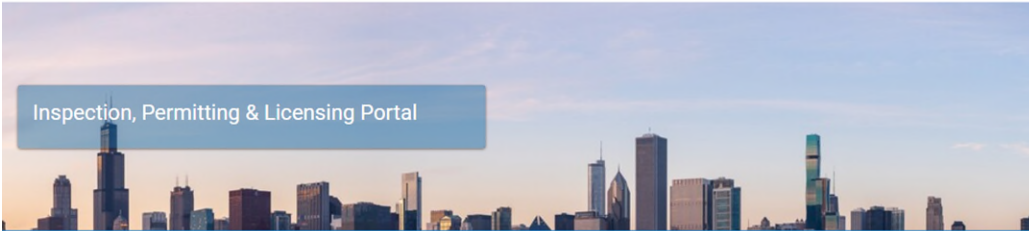
Table of Contents

Sidewalk Sales	2
Create a New Permit.....	2
Searching for Applicant.....	4
Adding a New Contact	5
Application Information.....	6
Event Information	6
Legal Agreements	8

Sidewalk Sales

1. Sign into <https://ipi.cityofchicago.org/Profile/> using your credentials.

* An official website of the City of Chicago. [Heres how you know](#) ~

[Home](#)

Sign In


Please enter your username and password. Click on the "Create New Account" link if you don't already have an account.

Sign In

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2. **Create a New Permit**
 - a. Click the "Permits" Drop Down
 - b. Select Apply for Permit



Inspection, Permitting & Licensing Portal

[IPS Tester](#) ▾
 [Permits](#) ▾
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 [Trade Licenses](#) ▾
 [AIC](#)
[Documentation](#)


[Home](#)

[Home](#)
[Search Permits](#)

[Apply for Permit](#)

[Dashboard](#)

3. Select Application Type [Sidewalk Sales and Block Parties]


CDOT

CDOT Sidewalk Sales and Block Parties

Apply for permit to use the public right of way for Sidewalk Sales or Block Parties. Assembly and Parade permits must be submitted in person at City Hall (121 N. LaSalle St), Room 905. Please contact your Alderman directly for a Block Party Permit.

Let's get started


4. Complete all sections within the **Basic Information Section**

- a. Event Name
- b. Start Date
- c. End Date
- d. Description of Event

Enter the dates when the event will start and end.

**Required Information*

Basic Information

Event Name	<input type="text"/>	* 
Start Date	<input type="text" value="Start Date"/>	*
End Date	<input type="text" value="End Date"/>	*
Description of Event	<input style="width: 100%; height: 100%;" type="text"/>	

- a. Once you have completed the Basic Information section select Next Step to proceed.

5. Enter relevant information in **Applicants** Section.

- a. Select **"Add Applicant"** to add someone else as the responsible party OR select **"Add Me"** to add yourself as the applicant.

CDOT Sidewalk Sales and Block Parties - Sidewalk Sale

Enter the constituent that is applying for this permit.
*Required Information

Applicant *

If you are eligible, and wish to be listed as Applicant, click the Add button to add the Applicant.

Add Me Add Applicant

Previous Step Next Step

a. **Searching for Applicant**

- i. Enter the name.
ii. Select **Search**

Search For Applicant



Search by Name



This field is required

Close

Search

- iii. Find the contact you want to add as an applicant and select the **"Select"** button.

Contact

TEST TEST

Phone - (111)***-3333

Chicago IL 60602

Select

- iv. If you do not find your contact, you can select the option **"Add New Contact."**

Contact
 TEST TEST
 Phone - (111)***-3333
 Chicago IL 60602

Select

Close Search Again **Add New Contact**

b. Adding a New Contact

- v. Select the drop down identifying if your contact is **“An Individual”** or **“A Company”**.
 - vi. Complete the required fields.
 1. First name
 2. Last name
 3. Primary Phone Number
 4. Address Line 1
 5. City
 6. State
 7. Zip Code
6. Once required fields are completed, select **“Save New Contact.”** (Note: Required fields have the asterisk * next to it)

Enter New Applicant X

This Is	<input type="text"/>	*	First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*	Primary Phone	<input type="text"/>	*
Email	<input type="text"/>	*	Address Line 1	<input type="text"/>	*
Address Line 2	<input type="text"/>		City	<input type="text"/>	*
State	<input type="text"/>	*	Zip Code	<input type="text"/>	*

Close Search Again Back **Save New Contact**



- a. Once you have completed the Applicants section select  to proceed.

7. Application Information

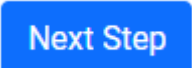
- a. In the applicant information section select **"Add Emergency Contact Information"**

Emergency Contact Information		
Name	Phone	E-Mail
		

- b. A pop up **"Add Emergency Contact Information"** will appear.
- Fill in the required fields (*Note: Required fields have the asterisk * next to it*)
 - Name
 - Phone Number
 - E-mail
 - Select **"Add Emergency Contact"** in the bottom right-hand corner of the pop up.

Add Emergency Contact Information		×
Name	<input type="text"/>	*
Phone	<input type="text"/>	*
E-Mail	<input type="text"/>	*
<div>   </div>		

- c. Once you have completed the **Emergency Contact Information** section, select



to proceed.

8. Event Information

- a. complete the **Location Information Section**.

i. Select **Add Location Information**

Location Information

Location Information *

Location Street Closure Additional Information

+ Add Location Information

Previous Step Next Step

b. A pop up **"Add Location Information"** will appeari. Fill in the required fields (*Note: Required fields have the asterisk * next to it*)

1. From
2. To
3. Direction
4. Street Name
5. Street Closure

ii. Select **Add Location Information** in the bottom right-hand corner once the required fields have been completed.

Add Location Information X

From *

To *

Direction *

Street Name *

Suffix *

Street Closure *

Additional Information

Cancel Add Location Information

- c. Once you have completed the **Location Information** section, select **Next Step** to proceed.

9. Documentation

- a. On the documentation screen Select **Add Document**

The following documentation is required for this application:

- Alderman Letter Upload Required - This action can be completed on the 'Documentation' page
- Insurance Certificate Upload Required - This action can be completed on the 'Documentation' page

Documents

+ Add Document

Previous Step
Next Step

- b. A pop up that says **"Add Document"** will appear.
- Upload required documents
 - Select upload

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:

☐ Alderman Letter
☐ Proof of Insurance

Cancel
Upload

- a. Once you have completed the **Documentation** section, select **Next Step** to proceed.

10. Legal Agreements

- Read the legal agreement
- Check the *I agree checkbox
- Select Submit

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

**Required Information*

Legal Agreements

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

1. Applicant represents and warrants that it is the "sponsor of the event" within the meaning of Section 10-8-335 (a)(3) of the Municipal Code. This Section defines "sponsor of the event" to mean "the entity who is conducting the special event or in whose name or for whose support the proposed special event will be presented."
2. As required by Section 10-8-335(n) of the Municipal Code as a condition of issuance of this permit, applicant agrees (on behalf of organizer itself and its agents, employees, affiliates, contractors, subcontractors, consultants, and vendors) to indemnify, defend and hold the City of Chicago and its assignees and employees harmless from all losses, damages, injuries, claims, demands and expenses arising out of the operation of the special event or the condition, maintenance and use of public property.
3. Applicant agrees to comply with all terms, conditions and requirements for holding a special event as set forth in Section 10-8-335 (a)(3) of the Municipal Code.
4. An authorized representative of Applicant has personally examined and are is familiar with all the information submitted in response to the questions contained in this notice application, and any attachments hereto, and certifies that all information submitted is true, correct, and complete.; and
5. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

☐ I Accept *

Previous Step

Submit

11. Once you complete the **Legal Agreement** you will be directed to the status page. This page will provide you with updates of the status of your permit application until your permit is issued.

Inquiries about the status of your permit application can be directed to
cdotpermitsupport@cityofchicago.org