Sidewalk Sales

USER GUIDE VER.1.0

CITY OF CHICAGO
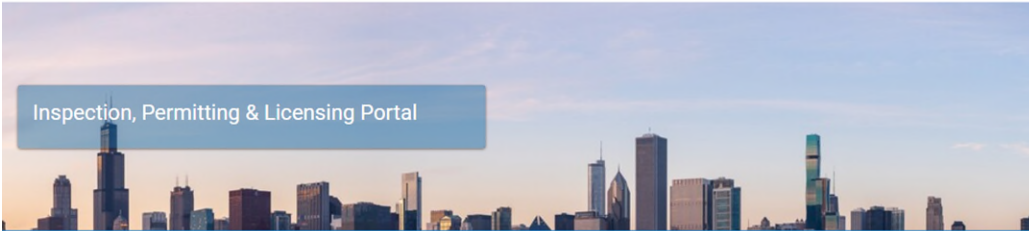
Table of Contents

Sidewalk Sales

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

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

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

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

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

    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.

   a. **Searching for Applicant**
      i. Enter the name.
      ii. Select **Search**

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

      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

Contact

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   ✕

| This Is | | * | First Name | First Name | * |

| Last Name | Last Name | * | Primary Phone | Primary Phone | * |

| Email | Email | * | Address Line 1 | Address Line 1 | * |

| Address Line 2 | Address Line 2 | | City | City | * |

| State | | * | Zip Code | Zip Code | * |

Close   Search Again   Back   **Save New Contact**

a. Once you have completed the Applicants section select **Next Step** to proceed.

7. **Application Information**
    a. In the applicant information section select **"Add Emergency Contact Information"**
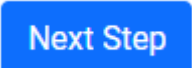
b. A pop up **"Add Emergency Contact Information"** will appear.
    i. Fill in the required fields *(Note: Required fields have the asterisk * next to it)*
        1. Name
        2. Phone Number
        3. E-mail
    ii. Select **"Add Emergency Contact"** in the bottom right-hand corner of the pop up.

c. Once you have completed the **Emergency Contact Information** section, select **Next Step** 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 appear
   i. 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 ✕

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.
   i. Upload required documents
   ii. 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**
    a. Read the legal agreement
    b. Check the *I agree checkbox
    c. 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