Sidewalk Sales

1. Sign into https://ipi.cityofchicago.org/Profile/ using your credentials.
2. Create a New Permit
   a. Click the “Create New” Drop Down
   b. Select Permit Application

3. Select Application Type [Sidewalk Sales and Block Parties]
4. Complete all sections within the **Basic Information Section**

   a. Event Name  
   b. Permit Type  
   c. Start Date  
   d. End Date  
   e. 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.
   b. The **Alderman’s Office** section will default to the alderman within the ward you are applying in.
c. **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.”
d. Add New Contact
   i. Select the drop down identifying if your contact is “An Individual“ or “A Company”.
   ii. 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
   iii. Once required fields are completed, select “Save New Contact.” (Note: Required fields have the asterisk * next to it)

e. Once you have completed the Applicants section select Next Step to proceed.
6. 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 Click Next Step to proceed.
7. Event Information
   a. complete the Location Information Section.
      i. Select Add Location Information

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.
c. Once you have completed the **Location Information** section Click Next Step to proceed.
8. Documentation
   a. On the documentation screen Select **Add Document**

   ![Documentation Screen](image1)

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

   ![Add Document Popup](image2)
a. Once you have completed the Documentation section Click Next Step to proceed.

9. Legal Agreements
   a. Read the legal agreement
   b. Check the *I agree checkbox
   c. Select Submit
10. Once you complete the Legal Agreement you will be directed to the status page which is a summary of all fields completed.