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1. Begin the permit process

From the City of Chicago web portal (https://ipi.cityofchicago.org/Permits) select ‘Permit’
2. Apply for a New Permit

Select ‘Apply For New Permit’
3. Permit Type

Select the ‘Expanded Outdoor Dining / Make Way for People’ permit type
4. Restaurant Information

Enter ‘Restaurant / Organization’ and the optional ‘Brief Description of Request’
5. Primary Restaurant

Select ‘Add Primary Restaurant / Organization’ and any additional restaurants for a joint application.
Enter your restaurant’s name into the search prompt and select ‘Search’

If you aren’t currently registered as an establishment, select ‘Add New Contact’
Enter your establishment’s address & contact information into the fields and select ‘Save New Contact’
6. Emergency Contact Information

Select 'Add Emergency Contact Information'
Enter your emergency contact information into the fields provided
7. Occupy Information

Enter your occupy details into the fields provided. For ‘Describe the Activity and Days/Times of Activity’, it’s recommended to add your hours of operation that you’ll be using the expanded facilities.
8. Required Documentation

Select ‘+ Add Document’ and attach all required documentation listed
9. Legal Agreements

Read and if accept the legal agreement if all conditions are met
10. Application Verification

Verify all information is complete. If not, step back in the process and update any area that may require change. You may also cancel the permit entirely from this prompt by selecting ‘Cancel Permit’.