

City of Chicago

Trade License Application process

User Guide [Ver. 1.0]

Contents

Signing into the web portal3

Apply for a Trade License3

Stationary Engineer Trade License.....4

Trade License

Signing into the web portal

To manage your account, sign in using your credentials.

The screenshot shows the login page of the City of Chicago's portal. At the top is the Chicago logo and a banner image of the city skyline with the text "Inspections, Permitting & Licensing". Below the banner, a welcome message states: "Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:". A list of department links is provided, including "Department of Transportation (CDOT)", "CDOT Department Homepage", "Apply for a CDOT Permit", "CDOT Permit Application Instructions", "Public Way Work License Application", and "Domestic License Application". On the right, there is a "Sign In" section with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Login Info?" and "Create New Account". Two callout boxes are present: one pointing to the "Sign In" button with the text "Click on the 'Sign In' button", and another pointing to the "Username" and "Password" fields with the text "Enter your username and password".


Apply for a Trade License

- Select Trade License dropdown
- Select Create Trade License

The screenshot shows the "Trade Licenses" section of the City of Chicago portal. The header includes the Chicago logo, the text "Inspections, Permitting & Licensing", a "Translate" button, and a "Select Language" dropdown. The main navigation bar shows "Renee Griffin", "Permits", "811", "Trade Licenses", "AIC", and "Documentation". The "Trade Licenses" dropdown is expanded, showing "Home / Search" and "Create Trade License". A callout box points to the "Create Trade License" link with the text "Select Trade License dropdown and select Create Trade License". Below the navigation bar, there is a "Dashboard" section with a "Search..." input field, a "Search" button, an "Advanced Search" button, and a "Select Items To Pay" button. The dashboard displays three license cards: "Elevator License" (BEVC203695), "Stationary Engineer License" (BBRI203694), and "BACP Grant of Privilege Permits" (BACP1900800). Each card shows the license status, due date, and a "View App" link. The "Elevator License" status is "License Active", the "Stationary Engineer License" status is "Exam Fee", and the "BACP Grant of Privilege Permits" status is "Denied". The URL at the bottom is "eb.cityofchicago.org/Permits/TradeLicenseType".

Trade License


3. Select the Trade License you are applying for

 > Inspections, Permitting & Licensing Translate Select Language

Renee Griffin ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (0)


[Home](#) > [Trade Licenses](#)

Application Type


**Stationary Engineer Trade Licenses**
License Type(s): Stationary Engineer

Click the Let's get started button for the trade license you are applying for

Let's get started

**Crane Trade Licenses**
License Type(s): Apprentice Crane Operator, Crane Operator

Let's get started

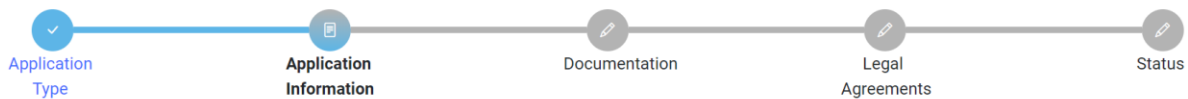
**Elevator Trade Licenses**
License Type(s): Elevator Mechanic Contractor, Supervising Elevator Mechanic

Let's get started

Stationary Engineer Trade License

4. Fill in the required information on the Application Information page
 - a. Date of Birth – applicant must be 20 years of age or older
 - b. Applicant must be a person of good character
 - c. Applicant must have at least 2 years of experience
 - d. Applicant must describe their experience
 - e. Applicant must provide the last 4 digits of their Social Security number or their Chicago CityKey ID Number
 - f. Answering the question – *“Is your experience as a stationary engineer from working at a location in the city of Chicago?”* is optional

Stationary Engineer Trade Licenses



Provide information about yourself in the Stationary Engineer Applicant Details section. In the Stationary Engineer Exam Details section, use the "Add Written Exam" button to select your preferred examination date and location. You may be assigned a different examination date and location if the date you request is full when your application is approved.

**Required Information*

Stationary Engineer Applicant Detail

Birthdate

11/07/1983 *

Are you a person of good character?

☒ Yes ☐ No *

Do you have at least 2 years of relevant experience?

☒ Yes ☐ No *

Trade License

Describe your experience

Web UI Documentation *

20 of 500 characters.

Is any of your experience from working at a location in the City of Chicago? ☐ Yes ☒ No *

Provide one of the following government-issued identification numbers:

Last 4 digits of U.S. social security number (SSN)

Chicago CityKey ID number

[Chicago CityKey ID cards](#) are issued by the City Clerk's office

5. Once this section is filled out, scroll down and select an exam date
 - a. Click on the + Add Stationary Engineer Exam Details button

Exam Details

Stationary Engineer	Written Exam Date	Written Exam Result	Written Exam Score

+ Add Stationary Engineer Exam Details

Click + Add Stationary Engineer Exam Details button

Previous Step Next Step

- b. In the pop-up box, select the v in the Written Exam Date field. This will give the applicant a list of dates that exams are taking place to choose from. Select a date.

Trade License

Add Stationary Engineer Exam Details ✕

Written Exam Date *

Written Exam Result

Written Exam Score

Click Add Stationary Engineer Exam Details button

- c. Once a date has been selected, click on the Add Stationary Engineer Exam Details button. This will add the exam date to the application.

6. Click on the Next Step button

Last 4 digits of U.S. social security number (SSN)

Chicago CityKey ID number

[Chicago CityKey ID cards](#) are issued by the City Clerk's office

Exam Details

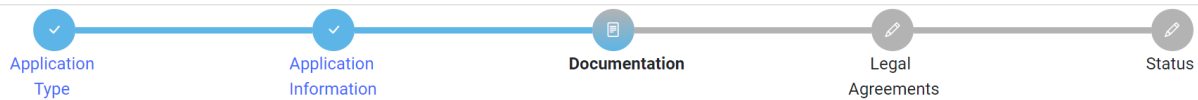
Stationary Engineer Exam Details

Written Exam Date	Written Exam Result	Written Exam Score
04/24/2024 - 7:30am Best Western 4400 Frontage Rd., Hillside, IL 60162		Edit Delete

Click Next Step button

7. Applicant will be taken to the Documentation page. The application number has been added to the application and the documentation required for the application is listed.
 - a. For a Stationary Engineer Trade License, the applicant must provide a Supervisor Experience Verification Letter. To add this letter to the application, click on the + Add Document button

Trade License



You must upload a signed letter from your supervisor describing your experience with the management, operation, or construction of steam engines and boilers. Supervisor letters must be on the employer's letterhead. Supervisor letters must list the dates and locations where you worked and describe the type(s) of steam engines and boilers you worked with. Supervisor letters must include the supervisor's full name, job title, and telephone number. For any work experience in the City of Chicago (or another jurisdiction that licenses stationary engineers) you must also upload a copy of your supervisor's current Stationary Engineer license certificate.

Examples of required documents are available on the [Department of Buildings web site](#).

The following documentation is required for this application:

- Supervisor experience verification letter is required.
- Government-issued Photo ID is required.

Docu

Click + Add Document

+ Add Document

Previous Step

Next Step

- Select the Supervisor Experience Verification Letter option
- Click on the Choose File button to search for your file on your computer
- Once you've found it, click on the Upload button

Add Document



Approved File Types: jpg, pdf, png

Select File to Upload

Choose File cityofchicago.png

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

- ☐ Government-issued Photo ID
- ☒ Supervisor Experience Verification Letter
- ☐ Supervisor Stationary Engineer License Certificate

Choose document type you are uploading

Click Upload button

Cancel

Upload

Trade License

You must upload a signed letter from your supervisor describing your experience with the management, operation, or construction of steam engines and boilers. Supervisor letters must be on the employer's letterhead. Supervisor letters must list the dates and locations where you worked and describe the type(s) of steam engines and boilers you worked with. Supervisor letters must include the supervisor's full name, job title, and telephone number. For any work experience in the City of Chicago (or another jurisdiction that licenses stationary engineers) you must also upload a copy of your supervisor's current Stationary Engineer license certificate.

Examples of required documents are available on the [Department of Buildings web site](#).

Once all documents are uploaded, message disappears

Documents

Document	Categories	
cityofchicago.png	<ul style="list-style-type: none">Supervisor Experience Verification Letter	Edit Remove
cityofchicago.png	<ul style="list-style-type: none">Government-issued Photo ID	Edit Remove

[+ Add Document](#)

Click Next Step button

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

8. Click on the Next Step button. This will take the applicant to the Legal Agreements page.
 - a. Read the Legal Agreements
 - b. Select the "I Agree" option
 - c. Click Submit button`

Before submitting this application, you must agree to the statements below.

Do not complete this step until you are ready to submit your application. The information you have entered is saved in your account and you may return to complete this application later.

**Required Information*

Legal Agreements

I carefully read the instructions and personally completed this online application. I fully reviewed all attachments uploaded as part of this application. The information in this application, including all attachments, is accurate and complete.

I understand that a false statement of material fact in this application or any materials submitted to the City of Chicago or its agents as part of the application process violates federal, state, and local laws and that a person responsible for a false statement is subject to a range of civil and criminal penalties, including but not limited to denial or revocation of the license applied for.

Select I Accept to Legal Agreements

☒ I Accept *

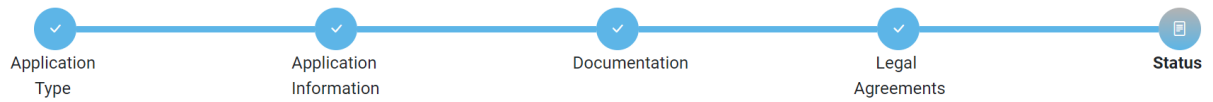
Click Submit button

[Previous Step](#) [Save for Later](#) [Submit](#)

9. Applicant will be taken to their status page
 - a. The Application Type is the application applied for
 - b. The status of the Trade License is Inactive
 - c. There is a message letting the applicant know that their application has been received and is under review

Stationary Engineer Trade Licenses

(Application Number - BBRI203699)



Application Information:

- Your application is being reviewed. You will receive an email when the review is complete.

Summary

Application Type	Stationary Engineer Trade Licenses
License Category	
Status	Inactive
Milestone	Intake Review

10. The rest of the status page will show the responses to the questions asked, the exam date and location chosen and documentation that has been uploaded.

Review History

Review	Date Resulted	Status	Notes
Intake Review		Pending	

Important Dates

Creation Date	2/2/2024
Submission Date	2/2/2024

Trade License

Application Information

Stationary Engineer Exam Details

Written Exam Date	Written Exam Result	Written Exam Score
04/24/2024 - 7:30am Best Western 4400 Frontage Rd., Hillside, IL 60162		

Stationary Engineer Applicant Detail

Birthdate	11/7/1983
Are you a person of good character?	Yes
Do you have at least 2 years of relevant experience?	Yes
Describe your experience	Web UI Documentation
Is any of your experience from working at a location in the City of Chicago?	No
Provide one of the following government-issued identification numbers:	
Last 4 digits of U.S. social security number (SSN)	9999
Chicago CityKey ID number	No Content
Chicago CityKey ID cards are issued by the City Clerk's office	

Documentation

Document	Categories
cityofchicago.png	<ul style="list-style-type: none">Supervisor Experience Verification Letter
cityofchicago.png	<ul style="list-style-type: none">Government-issued Photo ID