



# Claim your Trade License

User Guide [Ver. 2.0]

When claiming your trade license in this system, please note that your license number has changed.

The numeric portion of your license number is the same, however if there were less than 6 digits in your old license number, you must drop the letters and add zeros to the left side until there are 6 digits. For example, if your old number was "AB1234" drop the letters and add zeros to get "001234". If your old license number was "AB27" drop the letters and add zeros to get "000027".

Your license number also has a new 4-letter prefix based on the license type:

<b>License Type</b>	<b>Old Prefix</b>	<b>New Prefix</b>
Stationary Engineer	EN	BBRI
Crane Operator	CR	BCRI
Crane Operator Apprentice	CRA	BCRA
Supervising Elevator Mechanic	EVM	BEVS
Elevator Mechanic Contractor	EVCO	BEVC

There is no space between the prefix and the numeric portion of the new license number. For example, "EVM7" is now "BEVS000007".

Enter your user ID and password.  
Click on the Sign In button.

The screenshot shows the City of Chicago's official website for Inspections, Permitting & Licensing. The header includes the City of Chicago logo and the text "The City of Chicago's Official Site" and "Inspections, Permitting & Licensing". A yellow banner at the top states: "This is our TEST website. Please click the link [here](#) to go to our live Production website."

### Manage Your Permits, Licenses, Registrations and Dig Tickets

Welcome to the City of Chicago's Permit, Inspection, Registration, and 811 Chicago Portal. You can assist with the following processes for each of these departments:

**Enter User ID and Password** (Callout pointing to the input fields)

**Click on Sign In button** (Callout pointing to the Sign In button)

Other buttons include "Forgot Login Info?" and "Create New Account".

**Department of Transportation (CDOT)**

- 🏠 CDOT Department Homepage
- 🏠 Apply for a CDOT Permit
- 🏠 CDOT Permit Application Instructions
- 📄 How to Apply for a Public Way Work License

**811 Chicago**

- 🏠 811 Chicago Homepage
- 📄 Excavator Dig Ticket Job Readiness Checklist

**Department of Buildings (DOB)**

- 🏠 DOB Department Homepage
- 🏠 AIC (Elevator Inspection) Homepage
- 🏠 Apply for a Building Permit
- 🏠 Apply for or Renew a Trade License
- 🏠 Register a Vacant Building
- 🏠 Request a Permit Inspection

**Department of Business Affairs and Consumer Protection - Public Way Use (BACP PWU)**

- 🏠 BACP Department Homepage
- 📄 How to Create an Online Account
- 🏠 Apply for a Public Way Use Permit
- 🏠 BACP PWU Permits Documentation

Once you have logged in, you will be taken to the Web Portal Dashboard. If you have previously applied for any permits, they would show up here.

To claim your license, you will need to click on the Trade Licenses button.

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Permits 811 Chicago AIC Trade Licenses

**Click on Trade Licenses button**

**Create New** **Find Existing** **Select Items to Pay**

**New To The Site?**  
Use the icons at the top of this page to navigate to the desired sections of the website, or you can click a green button at the left to get started. After you have created Permits, Dig Tickets, Trade Licenses, or other items you'll see them here on your dashboard.

**Search**  
Set your filters and click search to update your dashboard.  
**Search**

Filter by Search  
Search...

Advance Filter  
Show All

Sort by Date / Address  
Later Intake Date

If you need assistance, please contact [support](#) for the appropriate department.  
If your question is about an existing application, please include your application number or the address of your application.

This will take you to the Trade Licenses page.

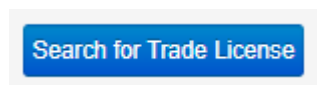
To search for your license, you will need to select the License Type drop-down to select the license you are looking for.

Select the license type you have.

After you have selected your License Type, enter your License Number, Last Name and Last 4 of SSN. (Social Security Number)

The screenshot shows the 'Trade Licenses' section of a website. At the top, there is a blue navigation bar with 'Home' and 'Trade Licenses'. Below this is a main heading 'Trade Licenses' followed by a paragraph explaining the system's purpose. A section titled '\* Required Information' contains two columns: 'Search for Existing Trade Licenses' and 'Apply for Trade License'. The 'Search for Existing Trade Licenses' column includes a form with the following fields: 'License Type' (a dropdown menu with 'Stationary Engineer' selected), 'License Number' (text input with 'BBRI132740'), 'Last Name' (text input with 'OSMON'), and 'Last 4 of SSN' (text input with '1234'). A 'Search for Trade License' button is at the bottom of this form. Three callout boxes with arrows point to the 'License Number', 'Last Name', and 'Last 4 of SSN' fields, containing the text: 'Enter your License Number', 'Enter your Last Name', and 'Enter the Last 4 of SSN' respectively. The 'Apply for Trade License' column contains a paragraph and an 'Apply for Trade License' button.

When the information has been entered, click on the Search for Trade License button.



When the web portal has completed the search, you will get a message stating your trade license was found and you will have a button that will state this is my license.

The screenshot shows the 'Trade Licenses' section of a web portal. At the top, there is a navigation bar with 'Home' and 'Trade Licenses'. Below this is a heading 'Trade Licenses' and a paragraph explaining the system. A green message box states 'Your Trade License was found.' Below this is a section for 'Required Information' with two columns: 'Search for Existing Trade Licenses' and 'Apply for Trade License'. The search section contains a form with fields for License Type (Stationary Engineer), License Number (BBR1132740), Last Name (OSMON), and Last 4 of SSN (1234), along with a 'Search for Trade License' button. The 'Apply for Trade License' section has an 'Apply for Trade License' button. Below the search section is a table with columns: License Number, Type, Contact, and Last Name. The table contains one row with the following data: License Number: BBR1132740, Type: Stationary Engineer Trade Licenses, Contact: TERI OSMON, 1234 Main St Chicago, IL, 60606, Last Name: OSMON. A blue button labeled 'This is my license' is located in the last column of the table row.

Home Trade Licenses

## Trade Licenses

Using this system, you can apply for and renew several types of trade licenses issued by the City of Chicago. Not all trade license types are available in this system currently. The Department of Buildings maintains information about [how to apply for and renew all types of trade licenses](#) issued by the City of Chicago. For more information about City of Chicago business licenses, visit the [City of Chicago Small Business Center](#).

Your Trade License was found.

\* Required Information

### Search for Existing Trade Licenses

If you already have type of City of Chicago trade license managed in this system, you can associate the existing license with your online account.

If the type of license you are looking for is not in the list, consult the City of Chicago's [guide to renewing trade licenses](#). Not all license types are currently enabled for online renewal.

License Type

Stationary Engineer \*

License Number

BBR1132740 \*

Last Name

OSMON \*

Last 4 of SSN

1234 \*

[Search for Trade License](#)

### Apply for Trade License

Using this system, you can apply for several types of trade licenses.

If the type of license you are looking for is not available here, consult the City of Chicago's [guide to applying for trade licenses](#).

[Apply for Trade License](#)

License Number	Type	Contact	Last Name
BBR1132740	Stationary Engineer Trade Licenses	TERI OSMON 1234 Main St Chicago, IL, 60606	OSMON

This is my license

Click on the "This is m license" button to claim your trade license.

A close-up of the table row from the previous screenshot. A blue callout box with a pointer to the 'This is my license' button contains the text 'Click on this button to Claim.' The table row shows: License Number: BBR1132740, Type: Stationary Engineer Trade Licenses, Contact: TERI OSMON, 1234 Main St Chicago, IL, 60606, Last Name: OSMON, and a blue button labeled 'This is my license'.

Click on this button to Claim.

License Number	Type	Contact	Last Name
BBR1132740	Stationary Engineer Trade Licenses	TERI OSMON 1234 Main St Chicago, IL, 60606	OSMON

This is my license

After clicking the “This is my license” button, you will get a confirmation message with the information associated with you as the applicant and you as the Trade License holder. If all information is correct, Select the confirm button.

**Confirm This Is Your License** ✕

The following is the contact information on the Trade License you are claiming:

TERI OSMON  
1234 Main St Chicago, IL, 60606

The following is the contact information of the account you are currently logged in as:

Teri Osmon  
Round Lake Beach, IL, 60073  
(312)222-3333  
teriosmon@606digital.com

Note that by claiming this license, the contact information at top on the license will be replaced with the contact information at the bottom.

Click on the Confirm button if information is correct

Cancel **Confirm**



Once you have confirmed all information is correct, it will associate the license to your Login ID and will take you to your License Status page.

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Home Trade Licenses View

1. Application Type  
2. Application Information  
3. Documentation  
4. Legal Agreements  
5. Status

## Stationary Engineer License Status

**Stationary Engineer Trade Licenses**  
Application Number - BBRI132740

Application Information:

- Your license is currently active and will be available for renewal at the renewal date listed below.

Application Type	Stationary Engineer Trade Licenses
License Category	
Status	Active
Milestone	License Active

**Important Dates**

Creation Date	5/4/2022
Expiration Date	7/28/2023
Last Payment Date	8/11/2021
Renewal Date	4/28/2023

All information from your application will be on this page. This page will also tell you if your license is active, inactive, closed or in the renewal cycle. The Application Information section will let you know if anything is need at this time.

## Stationary Engineer License Status

**Stationary Engineer Trade Licenses**  
Application Number - BBRI132740

Application Information:

- Your license is currently active and will be available for renewal at the renewal date listed below.

You will receive an email notification when your License is up for renewal.

Next time you log in, your Trade License will be on your dashboard. You just click on the number to open it.

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Permits 811 Chicago AIC Trade Licenses

Create New   
 Find Existing   
 Select Items to Pay

**Search**  
Set your filters and click search to update your dashboard.  
[Search](#)

Filter by Search  
Search...

Filter by Status  
 License Active **1**

Filter by Type  
 Trade License **1**

Advance Filter  
Show All

Sort by Date / Address  
Later Intake Date

	<b>Stationary Engineer License</b> BBR132740	License Active <span>+</span>
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Click on the License number to open.