

City of Chicago

# Claim your EVC (Elevator Mechanic Contractor) License

User Guide [Ver. 1.0]

If your company has an EVC license with the City of Chicago, to “Claim” your company’s license, you will need to do the following steps.

1. First you will need to create a user id and password for our website. Those instructions are here

<https://ipi.cityofchicago.org/Resources/Information/CreateAccount.pdf>

2. Once you have created an account, log into the website.

**CHICAGO**

Inspections, Permitting & Licensing

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:

**Department of Transportation (CDOT)**

- CDOT Department Homepage
- Apply for a CDOT Permit
- CDOT Permit Application Instructions
- Public Way Work License Application
- Dumeter License Application

**Sign In**

Enter your username and password

Username

Password

**Sign In**

[Forgot Login Info?](#)

[Create New Account](#)

Click on the 'Sign In' button

3. Select the drop-down menu next to your name.

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My Account  
Change Password  
My Company  
Payment History  
Invoice History  
Sign Out

Select My Company from your name dropdown

Search Advanced Search  
Select Items To Pay

Stationary Engineer License BBRI114669 [↗](#)

Status: License Active  
Due:  
View App: BBRI114669

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## My Company

Your account is currently not associated with a company. To associate with another company, search for the company using the search bar. After you find your company after searching, you may request that a new company be created for you.

Click Find Company button

Company Account Information Find Company

Search for your company using one of the search criteria. If a company is not found in the system you will be able to request a new company.

Company Name ELEVATORS R US

BACP Account Number [Lookup My BACP Account](#)

5. Enter your company name and click on the Find Company button.

6. Select the button to Request Enrollment in Company.

## My Company

Your account is currently not associated with a company. To associate with another company, search for the company using the form below. If you do not find your company after searching, you may request that a new company be created for you.

Company Account Information

Find CompanyRequest New Company

Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.

Search for your company using one of the search fields below. If your company is not found in the system you will be able to request a new company.

Company Name

ELEVATORS R US

BACP Account Number

Lookup My BACP Account

Company Name	BACP Account Number(s)	Address
Elevators R Us		1234 Test Ave Chicago IL 60610

Click Request Enrollment in Company button

Request Enrollment in Company

- Once you have clicked on the Request Enrollment in Company button, you will get a “Confirm Enrollment Request” pop-up. (if you didn’t get this, make sure you do not have your pop-up blockers on) Select the Department of Buildings Trade Licenses from the drop-down menu. Then select the Request button.

Confirm Enrollment Request

×

Are you sure you want to request that you be associated with this company? If so, select the City of Chicago Department that you are working for. Your request will be validated.

City Department

Department of Buildings Trade Licenses


Select Department of Buildings Trade Licenses from City Department dropdown

Click Request button

Cancel

Request


- You will get a message telling you that your Enrollment Request is Pending.


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Enrollment request pending message



 The enrollment request has been sent successfully.

## Pending Enrollment Request

Your request to join following company(s) is waiting for an administrator to confirm that you work for the company. Please allow 1 - 2 weeks for your request to be completed. If your request is not completed by that time, please contact the appropriate administrator listed below.

Pending Request				
Company	Address	Email	Administrator(s)	Cancel
Elevators R Us	1234 Test Ave	testElevator@test.com		<div>Cancel Request</div>
<div>+ Add Company</div>				

- You will get an email once you have been approved to be a part of the company. Once you have been approved, the EVC (Elevator Mechanic Contractor) license will appear on your dashboard.


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Dashboard

Click on license number to open the elevator license

Search

Advanced Search

Select Items To Pay

Elevator License

BEVC203695

Status: Intake

Due:

View App: BEVC203695

Stationary Engineer License

BBRI114669

Status: License Active

Due:

View App: BBRI114669

- Click on the application number to see the license information. You will be able to print the License Certificate by selecting the Print button.

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Cart (0)

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Elevator Trade Licenses

(Application Number - BEVC203695)



 Application Information:

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

Click Print button to print certificate

Print