

City of Chicago

Outdoor Dining Permit

User Guide [Ver. 1.0]

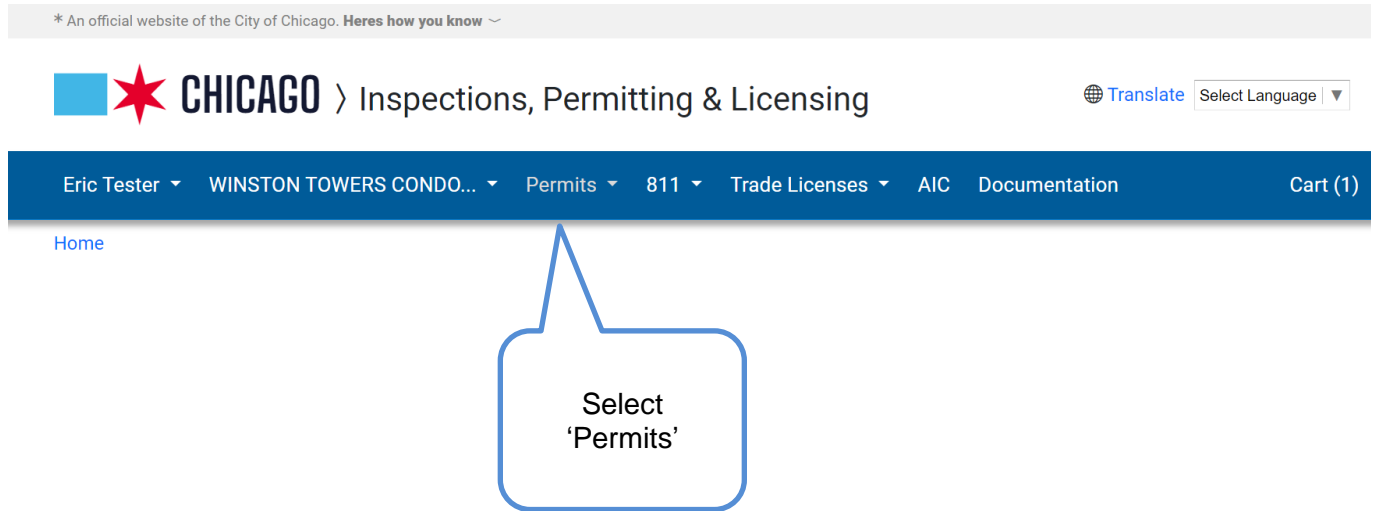
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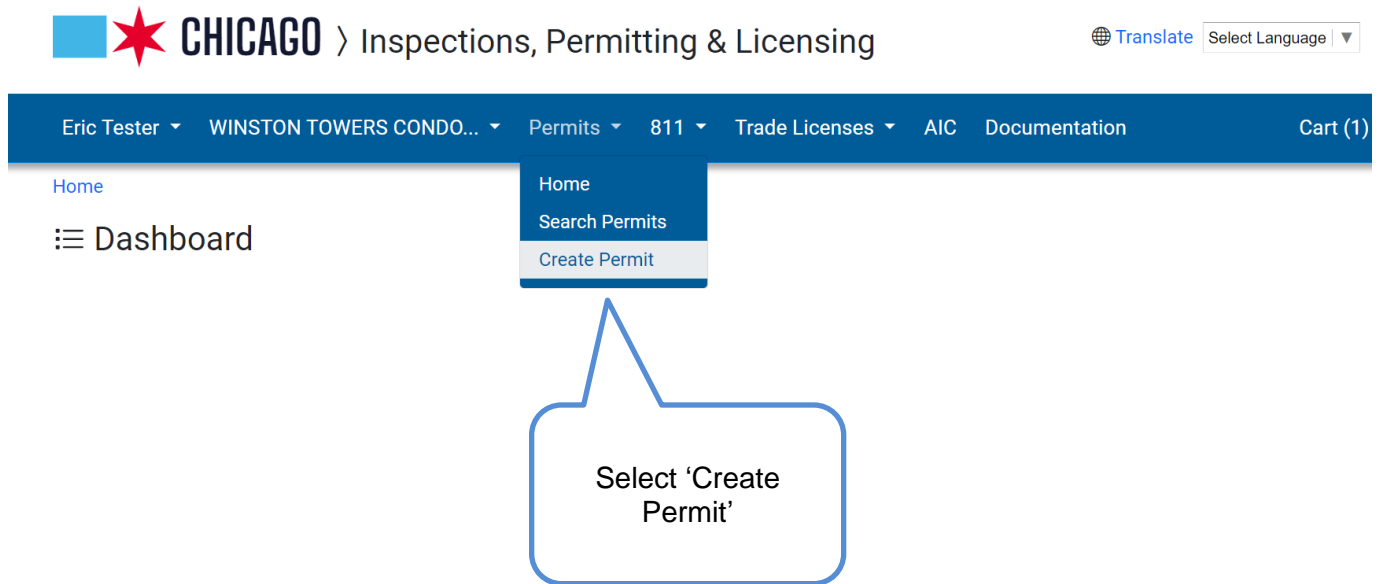
1. Begin the permit process

- From the City of Chicago web portal (<https://ipi.cityofchicago.org/Permits>) select 'Permits'



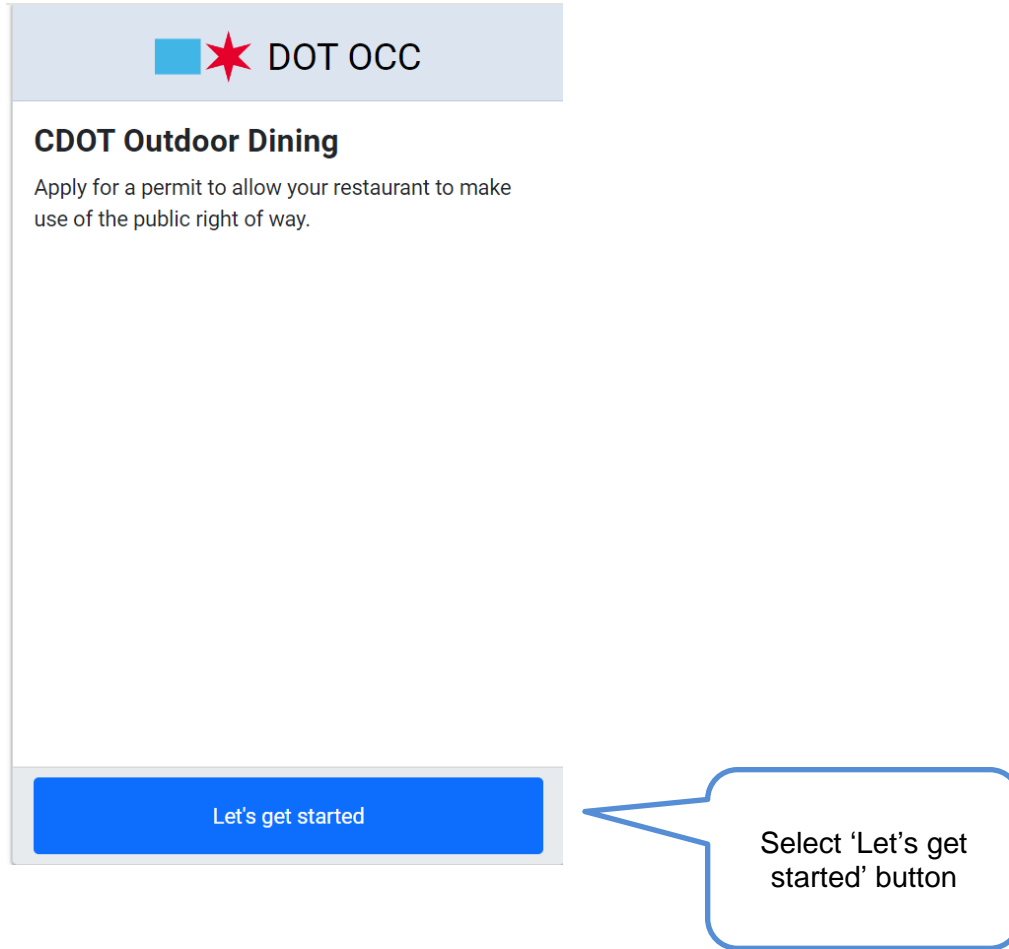
2. Apply for a New Permit

- Select 'Create Permit'



3. Permit Type

- Select the 'Let's get started' button under the 'CDOT Outdoor Dining' section



The image is a screenshot of a web application interface. At the top, there is a light blue header bar containing a red star icon and the text "DOT OCC". Below this, the main content area has a title "CDOT Outdoor Dining" in bold. Under the title, there is a paragraph: "Apply for a permit to allow your restaurant to make use of the public right of way." At the bottom of the main content area, there is a blue button with the text "Let's get started". A blue callout bubble with a pointer directed at the button contains the text "Select 'Let's get started' button".

DOT OCC

CDOT Outdoor Dining

Apply for a permit to allow your restaurant to make use of the public right of way.

Let's get started

Select 'Let's get started' button

4. Basic Information

- Enter 'Restaurant / Organization' and 'Brief Description of Request'
- Click 'Next Step' button

Enter 'Restaurant / Organization' and 'Brief Description of Request'

* Indicates a required field

CDOT Outdoor Dining

Application Type Basic Information Applicants Emergency Contacts Additional Information Documentation Legal Agreements Status

Provide the restaurant / organization name and a brief description of the request. More detailed information will be requested in subsequent steps.

** Required Information*

Basic Information

Restaurant / Organization Jon's restaurant *

Brief Description of Request Jon's restaurant *

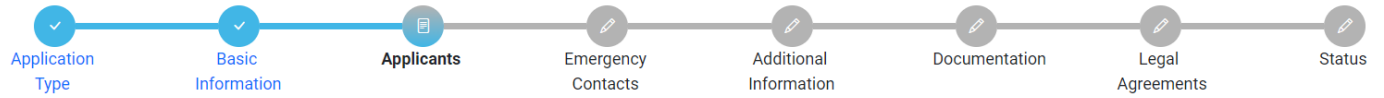
Previous Step Next Step

Click 'Next Step' button

5. Applicants

- Click 'Add Primary Restaurant / Organization' button and any additional restaurants for a joint application

CDOT Outdoor Dining - Permit Application



List the primary restaurant / organization that will be responsible for this request, as well as any additional restaurants / organizations that will be participating at the location (if applicable).

**Required Information*

Primary Restaurant / Organization *

Click the 'Add Primary Restaurant / Organization' button to search for a company and add them to this application.

Add WINSTON TOWERS CONDO ASSOC

Add Primary Restaurant / Organization

Click 'Add Primary Restaurant / Organization' button

Additional Restaurants / Organizations

If any companies other than your own will be acting as Additional Restaurants / Organizations, click the 'Add Additional Restaurants / Organizations' button to add them to this application.

Add WINSTON TOWERS CONDO ASSOC

Add Additional Restaurants / Organizations

Previous Step

Next Step

* Indicates a required field

- Enter your restaurant's name into the search prompt and click 'Search' button

Search For Primary Restaurant / Organization

Search by Name

Infor Team Dupe



Close

Search

Click the
'Search'
button

- Click the 'Select' button

Select Primary Restaurant / Organization



Contact

Infor Team Dupe
Chicago IL 60604

Select

Click the
'Select'
button

Close

Search Again

Add New Contact

- Once the primary restaurant information has been provided, click the 'Next Step' button

CDOT Outdoor Dining - Permit Application

Application Type

Basic Information

Applicants

Emergency Contacts

Additional Information

Documentation

Legal Agreements

Status

List the primary restaurant / organization that will be responsible for this request, as well as any additional restaurants / organizations that will be participating at the location (if applicable).

**Required Information*

Primary Restaurant / Organization *

Name	Action
Infor Team Dupe 1 E Jackson St. Chicago IL 60604	<button>Remove</button>

Additional Restaurants / Organizations

If any companies other than your own will be acting as Additional Restaurants / Organizations, click the 'Add Additional Restaurants / Organizations' button to add them to this application.

Add WINSTON TOWERS CONDO ASSOC

Add Additional Restaurants / Organizations

Previous Step

Next Step

Click the 'Next Step' button

6. Emergency Contacts

- Click 'Add Emergency Contact Information' button

CDOT Outdoor Dining - Permit Application

✓

✓

✓

Application Type

Basic Information

Applicants

Emergency Contacts

Additional Information

Documentation

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Status

Provide the names and contact information for anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact Information

Name

Phone

E-Mail

+ Add Emergency Contact Information

Previous Step

Next Step

Click the '+ Add Emergency Contact Information' button

- Enter required emergency contact information
- Click the 'Add Emergency Contact Information' button

Enter required emergency contact information

Add Emergency Contact Information

* Indicates a required field

Name

JOHNSON

*

Phone

(515)222-2222

*

E-Mail

test@gmail.com

*

Cancel

Add Emergency Contact Information

Click on the 'Add Emergency Contact Information' button

- Once the emergency contact information has been provided, click the 'Next Step' button

CDOT Outdoor Dining - Permit Application

✓

✓

✓

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✎

✎

✎

✎

Application TypeBasic InformationApplicantsEmergency ContactsAdditional InformationDocumentationLegal AgreementsStatus

Provide the names and contact information for anyone that should be contacted in the event of an emergency.

**Required Information*

Emergency Contact Information

Name	Phone	E-Mail	
JOHNSON	(515)222-2222	test@gmail.com	Edit Delete

+ Add Emergency Contact Information

Previous Step

Next Step

Click the 'Next Step' button

7. Additional Information

- An application number has been generated and application has been saved
- Enter the required occupy detail information

CDOT Outdoor Dining - Permit Application (Application Number - DOT1900803)



Enter the location, dates and times below.

**Required Information*

✓ Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

Occupy Details

Use Type	Outdoor Dining *
Location	Street *
Start Date	02/20/2024 *
End Date	02/20/2024 *
Describe the Activity and Days/Times of Activity	MONDAY - 8AM - 5PM TUESDAY - 8AM - 5PM WEDNESDAY - 8AM - 5PM THURSDAY - 8AM - 5PM FRIDAY - 8AM - 5PM *

*
Indicates
a
required
field

Location Information

Location	Closure	Additional Information
333 S STATE ST	Full Street Closure	
+ Add Location Information		

Enter the required occupy detail information

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

Click the 'Next Step' button

- Click the '+ Add Location Information' button

Location Information

Location	Closure	Additional Information
<div>+ Add Location Information</div>		

Click the '+ Add Location Information' button

- Enter the required location information
- Click 'Add Location Information' button

Add Location Information

From	333	*
To	333	*
Direction	S	*
Street Name	STATE	*
Suffix	STREET	
Closure	Full Street Closure	*
Additional Information		

Cancel Add Location Information

Click the 'Add Location Information' button

Enter the required location information

* Indicates a required field

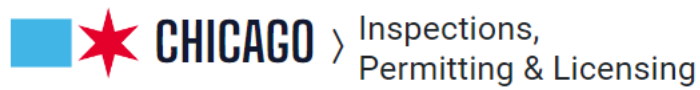
- Click 'Confirm' button

Add Location Information



This is the address you entered. Please confirm that it is correct.

	Street Number	Street Number High	Direction	Street Name	Suffix	Map
<input checked="" type="radio"/>	333	333	S	STATE	ST	



Address: 333 S STATE ST



Cancel


Re-Enter

Confirm

Click 'Confirm' button

- Once the location has been provided, click the 'Next Step' button

Location Information

Location	Closure	Additional Information
333 S STATE ST 	Full Street Closure	Edit Delete

+ Add Location Information

Previous Step

Next Step



8. Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the links below)
- Click on the '+ Add Document' button

CDOT Outdoor Dining - Permit Application

(Application Number - DOT1900803)



Outdoor Dining Documentation Requirements (Click to View Samples):

Floor / Site Plan, Security Plan, Certificate of Liability Insurance / Dram Shop Insurance

The following documentation is required for this application:

- Documentation uploads required for this application.

Documents

+ Add Document

Previous Step

Next Step

Click the '+ Add Document' button

- Click on the 'Choose File' button to find your document to upload
- Click on 'Upload' button

Add Document

Approved File Types: jpg, pdf, png

Choose File

Expanded Outdoor dining.png

Click on the 'Choose File' button

Cancel

Upload

Click the 'Upload' button

- Once the documents have been provided, click on the 'Next Step' button

CDOT Outdoor Dining - Permit Application
(Application Number - DOT1900803)



Outdoor Dining Documentation Requirements (Click to View Samples):

[Floor / Site Plan](#), [Security Plan](#), [Certificate of Liability Insurance](#) / [Dram Shop Insurance](#), [Cleaning/Disinfecting Plan](#).

Documents		
Document	Categories	
Expanded Outdoor dining.png	<ul style="list-style-type: none">General Documentation for CDOT Permits	Remove
+ Add Document		

[Previous Step](#)

[Next Step](#)

Click the 'Next Step' button

9. Legal Agreements

- Read legal agreement
- Click the 'I Accept' checkbox
- Click the 'Submit' button

CDOT Outdoor Dining - Permit Application
(Application Number - DOT1900803)

✓
Basic
nformation

✓
Applicants

✓
Emergency
Contacts

✓
Additional
Information

✓
Documentation

Legal
Agreements

Status

In order to finish your application, you must agree to the terms and conditions below.

**Required Information*

Legal Agreements

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
2. You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.
3. For People Plazas, Chicago Alfresco and People Spots, a use agreement has been executed with CDOT.

☒ I Accept *

Click the 'I Accept' checkbox

Previous Step

Submit

Click the 'Submit' button

Read legal agreement

10. Status page

- All previously entered information will be on this page
- Page will let user know what the status of the application is

CDOT Outdoor Dining - Permit Application
(Application Number - DOT1900803)

Basic Information Applicants Emergency Contacts Additional Information Documentation Legal Agreements Status

Application Information:

- Your account or a Sub-Contractors account is currently on hold. Please contact CDOT for more information, contact details at bottom of this page.
- Valid Insurance Missing - The primary contact must have \$1 Million insurance on file and be valid for the duration of the permit. Please contact support for more information, contact details at bottom of this page.
- Your application is currently under review. You will receive an email when the review is complete.
- Certificate of liability must be submitted. This action can be completed on the 'Documentation' page

[Cancel Application](#)

Summary

Type	CDOT Outdoor Dining
Status	Application Checks
Applicants	Infor Team Dupe-Primary Restaurant / Organization

[more info...](#)

Application Status

