City of Chicago

CDOT Truck Travel Permit

Travel on Industrial Corridor

cgn blackwell

10/21/2015

Table of Contents

1. Application Type 1
Signing In to the E-Permit Application 1
Creating a New Permit 2
2. Basic Job Information 4
3. Application Information 5
Emergency Contacts 5
City Contract / Ordinance Information 6
4. Trucking Information 8
List of Vehicles this Permit will Apply To 8
Industrial Corridor Information 9
5. Legal Agreements 10
6. Status 11
7. Sign Out 12

1. Application Type

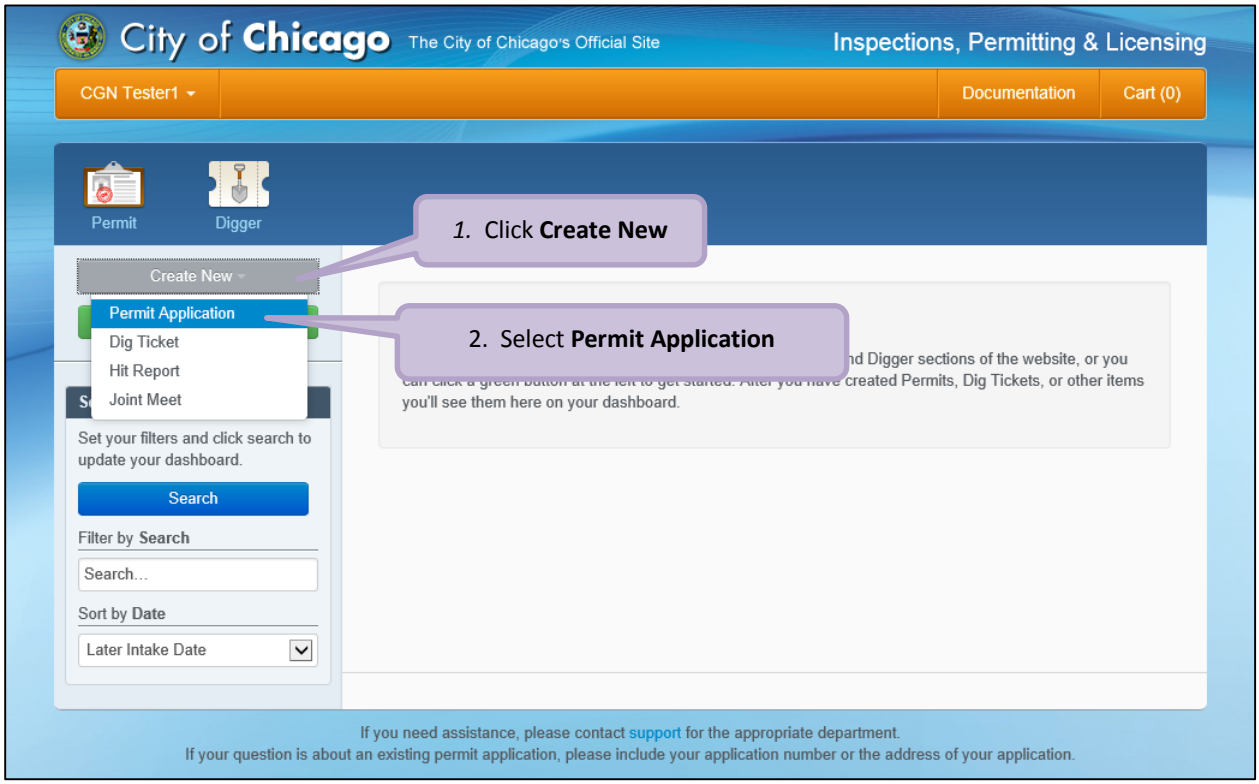
Signing In to the E-Permit Application

To manage your account, sign in using your credentials and click **Sign In**.

Creating a New Permit

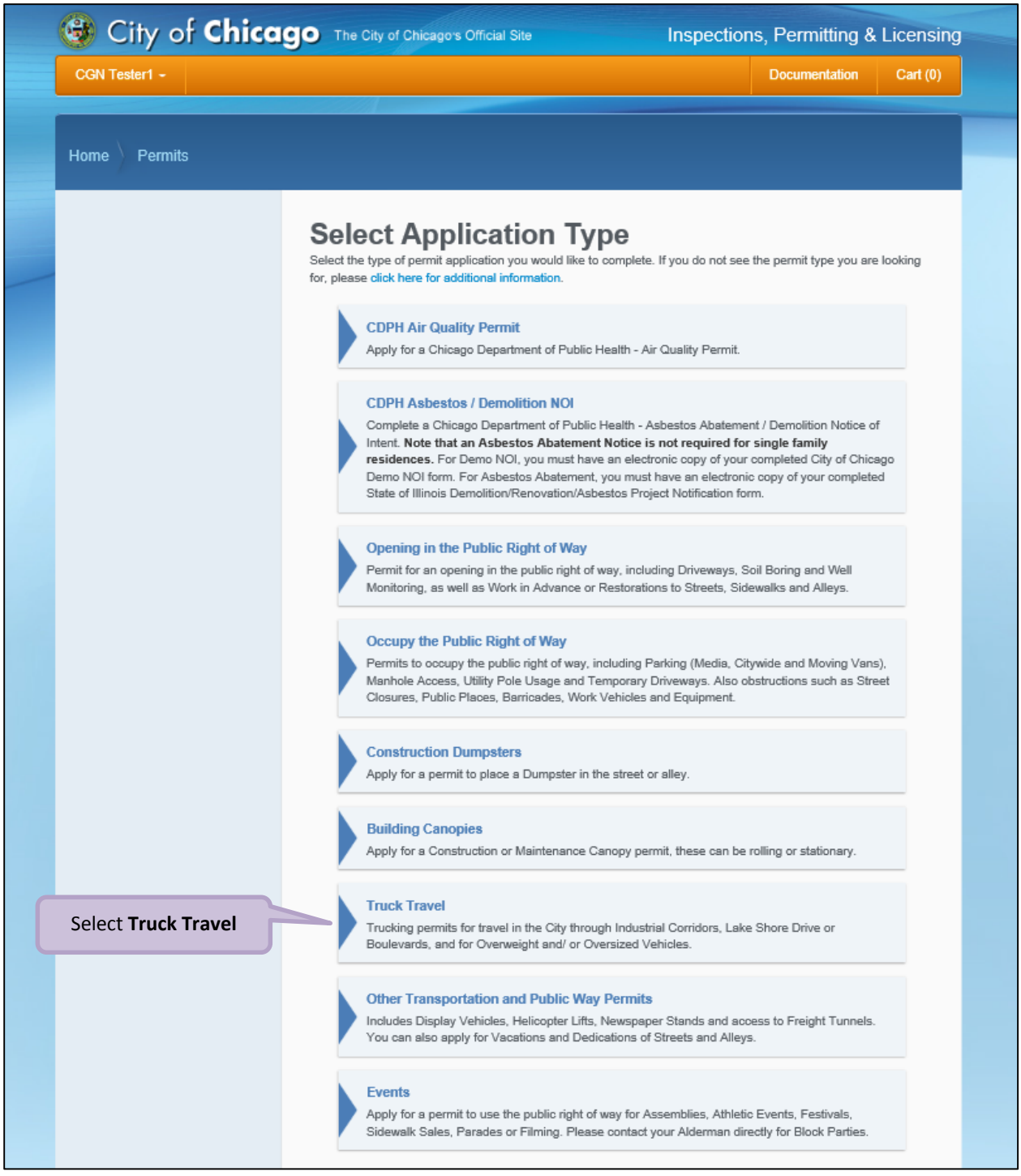
To create a new permit:

- Click the **Create New** drop-down
- Select **Permit Application**



On the **Select Application Type** screen:

- Select **Truck Travel**

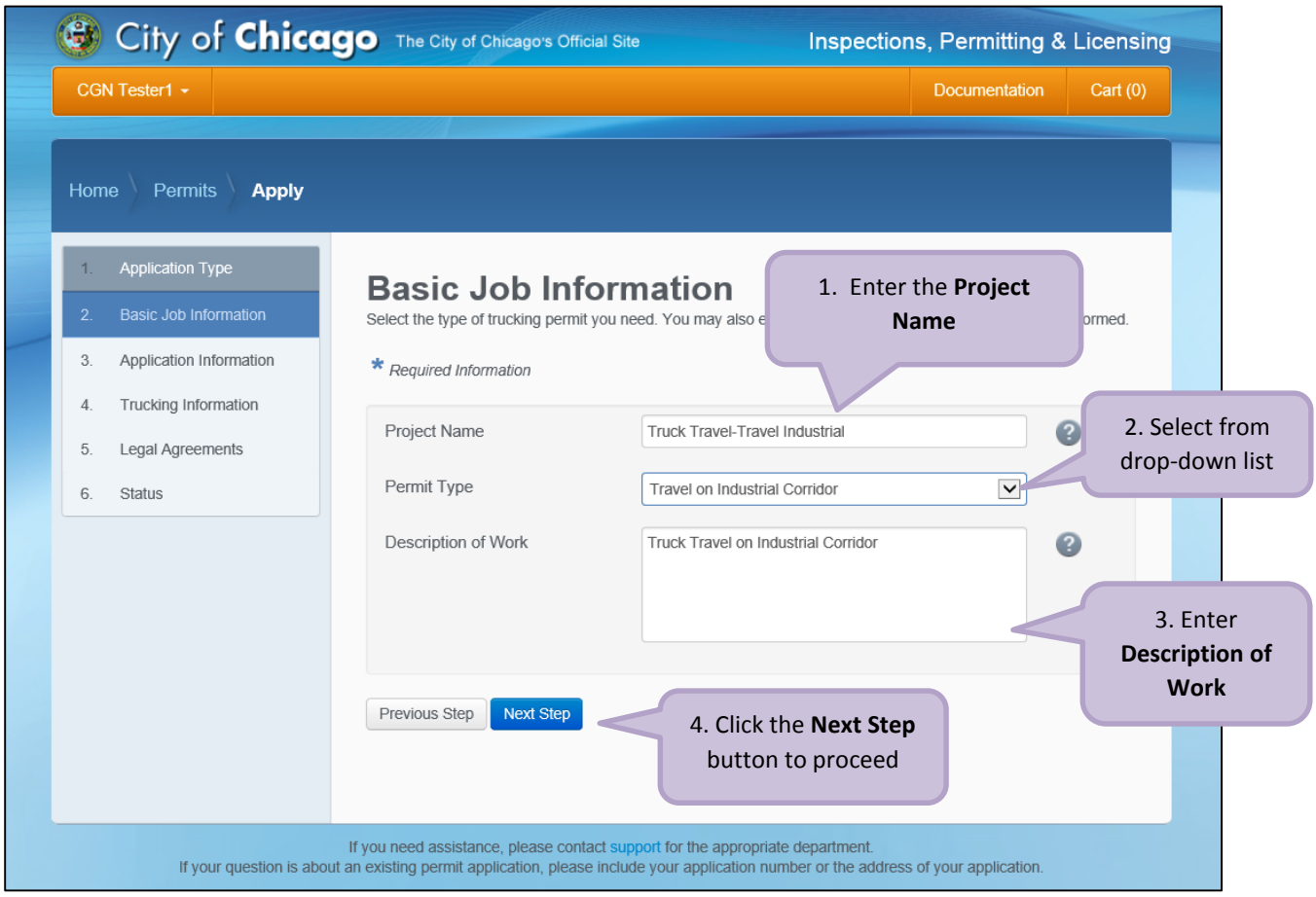


Note: You may not have as many options of permits dependent on the types of licenses you have.

2. Basic Job Information

Enter the **Basic Job Information**:

- Enter the **Project Name** (optional)
- Select the **Permit Type** from the drop-down (required)
    - Select **Travel on Industrial Corridor**
- Click **Next Step** to proceed

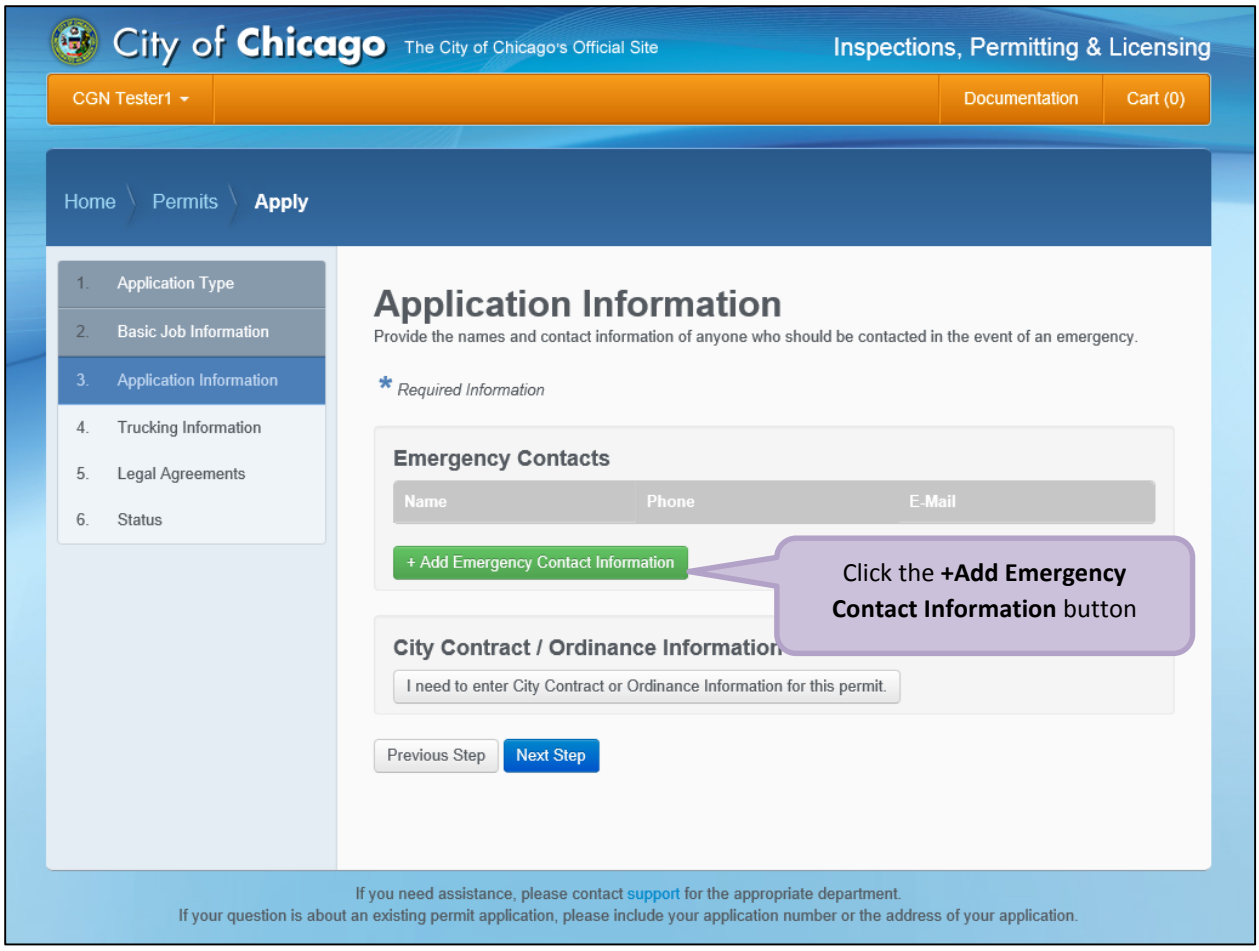


3. Application Information

Emergency Contacts

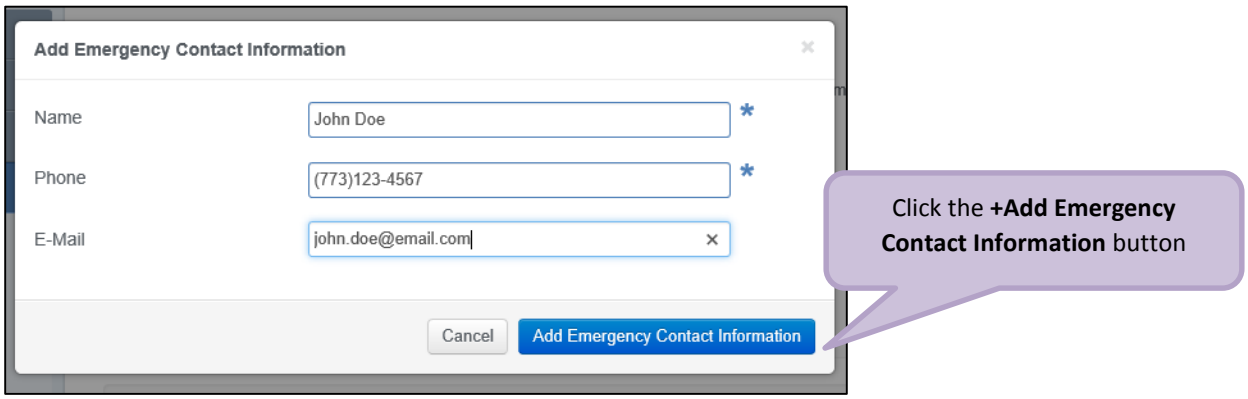
Add **Emergency Contact** information:

- Click the **+Add Emergency Contact Information** button to display the **Add Emergency Contact Information** dialog box



To **Add Emergency Contact Information**:

- Click **Add Emergency Contact Information** to proceed



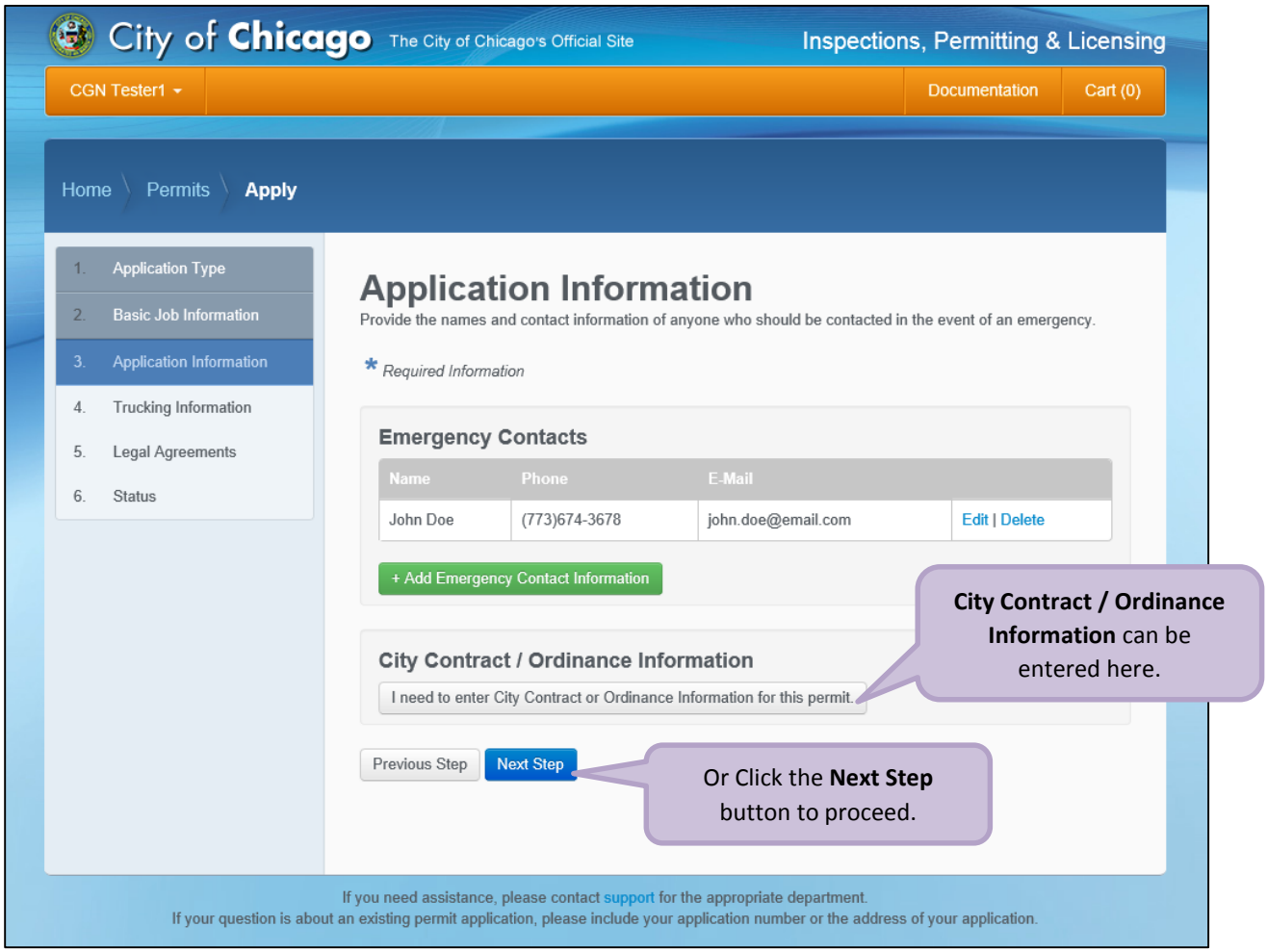
City Contract / Ordinance Information

Click the **City Contract / Ordinance Information** button to display the **City Contract / Ordinance Information**.

---

*Note: The **City Contract / Ordinance Information** is not required. If you do not have a City Contract or Ordinance information for this permit, please leave these fields blank.*

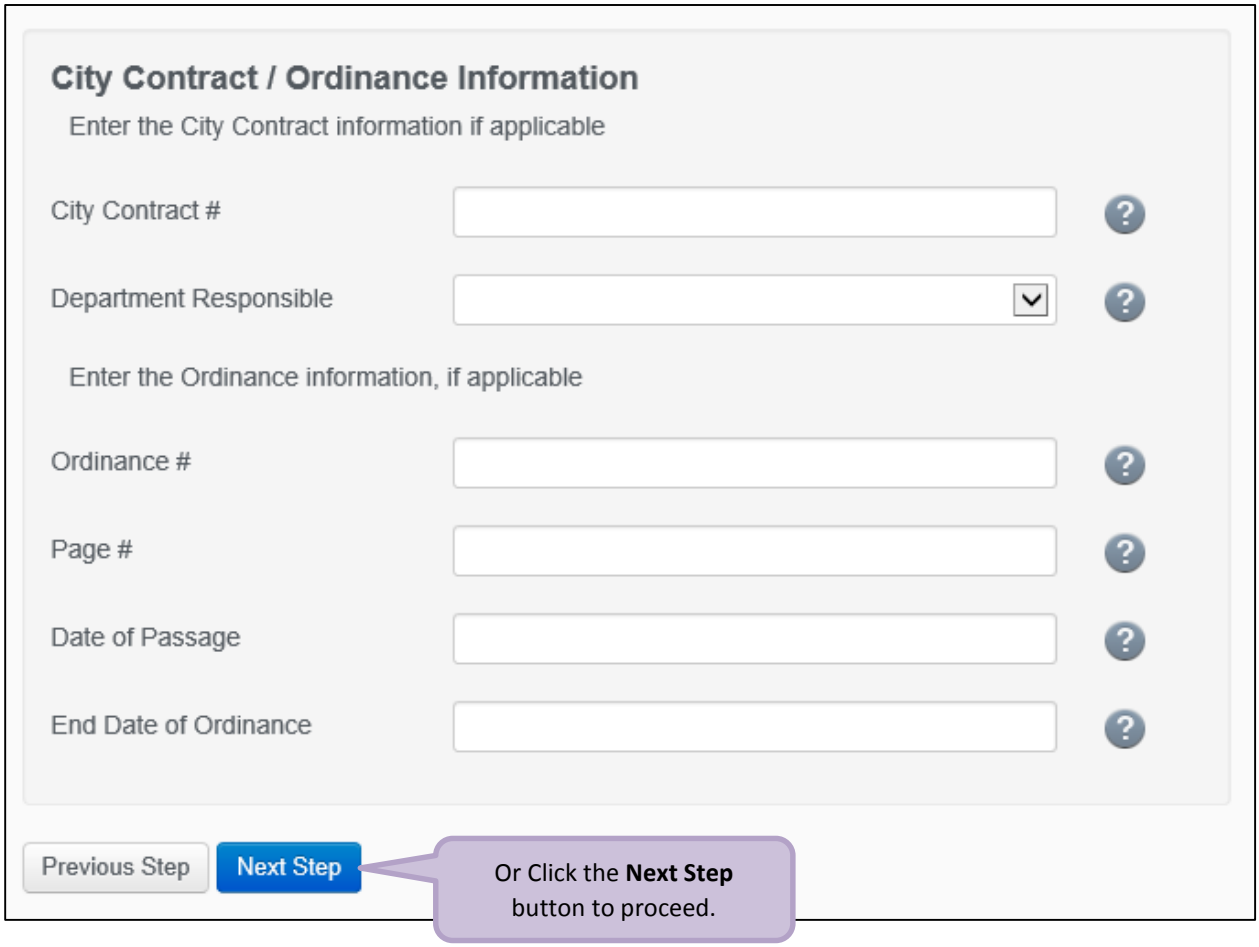
Otherwise, click **Next Step** to proceed.



Enter the **City Contract / Ordinance Information**:

- Enter the **City Contract #**
- Select the **Department Responsible** from the drop-down:
  - **Chicago City Colleges**
  - **Chicago Public Building Commission**
  - **Chicago Public Schools**
  - **Department of Aviation**
  - **Department of Streets and Sanitation – Forestry Division**
  - **Department of Transportation**
  - **Department of Water Management – Sewer Division**
  - **Department of Water Management – Water Division**
- Enter the **Ordinance #**
- Enter the **Page #**
- Select the **Date of Passage** of the ordinance that applies from the **Calendar** pop-up
- Select the **End Date of Ordinance** of the ordinance that applies from the **Calendar** pop-up
- Click **Next Step** to proceed

Note: Only enter Ordinance information if this permit is being carried out under a City ordinance.

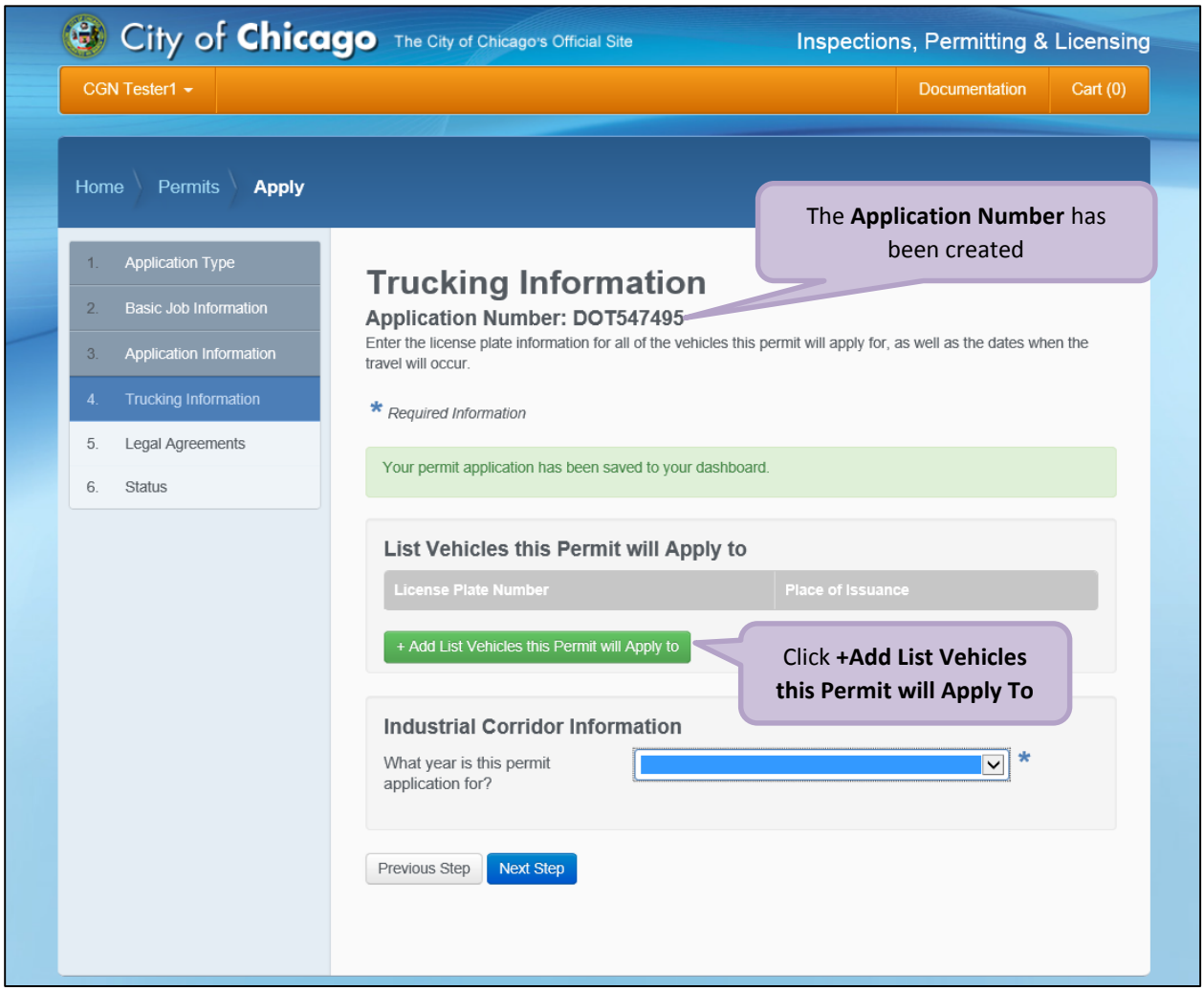


4. Trucking Information

*Note: At this point, your permit application has been saved to your dashboard and the **Application Number** has been created.*

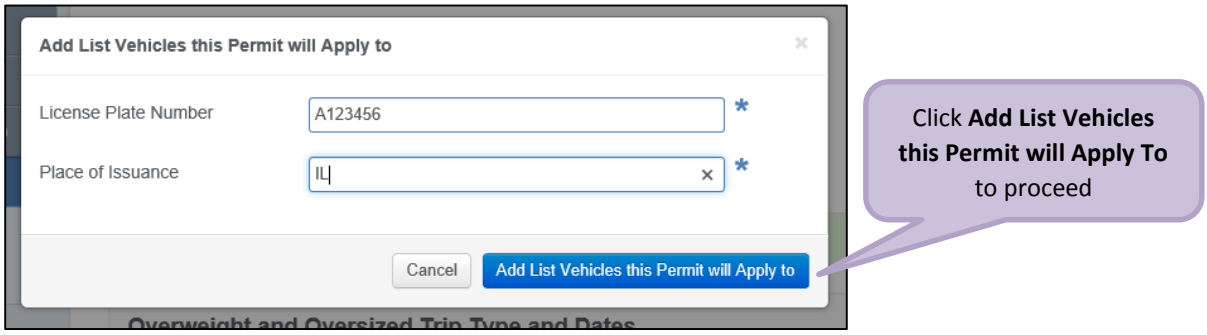
List of Vehicles this Permit will Apply To

- Click **+Add List Vehicles this Permit will Apply to** to display the dialog box



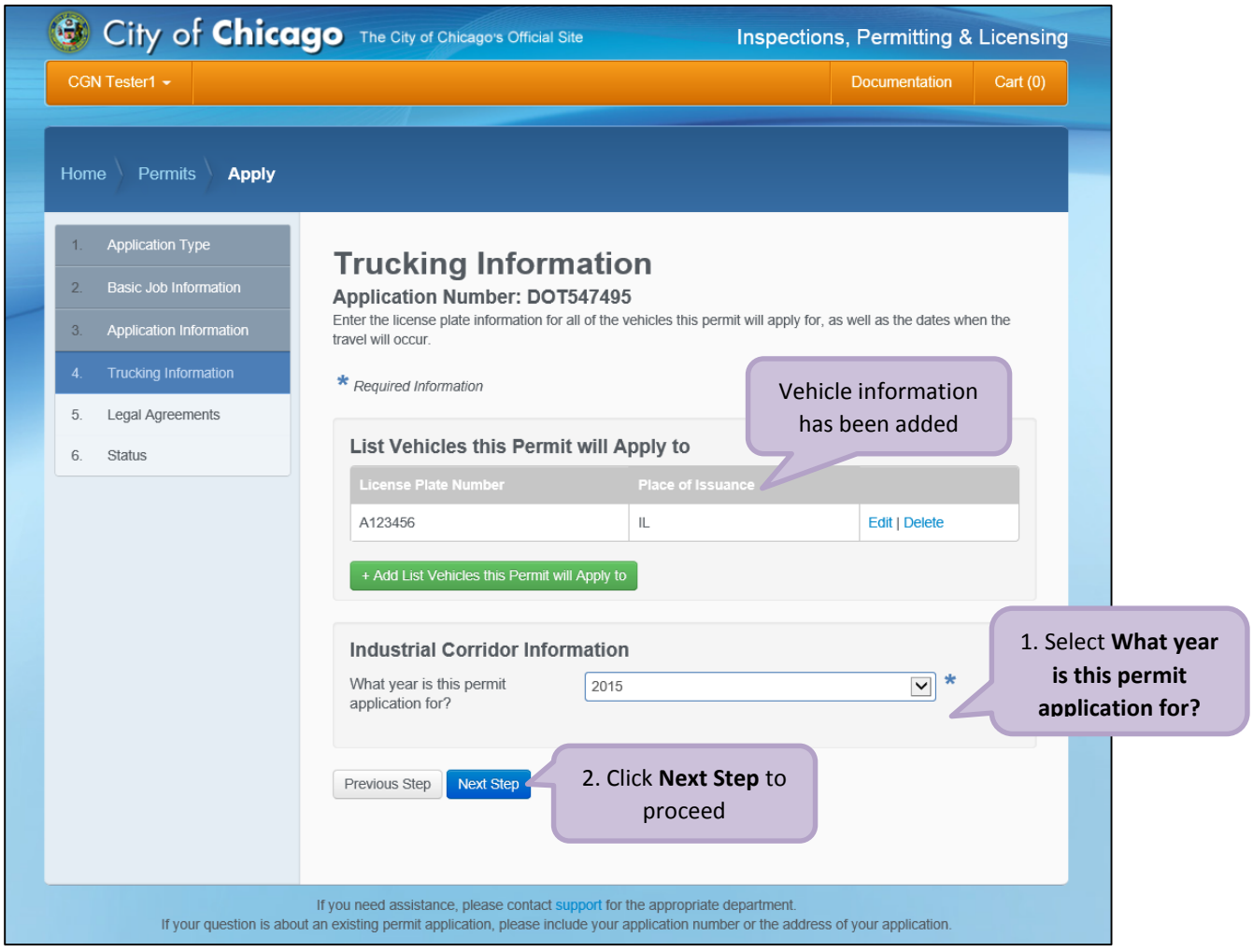
Enter the following in the **Add List Vehicles this Permit will Apply To** dialog box:

- Enter the **License Plate Number**
- Enter the **Place of Issuance**
- Click **Add List Vehicles this Permit will Apply To** to proceed



Industrial Corridor Information

- Vehicle information has been added
- Select **What year is this permit application for** from the drop down (required)
- Click **Next Step** to proceed



5. Legal Agreements

The **Legal Agreements** must be acknowledged:

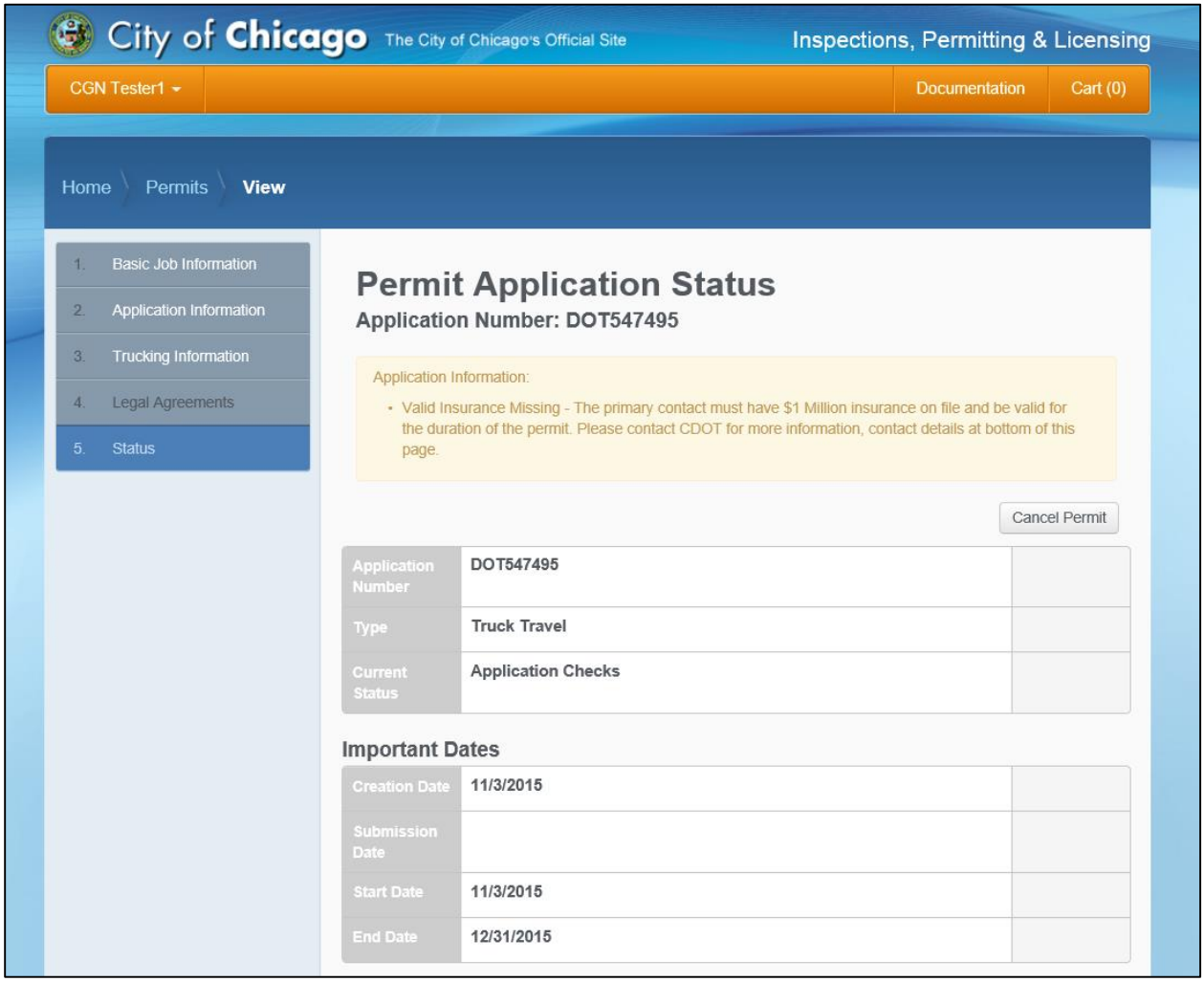
- Read the **Certification** legal agreement
- Click the **I Agree** checkbox (required)
- Click **Submit** to proceed

6. Status

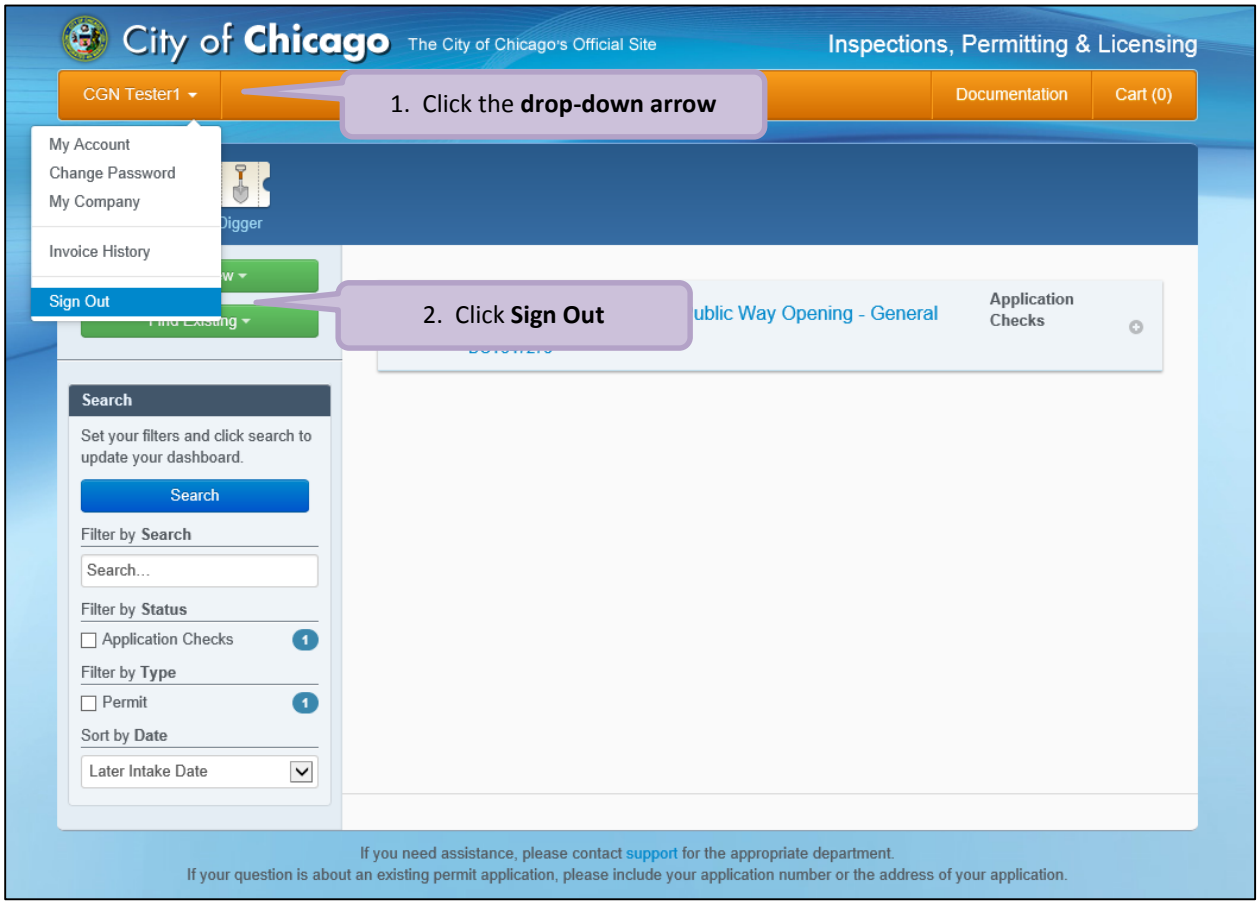
Congratulations! You have finished entering the permit application.

The application is being processed and has been sent to CDOT for review.

Note: The remainder of the application can be viewed by scrolling down this page.



7. Sign Out

When finished, be sure to sign out:

- Click the **drop-down arrow** beside your name
- Click **Sign Out** to log off of the E-Permit application