



City of Chicago



CDOT Truck Travel Permit

Travel on Industrial Corridor



10/21/2015





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1. Application Type

Signing In to the E-Permit Application

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

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits
🏠 [Permits Homepage](#)

Digger
🏠 [Digger Homepage](#)

Search

- 🔍 [Existing Permit](#)
- 🔍 [Licensed Contractor](#)
- 🔍 [Vacant Building](#)
- 🔍 [Existing Dig Ticket](#)

How To

- [Create an Account](#)
- [Pay Outstanding Fees](#)
- [Apply for a Permit](#)
- [Apply for a Public Way Work License](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

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



Creating a New Permit

To create a new permit:

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

The screenshot shows the City of Chicago website interface. At the top, there is a navigation bar with the City of Chicago logo, the text "The City of Chicago's Official Site", and "Inspections, Permitting & Licensing". Below this is a user profile bar for "CGN Tester1" with a dropdown arrow, and buttons for "Documentation" and "Cart (0)".

The main content area has a "Permit" and "Digger" section. A "Create New" dropdown menu is open, showing options: "Permit Application" (highlighted in blue), "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes with arrows point to the "Create New" dropdown and the "Permit Application" option, with the text "1. Click Create New" and "2. Select Permit Application" respectively.

Below the dropdown menu, there is a search section with the text "Set your filters and click search to update your dashboard." and a "Search" button. There are also filter options for "Filter by Search" and "Sort by Date".

At the bottom of the page, there is a footer with the text: "If you need assistance, please contact [support](#) for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application."



On the **Select Application Type** screen:

- **Select Truck Travel**

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CGN Tester1 - Documentation Cart (0)

Home > Permits

Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- Opening in the Public Right of Way**
Permit for an opening in the public right of way, including Driveways, Soil Boring and Well Monitoring, as well as Work in Advance or Restorations to Streets, Sidewalks and Alleys.
- Occupy the Public Right of Way**
Permits to occupy the public right of way, including Parking (Media, Citywide and Moving Vans), Manhole Access, Utility Pole Usage and Temporary Driveways. Also obstructions such as Street Closures, Public Places, Barricades, Work Vehicles and Equipment.
- Construction Dumpsters**
Apply for a permit to place a Dumpster in the street or alley.
- Building Canopies**
Apply for a Construction or Maintenance Canopy permit, these can be rolling or stationary.
- Truck Travel**
Trucking permits for travel in the City through Industrial Corridors, Lake Shore Drive or Boulevards, and for Overweight and/ or Oversized Vehicles.
- Other Transportation and Public Way Permits**
Includes Display Vehicles, Helicopter Lifts, Newspaper Stands and access to Freight Tunnels. You can also apply for Vacations and Dedications of Streets and Alleys.
- Events**
Apply for a permit to use the public right of way for Assemblies, Athletic Events, Festivals, Sidewalk Sales, Parades or Filming. Please contact your Alderman directly for Block Parties.

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

The screenshot shows the 'Basic Job Information' form on the City of Chicago website. The form is titled 'Basic Job Information' and includes a sub-header 'Select the type of trucking permit you need. You may also e...ormed.' Below this, there is a section for '* Required Information' with three fields: 'Project Name' (containing 'Truck Travel-Travel Industrial'), 'Permit Type' (a dropdown menu with 'Travel on Industrial Corridor' selected), and 'Description of Work' (containing 'Truck Travel on Industrial Corridor'). At the bottom of the form are 'Previous Step' and 'Next Step' buttons. The form is annotated with four numbered callouts: 1. 'Enter the Project Name' pointing to the Project Name field; 2. 'Select from drop-down list' pointing to the Permit Type dropdown; 3. 'Enter Description of Work' pointing to the Description of Work field; and 4. 'Click the Next Step button to proceed' pointing to the Next Step button. The page header includes 'City of Chicago The City of Chicago's Official Site' and 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1' and has a 'Cart (0)'. The breadcrumb trail shows 'Home > Permits > Apply'.



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.

The screenshot shows the 'City of Chicago' website interface for 'Inspections, Permitting & Licensing'. The user is logged in as 'CGN Tester1'. The navigation path is 'Home > Permits > Apply'. The sidebar lists six steps: 1. Application Type, 2. Basic Job Information, 3. Application Information (selected), 4. Trucking Information, 5. Legal Agreements, and 6. Status.

The main content area is titled 'Application Information' and includes the instruction: 'Provide the names and contact information of anyone who should be contacted in the event of an emergency.' Below this is a section for '* Required Information' containing an 'Emergency Contacts' table:

| Name | Phone | E-Mail | |
|----------|---------------|--------------------|---|
| John Doe | (773)674-3678 | john.doe@email.com | Edit Delete |

Below the table is a '+ Add Emergency Contact Information' button. Further down is the 'City Contract / Ordinance Information' section, which contains a text input field with the placeholder text: 'I need to enter City Contract or Ordinance Information for this permit.' A callout box points to this field with the text: 'City Contract / Ordinance Information can be entered here.'

At the bottom of the form are two buttons: 'Previous Step' and 'Next Step'. A callout box points to the 'Next Step' button with the text: 'Or Click the Next Step button to proceed.'

At the very bottom of the page, there is a footer note: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'



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.

City Contract / Ordinance Information

Enter the City Contract information if applicable

City Contract # ?

Department Responsible ?

Enter the Ordinance information, if applicable

Ordinance # ?

Page # ?

Date of Passage ?

End Date of Ordinance ?

Or Click the **Next Step** button to proceed.



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

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home Permits **Apply**

1. Application Type
2. Basic Job Information
3. Application Information
4. Trucking Information
5. Legal Agreements
6. Status

Trucking Information

Application Number: DOT547495

Enter the license plate information for all of the vehicles this permit will apply for, as well as the dates when the travel will occur.

* Required Information

Your permit application has been saved to your dashboard.

List Vehicles this Permit will Apply to

| License Plate Number | Place of Issuance |
|---|-------------------|
| + Add List Vehicles this Permit will Apply to | |

Industrial Corridor Information

What year is this permit application for?

Previous Step Next Step

The **Application Number** has been created

Click **+Add List Vehicles this Permit will Apply To**



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

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

Vehicle information has been added

1. Select **What year is this permit application for?**

2. 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

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **Apply**

- 1. Application Type
- 2. Basic Job Information
- 3. Application Information
- 4. Trucking Information
- 5. Legal Agreements**
- 6. Status

Legal Agreements

Application Number: DOT547495
In order to finish your application, you must agree to the terms and conditions below.

** Required Information*

Certification

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 accept" will be deemed the equivalent of a signature in electronic form.

1. Click the **I Agree** checkbox to accept the agreement

* I Agree

Previous Step **Submit** 2. Click the **Submit** button to proceed.

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



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.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 ▾ Documentation Cart (0)

Home > Permits > **View**

1. Basic Job Information
2. Application Information
3. Trucking Information
4. Legal Agreements
5. **Status**

Permit Application Status

Application Number: DOT547495

Application Information:

- Valid Insurance Missing - The primary contact must have \$1 Million insurance on file and be valid for the duration of the permit. Please contact CDOT for more information, contact details at bottom of this page.

Cancel Permit

| | | |
|--------------------|--------------------|--|
| Application Number | DOT547495 | |
| Type | Truck Travel | |
| Current Status | Application Checks | |

Important Dates

| | | |
|-----------------|------------|--|
| Creation Date | 11/3/2015 | |
| Submission Date | | |
| Start Date | 11/3/2015 | |
| End Date | 12/31/2015 | |



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

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as 'CGN Tester1'. A callout box labeled '1. Click the drop-down arrow' points to the user's name in the top navigation bar. A dropdown menu is open, showing options: My Account, Change Password, My Company, Invoice History, and Sign Out. A second callout box labeled '2. Click Sign Out' points to the 'Sign Out' option in the dropdown menu. The main content area shows a search bar and filter options for 'Application Checks' and 'Permit'. At the bottom, there is a footer with contact information: 'If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.'