

City of Chicago

# Driveway Permit Process

User Guide [Ver. 1.0]

## Driveway Permit Process

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Driveway Permit Process

Applicant Confirmation..... **Error! Bookmark not defined.**  
    BO Status ..... **Error! Bookmark not defined.**  
    Web Portal Status .....38  
Sign fees added..... **Error! Bookmark not defined.**  
Pay Fees in Web Portal ..... **Error! Bookmark not defined.**  
BO Create Work Order ..... **Error! Bookmark not defined.**  
Work Order Review ..... **Error! Bookmark not defined.**  
Install..... **Error! Bookmark not defined.**

## Driveway Permit Process

### Web Portal

Log into the application

This is our TEST website. Please click the link [here](#) to go to our

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

Welcome to the City of Registration, and 811 C assist with the following

- CDOT - Manage Pe
- CDPH - Manage Pe Renewals
- DOB - Manage your Annual Inspection Certifications

**Sign In**

lakhmikn

.....

**Sign In**

[Forgot Login Info?](#)

[Create New Account](#)

Enter your user name and password

Click on the 'Sign In' button

- Click on the Permit button

## City of Chicago

The City of Chicago's Official Site

Permit 811 Chicago AIC

**Create New**

**Find Existing**

**Select Items to Pay**

Click on the 'Permit' button.

## Driveway Permit Process

- Click on the 'Apply For New Permit' button

City of Chicago The City of Chicago's Official Site

Lakshmi Kommaraju ▾

Home > Permits

 **Permits**

Click on the 'Apply For New Permit' button.

Click on the 'Apply For New Permit' button below if you wish to fill out a new permit. If you would like to renew an existing permit that is not a 'Find Existing Permit' button below. Use the links for more information about the permits offered on this site.

Apply For New Permit Find Existing Permit

## Select Application Type

City of Chicago The City of Chicago's Official Site

Eric Tester ▾ 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.

Click on the 'CDOT Proposed Driveway Permit' button.

**CDOT Proposed Driveway Permit**  
Apply for a permit that grants permission for you to install a new driveway or modify an existing driveway. Note that once approved, a separate CDOT Public Way Opening Permit is required to complete the work.

**CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs**  
Request Loading Zone, Standing Zone, Day Care or Driveway signs from the City of Chicago's Department of Transportation. Note that a Letter of Approval is required from your alderman before beginning this process.

**CDOT Driveway Periodic Application Process**  
Apply for a Driveway periodic process at your property.

**CDOT DAS or Conduit Periodic Application Process**  
Apply for a DAS or Conduit periodic process at your property.

# Driveway Permit Process

## Creating an application

### Basic Job Information

Home | Permits | Apply

- 1. Application Type
- 2. Basic Job Information
- 3. Application Information
- 4. Applicants
- 5. Driveway Information
- 6. Documentation
- 7. Legal Agreements

### Basic Job Information

#### CDOT Proposed Driveway Permit

Enter a brief description of the driveway construction that you are proposing.

*\* Required Information*

Facility Name  \*

Description of Driveway Construction

All fields with a \* are required.

Enter 'Facility Name'

Click on the 'Next Step' button

## Driveway Permit Process

## Application Information

## Emergency Contact

- Click on the '+ Add Emergency Contact Information' button

- Fill out the Add Emergency Contact Information pop-up page
- Click on the 'Add Emergency Contact Information' button

## Driveway Permit Process

### Property Type

- Select the Occupancy Type that pertains to your application

The screenshot shows a form titled "Property Type Information". It has two input fields: "Number of Units" with the value "4" and "Occupancy Type" which is a dropdown menu. The dropdown menu is open, showing two options: "Non-Residential, Mixed Use or Residential with 4+ ..." and "Residential (1 to 4 Units)". Below the form are two buttons: "Previous Step" and "Next Step".

Two callout boxes are present:
 

- A blue callout box pointing to the "Next Step" button with the text: "Select the 'Next Step' button".
- A blue callout box pointing to the dropdown menu with the text: "Select the drop-down for the Occupancy Type".

### Applicants

- Add an Owner

The screenshot shows the "Applicants" section of the CDOT Proposed Driveway Permit application. On the left is a navigation menu with steps 1 through 8, with "4. Applicants" selected. The main content area is titled "Applicants" and "CDOT Proposed Driveway Permit". It contains instructions and a section for "Required Information".

There are two main sections:
 

- Owner:** Includes instructions and a green "Add Owner" button.
- Tenant:** Includes instructions and a green "Add Tenant" button.

 At the bottom are "Previous Step" and "Next Step" buttons.

A blue callout box points to the "Add Owner" button with the text: "Click on the 'Add Owner' button".

- Click on the Search button to find applicant

The screenshot shows a "Search For Applicant" dialog box. It has a search input field labeled "Search for your contact" with a placeholder "Name..." and an asterisk. Below the input field are "Close" and "Search" buttons.

A blue callout box points to the "Search" button with the text: "Click on the 'Search' button".



## Driveway Permit Process

- Select your applicant from the returned list

**Select Applicant**

Contact	
ARAIZA CORPORATION (708)922-2683 4841 W. 173rd Country Club Hills IL 60478	Select
ARAIZA CORPORATION (708)389-2033 4841 W. 173RD ST. COUNTRY CLUB HILLS IL 60478	Select
BENCHMARK CONSTRUCTION (773)247-0881 3349 S Kedzie Ave CHICAGO IL 60623	Select
MQ CONSTRUCTION CO (773)545-4740	Select

Close Search Again Add New Contact

- Click on the 'Add Tenant' button and follow same steps as Owner

**Applicants**  
CDOT Proposed Driveway Permit

Enter the Owner or Tenant applicant information. If you are the Owner or Tenant, click the Add Me button in the appropriate section. Note that a Lease Agreement is required if the Tenant is the primary applicant.

*\* Required Information*

**Owner**  
If you are eligible, and wish to be listed as Owner, click the 'Add Me' button. If anyone else should be listed as Owner, click the 'Add Owner' button to add them to this application.  
Add Owner

**Tenant**  
If you are eligible, and wish to be listed as Tenant, click the 'Add Tenant' button. If anyone else should be listed as Tenant, click the 'Add Tenant' button to add them to this application.  
Add Tenant

Previous Step Next Step

## Driveway Permit Process

1. Application Type  
2. Basic Job Information  
3. Application Information  
4. Applicants  
5. Driveway Information  
6. Documentation  
7. Legal Agreements  
8. Status

### Applicants

#### CDOT Proposed Driveway Permit

Enter the Owner or Tenant applicant information. If you are the Owner or Tenant, click the Add Me button in the appropriate section. Note that a Lease Agreement is required if the Tenant is the primary applicant.

**\* Required Information**

**Owner**

Name	
JAMES MCHUGH CONSTRUCTION CO (312)986-8000 kgibson@mchughconstruction.com 1737 S Michigan Ave CHICAGO IL 60616	Remove

**Tenant**

If you are eligible, and wish to be listed as a Tenant, click the 'Add Tenant' button to add your information. If you are a Tenant, you should be listed as a Tenant.

[Add Tenant](#)

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

Click on the 'Next Step' button

At this point, your application number has generated, and you can leave and come back to the application later

Home \ Permits \ Apply

1. Application Type  
2. Basic Job Information  
3. Application Information  
4. Applicants  
5. Driveway Information  
6. Documentation  
7. Legal Agreements  
8. Status

### Driveway Information

#### CDOT Proposed Driveway Permit

Application Number - DOT1374145

Enter the details about the number, type and location of the driveways. Permit applications are for single properties but one application can have multiple driveways.

**\* 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.

**Location Information**

Property Width  ft.

Property Length  ft.

Is there a tree near the driveway?  Yes  No

**Property Location**

Application Number

## Driveway Permit Process

### Driveway Information

- Enter Property Width
- Enter Property Length
- Select option for the question 'Is there a tree near the driveway?'

The screenshot shows the 'Driveway Information' form. On the left is a navigation menu with steps 1 through 8. The main content area is titled 'Driveway Information' and includes a sub-header 'CDOT Proposed Driveway Permit' and 'Application Number - DOT1374145'. Below this is a green message box stating: '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.' The 'Location Information' section contains three fields: 'Property Width' (text input with 'ft.' suffix), 'Property Length' (text input with 'ft.' suffix), and a radio button question 'Is there a tree near the driveway?' with 'Yes' and 'No' options. Below this is the 'Property Location' section.

Fill out the Location Information section

- Click on the + Add Property Location button

This screenshot shows the 'Property Location' and 'Driveway Location' sections of the form. The 'Property Location' section has a 'Location' text input field and a green '+ Add Property Location' button. Below it is the 'Driveway Location' section, which features a table with columns: 'Location', 'Distance to Cross Street (ft.)', 'Width of Driveway (ft.)', 'Is there a 20 ft setback?', and 'Slope Ratio'. There is a green '+ Add Driveway Location' button below the table. At the bottom is the 'Driveway Information' section with a dropdown menu and an asterisk indicating it is required.

Click on the + Add Property Location button

## Driveway Permit Process

7. Legal Agreements

8. Status

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.

### Add Property Location

Street Number  \*

Direction  \*

Street Name  \*

Suffix

Describe the business to be served by the driveway

Stope Ratio

Click on the Add Property Location button

- Click to confirm Address Location


7. Legal Agreements

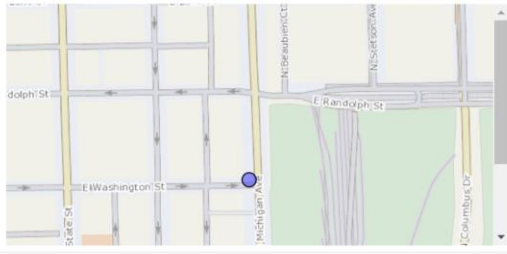
8. Status

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.

### Add Property Location

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"/> 100		N	MICHIGAN	AVE	



Describe the business to be served by the driveway

Click on the Confirm button

## Driveway Permit Process

### Driveway Location 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.

**Location Information**

Property Width  ft.

Property Length  ft.

Is there a tree near the driveway?  Yes  No

**Property Location**

Location

[+ Add Property Location](#)

**Driveway Location**

Location	Distance to Cross Street (ft.)	Width of Driveway (ft.)	Is there a 20 ft setback?	Purpose	Slope Ratio
<a href="#">+ Add Driveway Location</a>					

**Driveway Information**

Describe the business to be served by the driveway  \*

Click on the '+ Add Driveway Location' button

- Fill in all required information
- Click on the 'Add Driveway Location' when done

**Add Driveway Location**

Street Number  \*

Direction  \*

Street Name  \*

Suffix

Nearest Cross Street  \*

Distance to Cross Street  ft. \*

Width of Driveway  ft. \*

Purpose

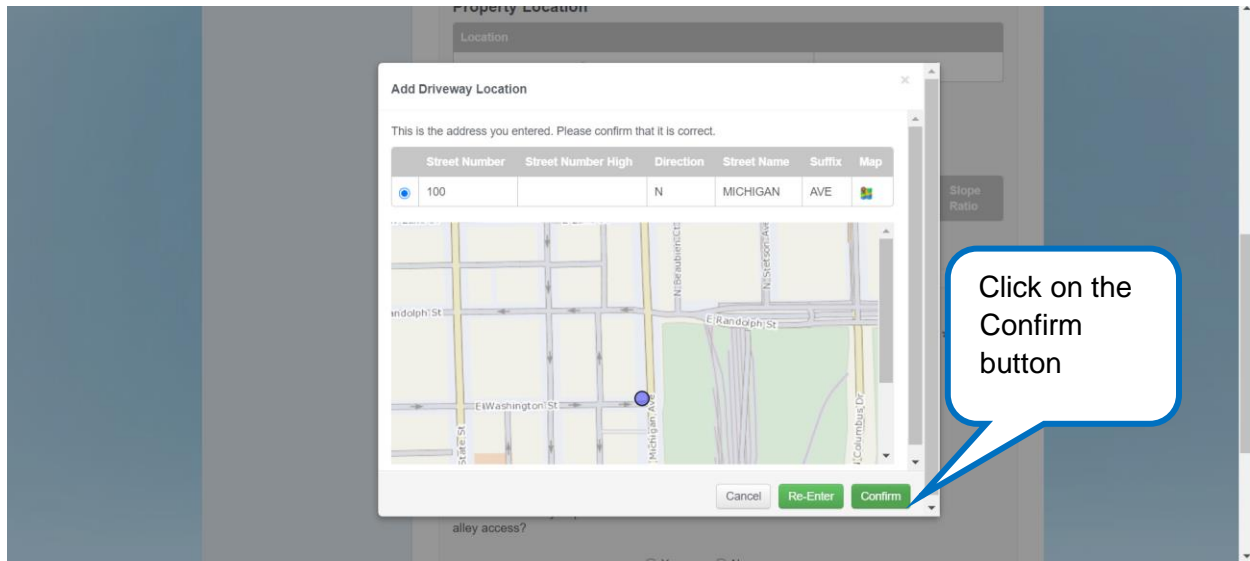
Is there a 20 ft setback?  \*

Fill out all required information

All fields with a \* are required.

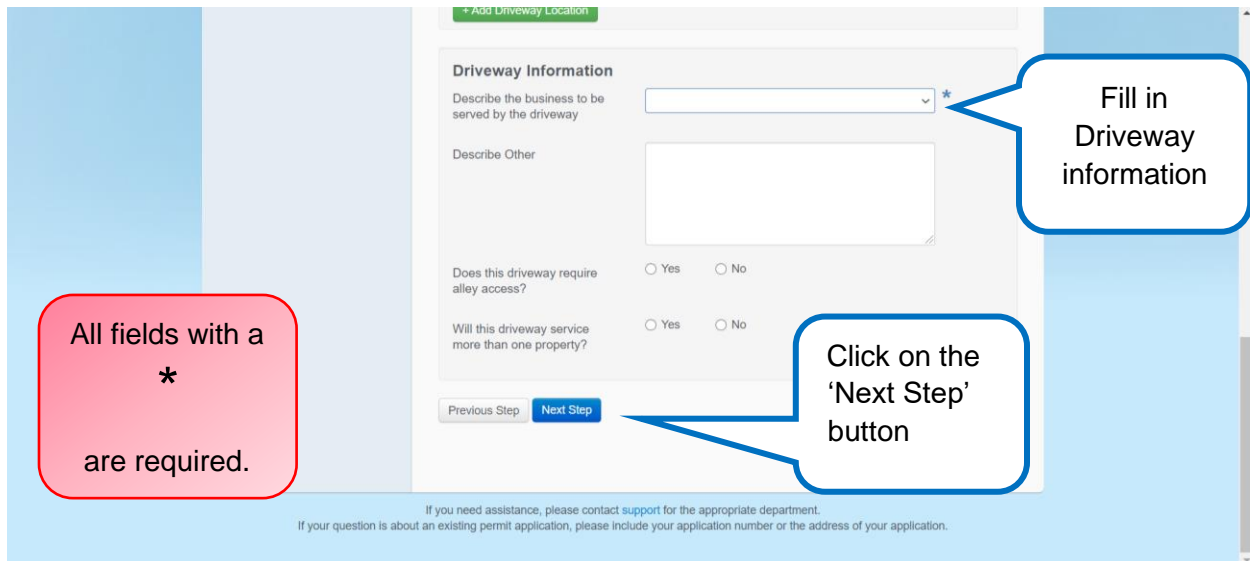
Click on the 'Add Driveway Location' button

## Driveway Permit Process



## Driveway Information

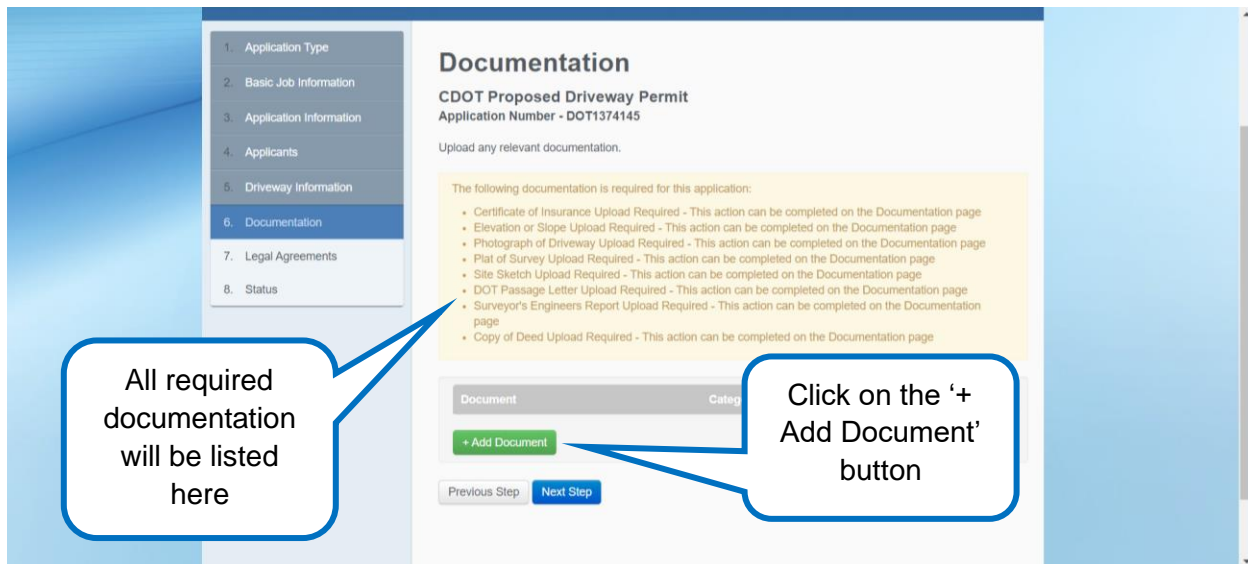
- Fill in Driveway Information
- Click on 'Next Step' button



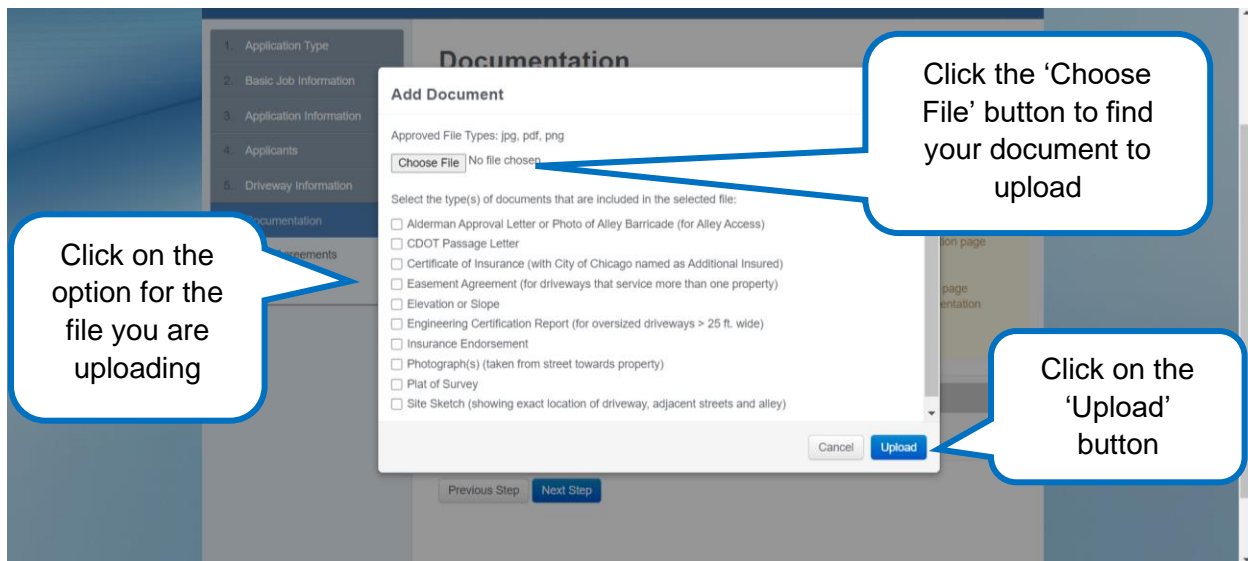
## Driveway Permit Process

### Documentation

- Upload all relevant documentation
- Click on the '+ Add Document' button



- Find document to upload
- Select option for type of document you are uploading
- Click on the 'Upload' button



## Driveway Permit Process

- Click on 'Next Step' button once all documents have been uploaded

### Documentation

#### CDOT Proposed Driveway Permit

Application Number - DOT1374145

Upload any relevant documentation.

The following documentation is required for this application:

- Surveyor's Engineers Report Upload Required - This action can be completed on the Documentation page
- Copy of Deed Upload Required - This action can be completed on the Documentation page

Document	Categories	
7flowerstest1.jpg	<ul style="list-style-type: none"> <li>• Alderman Approval Letter or Photo of Alley Barricade (for Alley Access)</li> <li>• CDOT Passage Letter</li> <li>• Certificate of Insurance (with City of Chicago named as Additional Insured)</li> <li>• Easement Agreement (for driveways that service more than one property)</li> <li>• Elevation or Slope</li> <li>• Engineering Certification Report (for oversized driveways &gt; 25 ft. wide)</li> <li>• Insurance Endorsement</li> <li>• Photograph(s) (taken from street towards property)</li> <li>• Plat of Survey</li> <li>• Site Sketch (showing exact location of driveway, adjacent streets and alley)</li> </ul>	<a href="#">Edit</a>   <a href="#">Remove</a>

+ Add Document

Previous Step

Next Step

Click on the 'Next Step' button



## Driveway Permit Process

### Legal Agreements

- Click on the 'I Agree' option
- Click on the 'Submit' button

### Application Status page

- This page will be a summary of all information entered for the application.
- Fees will be added and need to be paid to move forward in the process.

Application Type	CDOT Proposed Driveway Permit	
Status	Application Fee	
Applicants	JAMES MCHUGH CONSTRUCTION CO - Owner	<a href="#">more info...</a>

# Driveway Permit Process

### Messages About This Application

Comment	Date	Description
---------	------	-------------

[Send a Message About This Application](#)

### Important Dates

Creation Date	9/3/2020	
Submission Date	9/3/2020	
Start Date	9/3/2020	

### Applicants

[Edit](#)

Owner

Name
JAMES MCHUGH CONSTRUCTION CO (312)986-8000 kgibson@mchughconstruction.com 1737 S Michigan Ave CHICAGO IL 60616

Expeditor

Name
JAMES MCHUGH CONSTRUCTION CO (312)986-8000

Expeditor

Name
JAMES MCHUGH CONSTRUCTION CO (312)986-8000 kgibson@mchughconstruction.com 1737 S Michigan Ave CHICAGO IL 60616

[...return to top](#)

### Basic Job Information

[Edit](#)

Project Name	My Facility Permit
Description of Driveway Construction	My Description of the project...

[...return to top](#)

### Application Information

[Edit](#)

Property Type Information	
Number of Units	4
Occupancy Type	Non-Residential, Mixed Use or Resid...

## Driveway Permit Process

### Emergency Contact Information

Name	Phone	E-Mail
John Doe	(555)555-5555	email@email.com

[...return to top](#)

### Driveway Information

[Edit](#)

#### Location Information

Property Width (ft. )	20
Property Length (ft. )	30
Is there a tree near the driveway?	No
Diameter of the tree trunk at grade (ft. )	

#### Property Location

Location
100 N MICHIGAN AVE

#### Driveway Location

#### Driveway Location

Location	Nearest Cross Street	Distance to Cross Street (ft.)	Width of Driveway (ft.)	Purpose	Is there a 20 ft setback?	Slope Ratio
100 N MICHIGAN AVE	HURON	30	20	Access into garage	No	10

#### Driveway Information

Describe the business to be served by the driveway	Equipment/Tools/Machinery
Describe Other	
Does this driveway require alley access?	No
Will this driveway service more than one property?	No

[...return to top](#)

### Documentation

[Edit](#)

Document	Categories
7flowerstest1.jpg	• Alderman Approval Letter or Photo of Alley Barricade (for Alley Access)

Will this driveway service more than one property?	No
--	----

[...return to top](#)

### Documentation

[Edit](#)

Document	Categories
7flowerstest1.jpg	<ul style="list-style-type: none"> <li>• Alderman Approval Letter or Photo of Alley Barricade (for Alley Access)</li> <li>• CDOT Passage Letter</li> <li>• Certificate of Insurance (with City of Chicago named as Additional Insured)</li> <li>• Easement Agreement (for driveways that service more than one property)</li> <li>• Elevation or Slope</li> <li>• Engineering Certification Report (for oversized driveways &gt; 25 ft. wide)</li> <li>• Insurance Endorsement</li> <li>• Photograph(s) (taken from street towards property)</li> <li>• Plat of Survey</li> <li>• Site Sketch (showing exact location of driveway, adjacent streets and alley)</li> </ul>

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.