

IMPORTANT NOTICE

Do you need a Public way use permit?

Any time Public property is used by anyone, a permit is required. This applies to space used above, below or on the public way.

Common types of Public way use

Canopies/ Awnings that extend over the public way. When any portion of the canopy/ awning extends over the sidewalk a permit is required. These permits are for 3 year terms and must be reapplied for every three years.

Bay windows, Balconies, Vaults, Tunnels, Bridges and other projections that extend over or under the public way require a permit however, the term for these types of permits are 5 year terms. These types of permits are called privileges. These permits need to be reapplied for every 5 years.

Sidewalk Cafes that are placed on the sidewalk require a sidewalk café permit. This permit has a 1 year term, the café season begins March 1 and extends to December 1 of each year. These permits must be reapplied for every year.

Enforcement of Public way violations

All required permits are debts due to the City and must be in compliance for issuance of all business licenses or other permits. In addition, fines may be imposed and the City may remove all items using the public way.

How to apply for a Public way permit

Applications may be obtained from the internet at [WWW. City of Chicago .org](http://WWW.CityofChicago.org) , your Alderman's office or at 333 S. State room 310.

Signs

This program issues permits for use of the public way by companies and individuals wishing to extend signs out from the property line over the public right of way.

Applications must include a sketch of the sign showing the dimensions, size and type materials used.

Applications must be approved by the Alderman of the ward in which the sign is to extend over the public way.

Applications received by the Public Way Unit will be reviewed and an ordinance will be written for introduction to the City Council at the next regularly scheduled meeting.

After introduction to the City Council, the matter is referred to the Committee on Transportation. If passed, the matter is then sent back to the Council for full passage, at which time the Public Way Unit will notify the applicant by mail.

Permits are issued for five (5) years and are renewable.

Permit grantees must maintain a minimum of \$1,000,000 insurance indemnification and list the City as co-insured.

For more information call:

312-747-9035



[Public Way Sign Application \(119 KB\)](#)

USE OF THE PUBLIC WAY APPLICATION

1. Please find attached an application for the use of the public right-of-way. The **LEGAL NAME** of the applicant will be the entity that the permit will be issued to, as well as the entity that will be responsible for paying annual usage fees and listing the city as co-insured on liability insurance coverage relating to the public way encroachment.
2. This application is to be completed for any qualified permanent occupation of public way space, including encroachments on, over or under the street, sidewalk, parkway or alley.
3. You must include plans printed on 8-1/2 inch by 11 inch paper which display the items to be located on, over or under the public way. The exact dimensions must be clearly marked on the plans depicting the actual area of public-way effected by the encroachment.
4. Include photos of the existing public way encroachment, or the location of the proposed public way encroachment as well as the actual area of public-way effected by the encroachment.
5. If the applicant does not have a current account number with the Department of Business Affairs and Licensing, (IRIS) a Business Information Sheet (BIS) must be completed to create an account. Any questions that do not apply to your situation should be marked N/A (not applicable).
6. When you have completed the application together with plans and photos, you can send by fax or mail to the location listed below.

NOTE: It is the responsibility of the applicant to obtain the signature of the alderman of the ward on the application where the public way use is located prior to submitting.

7. All public way encroachments require review and approval by various City Inspecting Departments. The Public Way Unit will be responsible for obtaining such approvals.
8. Once approved, the Public Way Unit will prepare the necessary documents for introduction to the City Council by the alderman of the ward where the use of the public way is to exist.
9. After introduction to the City Council, the matter is referred to the Committee on Transportation. If passed, the matter is then sent back to the Council for full passage, at which time the Public Way Unit will notify the applicant by mail.
10. The notification will request the first year's annual fee, Certificate of Insurance and acceptance letter signed by applicant.
11. Once received, the Public Way Unit will issue and mail your permit for Public Way Use.
12. Permits for canopies are issued for (3) years, permits for all other privilege types are issued for (5) years and are renewable.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL:

**Stanley Adams: 312-747-9035
Lisa Pusateri: 312-747-9034
Fax number: 312-745-2958**

**City of Chicago
Department of Business
Affairs and Licensing
Public Way Use Unit
333 S. State St. Rm 310
Chicago, Illinois 60604**

APPLICATION TO USE THE PUBLIC RIGHT OF WAY

APPLICANT INFORMATION

LEGAL NAME OF ENTITY: _____

PERMIT MAILING ADDRESS : _____

CITY _____ STATE _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE _____

PHONE: _____ FAX: _____ EMAIL: _____



City of Chicago
Department of Business
Affairs and Licensing
Public Way Use Unit
333 S. State Street, Suite 310
Chicago, IL 60604-3977
Stan Adams
(312)747-9035

or
Lisa Puanteri
(312)747-9034

FAX
(312)745-2958

USE OF THE PUBLIC WAY

1. List the proposed or existing use below and complete the attached worksheet. Only use one application per public way use type.

Type	How many?	Building Address

2. Please enclose one sketch of proposed use of the public way, which maps to scale the proposed use and its relationship to surrounding right-of-way. All measurements must be indicated.

The prints should also accurately depict the location of the property line and public facilities (meters, light poles, sidewalks).

3. Please provide a full sized 80 Acre map, with the adjacent property and portion of the public way clearly outlined.

The 80 Acre is available at Maps and Plat in Room 905 City Hall w/\$5.00 fee.

APPLICANT CERTIFICATION:

I hereby certify that all statements made as part of the application and the attachments herein, and true to the best of knowledge and belief.

By: _____ Title: _____

F.E.I.N. or Social Security Number: _____

ALDERMAN'S APPROVAL:

As part of this application process, you are required to notify/obtain approval from the Alderman in whose ward your proposed use of the public way is located.

ALDERMAN'S SIGNATURE

WARD

DATE

APPLICATION WORKSHEET

For use by new applicants only.

For renewals obtain form from 333 S. State Str., Rm.310 or call Public Way Use Unit at (312)747-3825

DIMENSIONS OF PUBLIC WAY USE WORKSHEET
FOR SIGNS (INCLUDES MARQUEES) ONLY

Complete the worksheet for use of the public way and indicate all applicable measurements.

Exact Street (i.e. S. State St.)	Quantity	Length of sign structure	Height of sign structure	Depth of sign structure	Height above grade	Total depth over public way	Existing Public Way Use (y/n)

See attached example of required sign plan.

NOTE: Pursuant to section 2-154-030 of the Municipal Code of the City of Chicago the Corporation Counsel of the City of Chicago may require any such additional information from any applicant to achieve full disclosure relevant to the request for action by the City Council or other city agency. Pursuant to section 2-154-020 of the Municipal code of the City of Chicago any material change in the information required above must be provided by supplementing this statement at any time up to the time the City Council or any city agency takes action on the application.

AFFIDAVIT

STATE OF _____)
COUNTY OF _____)

SS:

The undersigned having been duly sworn, states that (he) or (she) is authorized to make this affidavit on behalf of the applicant, that the information disclosed in this Economic Disclosure Statement and any accompanying schedule is true and complete to the best of (his) or (her) knowledge, and that the applicant has withheld no disclosure as to economic interest in the undertaking for which this application is made nor reserved any information, data plans as to the intended use of purpose for which it seeks action by the City Council or pertinent city agency.

SIGNATURE OF PERSON MAKING STATEMENT

Subscribed to before me, this _____ day of _____ 20__

(SEAL)

NOTARY PUBLIC

EXAMPLE OF SIGN DRAWING.

123 N. MAIN ST.

