

21-787-9319

When is it necessary to have a special permit to park a Moving Van within the City of Chicago limits? [Top](#)

Anytime a company, who's specific business is one of moving and relocating households or offices, parks a truck over 16' in the public way for more than one (1) hour, the City of Chicago requires every truck that will occupy the street or alley be permitted. Trucks that will be legally located entirely on private property for the duration do not require a City of Chicago right-of-way permit.

What are the steps to obtain a Parking Moving Van Permit in the City of Chicago? [Top](#)

In the City of Chicago Moving trucks/vans may only be placed in the public way by operators registered with the Department of Transportation, Public Way Permit Office in City Hall. Therefore, homeowners, companies, or other agencies requiring moving or relocation must contact an operator that is registered if a permit is required.

Fees for moving vans/trucks will be charged directly to the requesting party by the registered moving company and the city will subsequently bill the moving company through the permitting process.

What are the steps to become a registered Moving Van company in the City of Chicago? [Top](#)

Contact CDOT at 312-744-4652 during normal business hours and a Moving Company Registration Package will be mailed to you. The package includes the following:

- Moving Company Application Forms and CD containing an electronic version of the forms.
- Irrevocable Standby Letter of Credit requirements and sample.
- Certificate of Insurance requirements and sample.
- Moving Company Registration Form.

If a moving company decides to leave it up to the customer. We require valid insurance and the company's FEIN #.

Any questions give me a call.  
Lisa 312-744-4652

- \$ 50.00 for Class "A" Dumpsters (30 cubic yards or less) for up to three (3) days
- \$100.00 for Class "A" Dumpsters (30 cubic yard or less) greater than 3 days, for each 30 days or part of a 30 day period on site.
- \$100.00 for Class "B" Dumpsters (Over 30 cubic yards) for up to three (3) days.
- \$200.00 for Class "B" Dumpsters (Over 30 cubic yard) greater than 3 days, for each 30 days or part of a 30 day period on site.
- Central Business District (CBD) placements will be double the above fees.
- A daily lost revenue surcharge will be assessed if the dumpster placement prevents the use of a city parking meter or a parking space covered by a pay box.

If a permit is not obtained or invalid, what penalties can be expected?

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Tickets and/or Monetary Fines.

If a registered dumpster company decides to apply in person, where is the permitting agency located?

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City of Chicago  
 Department of Transportation  
 Division of Infrastructure Management  
 Public Way Permit Office  
 121 N. LaSalle St., Room 905  
 Chicago, IL 60602

What is the time required to complete the permitting process, and who can be called to determine the status?

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- If no review by Public Way Permit Office is warranted, then the permit will be available in less than 10 minutes - 24 hours a day, 7 days a week.
- If a review is required during a work day and until 9:00 PM, the permit request will be placed in a pending hold and will be generally approved in under 3 hours.
- If a review is required and the business offices are closed, the permit will be placed in a pending hold, and will generally be approved within three (3) hours of the next business day.

What are some of the restrictions for the use of the public way concerning dumpsters?

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- Dumpster placement must be at least 10 feet outside handicapped zones
- Dumpster placement must be at least 20 feet from fire hydrants.
- Dumpster placement must be at least 10 feet from an intersection or crosswalk.
- Dumpster placement must not be in a posted Cab Stand or at a Bus Stop.
- Posted snow route time restrictions must be observed unless otherwise permitted.
- Dumpster must be free of any graffiti.



### Parking Moving Van Permits

• When is it necessary to have a special permit to park a Moving Van within the City of Chicago limits?



- What are the steps to obtain a Parking Moving Van Permit in the City of Chicago?
- What are the steps to become a registered Moving Van company in the City of Chicago?
- What are the minimum insurance requirements for traveling in the City of Chicago?
- What are the payment options?
- Can a permit application be faxed and what is the number?
- Can a permit application be e-mailed and what is the address?
- Is there a number that can be called to discuss the process?
- What are the Permit Fees?
- If a permit is not obtained or invalid, what penalties can be expected?
- If a registered Moving Van company decides to apply in person, where is the permitting agency located?
- What is the time required to complete the permitting process, and who can be called to determine the status?
- What are some of the restrictions for the use of the public way concerning Moving Vans?

When is it necessary to have a special permit to park a Moving Van within the City of Chicago limits? **Tap**

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Fees for moving vans/trucks will be charged directly to the requesting party by the registered moving company and the city will subsequently bill the moving company through the permitting process.

What are the steps to become a registered Moving Van company in the City of Chicago? **Tap**

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- Moving Company Application Forms and CD containing an electronic version of the forms.
- ~~Irrevocable Standby Letter of Credit requirements and sample.~~
- Certificate of Insurance requirements and sample.
- Moving Company Registration Form.

What are the minimum insurance requirements in the City of Chicago? **Tap**

Furnish an insurance certificate of Comprehensive General Liability and Auto Liability for a minimum of \$1 million dollars and an endorsement that reads, "City of Chicago is an additional insured, as their interests may appear". All policies must be written by Best "A" rated companies licensed to do business in the state of Illinois. An original and one copy of each certificate in question should be sent to the City of Chicago.

The certificate must have FEIN (Federal Employee Identification Number) for the

company (the insured). The certificate holder is: City of Chicago, Department of Transportation, 121 North LaSalle St., Room 905, Chicago, IL 60602. A copy can be faxed to CDOT at 312-744-0083.

What are the payment options? Top

All Parking Moving Van permits are billed monthly by the City. Contact CDOT at 312-744-4625 for any billing issues. In the event that the Dumpster permit will not be used for reasons outside the control of the company, the permit must be canceled within 24 hours of entry by sending a fax to 312-744-0083 indicating the reason to avoid the permit appearing on the next month's billing statement.

Checks should be made out to "City of Chicago, Department of Finance"  
Payments should be sent to: 121 N LaSalle Street  
City Hall -107A  
Chicago, IL 60602  
Please include your invoice with payment.

Can a permit application be faxed and what is the number? Top

No. Only the Internet permit request will be accepted, unless City staff advises that Fax can be used.

Can a permit application be e-mailed and what is the address? Top

No, permit applications can only be requested through the Internet.

Is there a number that can be called to discuss the process? Top

Yes, 312-744-4652.

What are the Permit Fees? Top

- \$ 25.00 Daily Fee per Truck to be used in the move or relocation.
- Central Business District (CBD) parking will be double the above fees
- A daily lost revenue surcharge will be assessed if the moving van/truck placement prevents the use of a city parking meter or a parking space covered by a pay box.

If a permit is not obtained or invalid, what penalties can be expected? Top

Tickets and/or Monetary Fines.

If a registered Moving company decides to apply in person, where is the permitting agency located? Top

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Department of Transportation  
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Chicago, IL 60602

What is the time required to complete the permitting process, and who can be called to determine the status? Top

- If no review by Public Way Permit Office is warranted, then the permit will be available in less than 10 minutes. ~~24 hours a day, 7 days a week~~ M-F 8:30 - 4PM
- If a review is required during a work day and until 3:00 PM, the permit request will be placed in a pending hold and will be generally approved in less than 3 PM

hours.

- If a review is required and the business offices are closed, the permit will be placed in a pending hold, and will generally be approved within three (3) hours of the next business day.

**What are some of the restrictions for the use of the public way concerning Moving Vans?**

- Parking on Arterial Streets will only be permitted from 9:00AM to 4:00PM, unless approved by the City.
- Parking on Residential Streets will only be permitted from 7:00AM to 7:00PM, unless approved by the City.
- Parking in the Central Business District (CBD) **MUST** be reviewed and approved by the Department of Transportation's Public Way Permit Office.
- Parking will not be permitted in a posted Cab Stand or at a Bus Stop.
- Overnight parking in the City of Chicago's public way is **NOT** Permitted.
- Van/Truck must be at least 10 feet outside handicapped zones.
- Van/Truck must be at least 20 feet from fire hydrants.
- Van/Truck must be at least 10 feet from an intersection or crosswalk.

### Requesting Parking Restriction Sign Posting/Meter Bagging

- When is it allowable to request "No Parking" sign posting within the City of Chicago limits?
- What are the steps to request "No Parking" sign posting in the City of Chicago?
- What are the payment options?
- Can a "No Parking" posting request be faxed and what is the number?
- Is there a number that can be called to discuss the process?
- What are the Permit Fees?
- If a "No Parking" request is not obtained, what penalties can be expected?
- If an applicant decides to apply in person, where is the permitting agency located?
- What if the "No Parking" signs are not posted as requested on the permit and who can be called to determine the status?
- What are some of the restrictions for the use of the public way concerning Sign Posting?

**When is it allowable to request "No Parking" sign posting within the City of Chicago limits?** Tap

A "No Parking" sign posting request may only be added to a permit request when a registered company is requesting a Dumpster placement or permission to park a Moving Van/Truck. The "No Parking" sign posting is provided to enable the Dumpster placement or parking to be at the addresses of the use of the public way. Posting is provided as free service to registered companies at approved sites. Tap

**What are the steps to obtain a Parking Moving Van Permit in the City of Chicago?**

A company registered and approved to place Dumpsters or to Park Moving Van/Truck may add the "No Parking" Sign Posting Activity once the Dumpster or Parking Moving Van/Truck is requested on the Internet permit entry form.

If "No Parking" Sign Posting was omitted when entering the permit, and subsequently required at the site, contact the Department of Transportation's Public Way Permit Office, at 312-744-4687 and request the service.

**What are the payment options?**

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There are no payment options since "No Parking" Sign Posting is a free service provided to registered Dumpster and Parking Moving Van/Truck companies by the City of Chicago.

**Can a "No Parking" posting request be faxed and what is the number?**

[Top](#)

Yes, 312-744-0083. This number is available 24 hours a day, 7 days a week, but faxed "No Parking" posting requests will only be issued during normal business hours.

**NOTE:** "No Parking" Sign Posting must be associated with a permitted activity that uses the public way, "No Parking" Sign Posting may not be the only Activity being requested by the registered company.

**Is there a number that can be called to discuss the process?**

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Yes, 312-744-4652.

**What are the Permit Fees?**

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There are not Permit fees specifically charged for "NO Parking" Sign Posting. If a permit is not obtained or invalid, what penalties can be expected?

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Tickets and/or Monetary Fines may be charged if the registered company places a Dumpster or parks a Moving Van/Truck at locations not reserved by submitting a "No Parking" Sign Posting request.

**If a registered company decides to apply in person, where is the permitting agency located?**

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City of Chicago  
Department of Transportation  
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**What if the "No Parking" signs are not posted as requested and who can be called to determine the status?**

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"No Parking" Sign Posting is provided as a free service by the City of Chicago's Department of Streets and Sanitation; therefore, if the signs are not posted Please contact Street Operations at 312-747-5058. You must refer to the Service Request (SR) number that is printed on the permit when requesting a status of the posting.

If an extension of the "No Parking" is required contact the Department of Transportation Public Way Permit Office for the permit to be amended to have a new posting request.

**What are some of the restrictions for the use of the public way concerning Sign Posting?**

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Chicago Dept. of Transportation FAQs (Frequently Asked Questions)

- "No Parking" Sign Posting requires three (3) full business days to be processed.
  - The company requesting the "No Parking" Sign Posting is responsible for removing all signs when the use of the public way is completed.
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<https://webapp01.cityofchicago.org/CDOTUser/Faqs.html>

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FAX NO.: 2177879313

FROM :