

REQUIREMENTS FOR RESIDENTIAL DRIVEWAY APPLICATION

*City of Chicago, Department of Transportation
121 N. LaSalle- Room 905
Chicago, Illinois 60602*

Please read the following and adhere to all requirements

1. **Plat of Survey or Sketch**: Drawing of entire site being served by the driveway, showing exact location of proposed or existing driveway.
2. **Photograph**: One photo of driveway showing curb cut, apron and sidewalk area.
3. **Certificate of Insurance**: Must provide a copy of home owner's insurance policy for the amount of \$250,000 of liability. The "City of Chicago, its Officers, Employees or Agents" must be added to insurance policy as **Additional Insured**.
4. **Application Fee**: \$10.00 – Excepted through check or money order, made payable to the City of Chicago, Department of Revenue.
5. **Proposed Driveway Only**: Must be signed by Zoning Department, in City Hall room 905. Must provide a Plat of Survey and verify driveway address(es) with Bureau of Maps and Plats, City Hall room 803.

If you have any questions please call Driveway Permits at (312) 744-9148.



DEPARTMENT OF TRANSPORTATION

Driveway Permit Section
121 North LaSalle - Room 905
Chicago, Illinois 60602

Date Received: _____

APPLICATION FOR RESIDENTIAL DRIVEWAY PERMIT
TO BE TYPED OR PRINTED IN INK COMPLETELY AND IN TRIPLICATE

I _____ of _____
(First) (M) (Last) (Mailing Address) (Zip Code)

Telephone Number (_____) _____ hereinafter termed the Owner, request permission and authority to maintain a driveway and submit herewith to the Commissioner of the Department of Transportation the following:

- 1. Check one: Proposed [] or Existing no change []
2. Exact address of driveway _____
3. Exact address of property _____ ZIP _____
4. Ward _____
5. Name of nearest cross street _____
6. Size of driveway (width at the property line) _____
7. Check purpose of driveway: Access into Garage To Park on Property [] Other [] _____
8. Size of property (lot) to be served by driveway _____
9. Number of Units, if other than single family dwelling _____
10. Five drawings or sketches showing exact location of proposed or existing driveways and adjacent streets and alleys.
11. One small photograph or snapshot taken from street focused toward property locating proposed and/or existing driveway.
12. PIN (Permanent Index Number) _____

RESIDENTIAL PERMIT FEE: \$10.00

The non-refundable permit fee must accompany the application. This fee is to be Check or Money Order payable to the DEPARTMENT OF REVENUE.

LIABILITY INSURANCE REQUIREMENT—SEE ATTACHED REQUIREMENTS

All permits are subjected to restrictions, ordinances, as adopted by the City Council and regulations as prescribed by the City of Chicago. Driveways are to be constructed and maintained in accordance with the City specifications and all ordinances and amendments thereto and requirements governing such construction and maintenance. The Owner binds and obligates himself to construct and maintain the driveway in such reasonable safe and proper condition that it will not interfere with or endanger travel upon said street or streets.

Print: _____ Signed: _____ Date: _____

ZONING DEPARTMENT APPROVAL

Print: _____ Signature: _____ Date: _____
Application # _____ Permit # _____

APPLICATION FOR RESIDENTIAL DRIVEWAY PERMIT

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Chapter 10-20-415 of the Municipal Code of Chicago Requires that those who install and/or maintain driveways Must

Keep the City of Chicago free from any and all liabilities, judgments, costs, damages and expenses arising in any manner out of the issuance of this driveway permit, including but not limited to liability arising out of the following:

1. Any act or thing done by the grantee under authority given in this permit.
2. Any defect in construction or design of a driveway.
3. Any failure to maintain a driveway in good condition or repair.
4. Any damage because of failure to remove ice and snow or any other obstruction from the driveway.

Any person violating any of the provisions of Chapter 10-20 of the Municipal Code of Chicago or applicable regulations may be fined not less than \$50.00 and not more than \$500.00 for each offense, unless otherwise specifically provided. A separate and distinct offense shall be held to have been committed each day any person violates any of said provisions. The Chicago Department of Transportation may immediately revoke any permits and order driveways removed at the owner's expense for failure or neglect to comply with the provisions of said Chapter.

All driveway fees shall be applicable as pursuant to the Municipal Code of Chicago Section 10-20-420.
