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.
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

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 # ___________________________
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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.