

CITY OF CHICAGO

RULES



General Rules for Public Way Use Permit Applications



Mayor Brandon Johnson

Commissioner Kenneth Meyer

BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION PURSUANT TO CHAPTERS 2-25 AND 10-28 OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES ARE ADOPTED HEREIN.

By Order of:

Signed:



Kenneth Meyer,
Commissioner

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CITY OF CHICAGO
DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

**GENERAL RULES
for
PUBLIC WAY USE PERMIT APPLICATIONS**

ARTICLE 1 – GENERAL RULES

SECTION 1. DEFINITIONS

As used in these Rules, the following definitions shall apply

“Code” means the Municipal Code of Chicago.

“Commissioner” means the Commissioner of Business Affairs and Consumer Protection or the Commissioner’s designee.

“Department” means the Department of Business Affairs and Consumer Protection.

“Public Way Use” means any structure, device, or other article on, over, or under the public way for which a permit is required pursuant to Chapter 10-28 of the Code.

“Public Way Use Permit” or “Permit” means a permit issued for use of the public way.

“Ward” means a Ward of the City of Chicago as defined by Section 2-8-300 of the Code.

SECTION 2. APPLICABILITY

These rules apply to all applications for public way use permits. When a more specific process or regulation is set out in the Code or in other rules, the more specific process applies.

SECTION 3. APPLICATION PROCESS

Rule PWU 1.01 Single Use Application Required

No public way use permit applicant may apply for more than one public way use on a single public way use application unless the applicant meets the specifications outlined in Rule PWU 1.02.

Rule PWU 1.02 Multiple Use Application Eligibility

A public way use permit applicant may apply for more than one public way use on a single public way use application if:

- 1) the permit applicant is applying for multiple public way uses that are spaced throughout a neighborhood, along a commercial corridor, or area of similarly significant geographic scope; and
- 2) the public way use provides a public benefit; and
- 3) the permit applicant is a local non-profit responsible for the maintenance and upkeep of the public way uses within a local tax district.

Rule PWU 1.03 Multiple Use Application Process

Permit applicants that meet the specifications outlined in Rule PWU 1.02 wishing to submit a public way use permit application encompassing multiple public way uses must not include sidewalk cafes and be for:

- 1) no more than one type of public way use.
- 2) public way uses on no more than one side of a single street.
- 3) public way uses in no more than one ward.

Rule PWU 1.04 Multiple Use Application Information

Applications submitted pursuant to Rule PWU 1.02 and Rule PWU 1.03 must contain full and complete answers to all questions asked on the application, as well as materials asked for, and contain both a detailed drawing indicating the location of all public way uses on, over, or under the public way for which a permit is required and proof of the required insurance.