

VILLAGE OF OAK PARK SPECIAL EVENTS

How to apply for your permit via the online portal





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Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business and multifamily rental licenses - all from the comfort of home or office.

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Returning customers may sign in using their past credentials

Welcome to the Village of Oak Park web portal.

With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

— **▼ Login** —

Email Address*

Password*

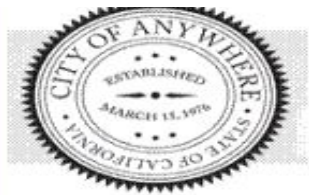
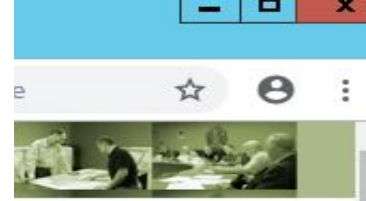
[Forgot your password?](#)

— **▼ Create an Account** —

If you do not have an account, please click on [Create Account](#) to create one.

Make sure your contact information includes name, phone number and email address.

- You can include more than one contact
- If more than one contact, indicate which is the primary contact



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Address

City of Anywhere
 101 City Square
 Anywhere, CA
 95002

T. (812) 436.4962
 F. (812) 436.4966
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Need Help

If you require assistance using the CityView Portal, please give us a call:

Weekdays
8:30am - 5:30pm
 T. 1.800.665.5647
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New Contact Information

Required information is indicated with an asterisk (*).

Name: *

Preferred Contact Method: *

▼ **Address**

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

▼ **Mailing Address**

Same as Location Address:

Street Address: *

Additional Address Information:

City/State/Zip *

▼ **Contact Numbers**

Contact Number(s)	Type*	Contact Number*	Ext.
	Cell ▼	(555) 555-5555	<input type="text"/> X
	Emergency ▼	123-4597	<input type="text"/> X
	▼	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

City of Anywhere CityView Portal



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Step 1:
Create Account

Step 2:
Enter Contact Information

Step 3:
Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to Pretendemail@comcast.net. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.

Please record your password in a secure location.
You will refer back to the portal to check status, upload additional documents and update information



Use the drop down menu to select "Special Event"
Provide a summary statement of your event

- Include an overview of your route
- Include an overview of the geographic area
- Identify the name of your organization
- Tell us why you are having your event



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Permit Application - Description and Type

Required information is indicated with an asterisk (*).

Choose the application type: *

Please describe the work being done: *
Holding a 5k run starting point Main and State, north on state to Harlem, east on Harlem to the bike path along the bike path to the Y; south on Y Blvd to State; west on State to Main. The event is to raise awareness of the dangers of eating too much pie. |

Limit 4000 characters

▼ **Special Events (Portal)**

Event Start Date:

Event End Date:

Event Start Time:

Event End Time:

Event Setup Date:

Event Setup Time:

Event Tear Down Date:

Event Tear Down Time:

This is the time you anticipate being finished with your event teardown



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Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

— **▼ Please choose as many Permits as are appropriate.** _____

Special Event

This will default to Special Event

- If it **does not** default to Special Event, use the “Previous Step” icon to go back and select the appropriate permit type

[Previous Step: Application Type](#) [Next Step: Work Items](#)



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Step 1:
Application Type

Step 2:
Permit Type

Step 3:
Work Items

Step 4:
Description of Work

Step 5:
Location

Step 6:
Contacts

Step 7:
Upload Files

Step 8:
Review & Submit

Step 9:
Submitted

Permit Application - Work Items

Required information is indicated with an asterisk (*).

▼ Special Event Permit

Please choose as many work items as are appropriate.

- Amusement Rides
- Electrical
- Emergency Management
- EMS Staffing
- Fire (Capacity, Propane)
- Food
- Liquor License
- Police Staffing
- Refuse
- Stage or Raised Platform
- Street Closures
- Tent
- Use of Village Water

- Select all items applicable to your event
- Tents over 120 sq. feet will require a permit/fee
- Stages will require an additional permit/fee
- Carnival rides will require an additional permit/fee

Previous Step: Permit Type

Next Step: Description of Work

Quantity is equal to:

- How many rides?
- How many generators?
- For Fire, EMS & Police staffing enter 1
 - Village staff will determine the appropriate level
- How many food vendors?
- How many tents over 120 sq. feet?
- How many stages?
- Provide your best estimate for food vendors



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Description of Work

Required information is indicated with an asterisk (*).

▼ **Special Event Permit Work Items**

Amusement Rides

QTY: *
Please enter the quantity for this work item in the units specified

Electrical

QTY: *
Please enter the quantity for this work item in the units specified

EMS Staffing

QTY: *
Please enter the quantity for this work item in the units specified

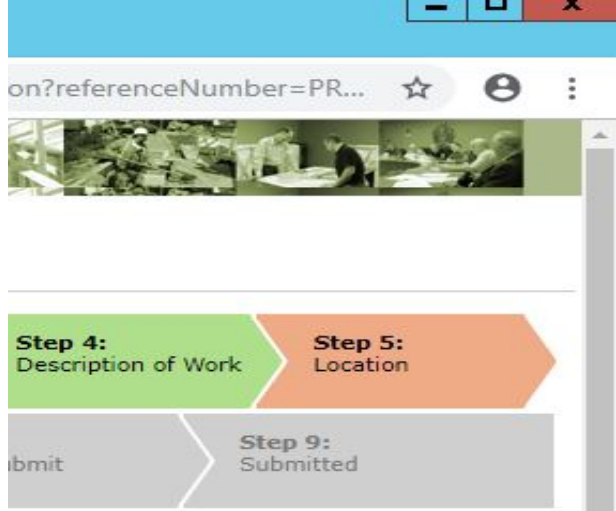
Fire (Capacity, Propane)

QTY: *
Please enter the quantity for this work item in the units specified

Food

QTY: *
Please enter the quantity for this work item in the units specified

- Enter the address of your event
- For events, parades, runs & walks that are over several Village blocks, first enter the starting point in the “Search Address” field and then:
 - Select “Add Another Location and enter the end point in the “Search Address” field
 - If your route has the same start and end point, enter as two addresses
 - Make sure you carefully describe your route and include the description in your attachments



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Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

A valid address or parcel number within the Village must be provided. If you need assistance please contact the Village of Oak Park-Permit Processing Division at 708-358-5430.

Locations	
<input type="checkbox"/>	123 MADISON ST, OAK PARK, IL 60304

[Find location in Map](#)

Use my location:

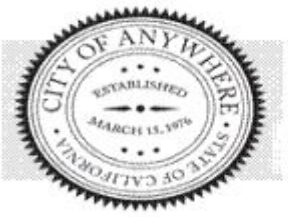
Search for address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:

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Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

A valid address or parcel number within the Village must be provided. If you need assistance please contact the Village of Oak Park-Permit Processing Division at 708-358-5430.

Locations	
<input type="checkbox"/>	123 MADISON ST, OAK PARK, IL 60304
<input checked="" type="checkbox"/>	316 WASHINGTON BLVD, OAK PARK, IL 60302

[Find location in Map](#)

Use my location:

Search for address:
Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

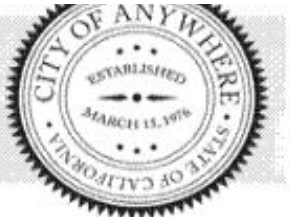
[Can't find address?](#)

The location you have selected:

Example of end address

The project manager is the person we will contact with questions, invoices and requests for information.

- Please make sure your contact information is correct
- Email and phone numbers are required



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Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	<i>Not shown for privacy reasons</i>
Applicant	Julia, Address:123 MADISON ST
<input checked="" type="checkbox"/> Project Manager	Julia, Address:123 MADISON ST

[Add New Contact](#) | [Add Business From Address Book](#)

Previous Step: [Location](#) Next Step: [Upload Files](#)

What documents do I submit with my application?

The following documents **must be** attached to your application before Village staff will review:

- Proof of Insurance
- Site plan
- Detailed scope

It is preferred that the following documents are also attached when you submit your application:

- Emergency management plan
- List of your food vendors with contact information
 - *Food vendors are responsible for their own permits*
 - *Providing contact information with your permit allows staff to better coordinate your event permits*

Documents that may be requested as part of the application review:

- Tent certificates
- Carnival certificates
- Proof of liquor license



Weekdays
8:30am - 5:30pm

T. 1.800.665.5647

E. [Email](#)

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Current Submittal

Submittal #1) Permit Application Submittal (11/07/2018)

[Print Requirement Items](#)

Type	Status	Date Verified
Proof of Insurance ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/> 2017 Special Events...on FINAL.docx Remove Provide a short description of this set of documents: <input type="text" value="my proof of insurance"/>	Pending	
Site Plan ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/> IAFF, Local 95 CBA ...017-12-31.doc Remove Provide a short description of this set of documents: <input type="text" value="My site plan"/>	Pending	
Detailed Scope ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Emergency Weather Plan ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Parking Plan (Incl Handicap) ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Electrical Plan for Generators ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
State of Illinois Certificate of Inspection for Amusement Rides ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Fire Certificate ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Proof of Liquor License ⓘ	Pending	

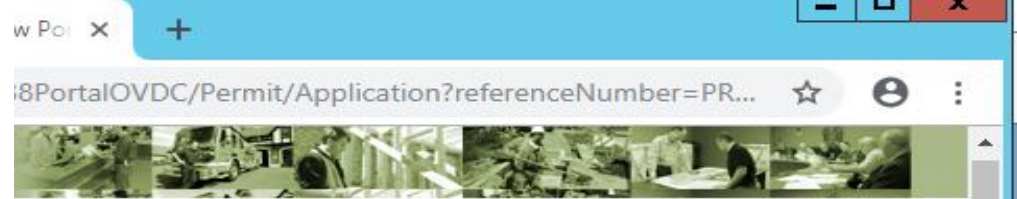
The following documents must be attached to your application before Village staff will review:

- Proof of Insurance
- Site plan
- Detailed scope

Additional documents may be required for tents, stages, electric, food or liquor.

Review your information before submitting.

- To make corrections or changes, use the “Previous Step” button on the bottom of the page
- Remember that “Description of Work” should be a summary of your event



[me](#) [Property Search](#)



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Step 6:
Contacts

Step 7:
Upload Files

Step 8:
Review & Submit

Step 9:
Submitted

Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ Permit Information

Permit Type: Special Event
Category of Work: Other
Description of Work: Holding a 5k run starting point Main and State, north on state to Harlem, east on Harlem to the bike path along the bike path to the Y; south on Y Blvd to State; west on State to Main. The event is to raise awareness of the dangers of eating too much pie.

Locations: Address
316 WASHINGTON BLVD, OAK PARK, IL 60302

Property
16083120210000

Contacts: Property Owner
Not shown for privacy reasons

Applicant
Julia, Address: 123 MADISON ST

New Contact: Project Manager
Julia
123 MADISON ST
OAK PARK IL 60302
Primary: (312) 239-4659
Emergency: (123) 459-7123
Preferred Contact Method: Phone

▼ Special Events (Portal)

— ▼ **Special Events (Portal)** —

Event Start Date: 11/22/2019
Event End Date: 11/22/2019
Event Start Time: 12:00 AM
Event End Time: 12:00 AM
Event Setup Date: 11/22/2019
Event Setup Time: 12:00 AM
Event Tear Down Date: 11/22/2019
Event Tear Down Time: 12:00 AM

— ▼ **Permit: Special Event** —

Amusement Rides:

QTY: 1

Electrical:

QTY: 5

EMS Staffing:

QTY: 1

Fire (Capacity, Propane):

QTY: 2

Food:

QTY: 4

Liquor License:

QTY: 1

Police Staffing:

QTY: 1

Refuse:

QTY: 1

Stage or Raised Platform:

QTY: 2

Street Closures:

QTY: 1

Tent:

QTY: 2

Use of Village Water:

QTY: 1

Double-check your quantities

- Your number can be increased or reduced if needed
- The number of food vendors can be your best estimate

Screenshot
2 of 3

— ▼ **Uploaded Documents** —

- IAFF, Local 95 CBA 2016-1-1 thru 2017-12-31.doc
- 2017 Special Events Application FINAL.docx

Double check to make sure all of your attachments are included before submitting

Screenshot
3 of 3

— ▾ **Uploaded Documents**

- 2017 Special Events Application FINAL.docx

Type the characters you see in the image below to continue.



Refresh

Previous Step: Upload Files

Submit Application

Cancel Application

