

### Welcome to ChicagoCodes.com Demo.

This document explains through a step-by-step process how you can get the most out of your subscription.

#### Overview:

Your subscription determines the scope of your access. For example, if you are a subscriber to Building Code online, then you will not have access to any data not included in the Building Code, such as the Zoning Ordinance. You can always [add to your subscription](#) to get the access you need. After you login with your User Name (email) and Password you will be taken to the Table of Contents and Search screen where you can search by Ordinance, Titles, Sections, History, Maps and subject matter. You also can choose to highlight, print, or email your search results. ChicagoCodes also offers many other resources to assist you including:

- ❑ A **recent changes bulletin** to give you highlights of the recent changes to all sections of the Municipal Code of Chicago
- ❑ A **Case Law library** covering Illinois court decisions on zoning and land use issues. This will also eventually contain primers on legal and financial issues.
- ❑ A **News** page with interesting articles and links to other sources of Illinois Real Estate news.
- ❑ **Municipal Code Research** is available at an hourly rate. Need to know what the Municipal Code said in 1984? Call us at 312.644.7800.

<a href="#">Home Page</a>	<a href="#">Searching</a>	<a href="#">Other Resources</a>	<a href="#">Search Results</a>
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Contact Us Here

### ChicagoCodes.com Home Page

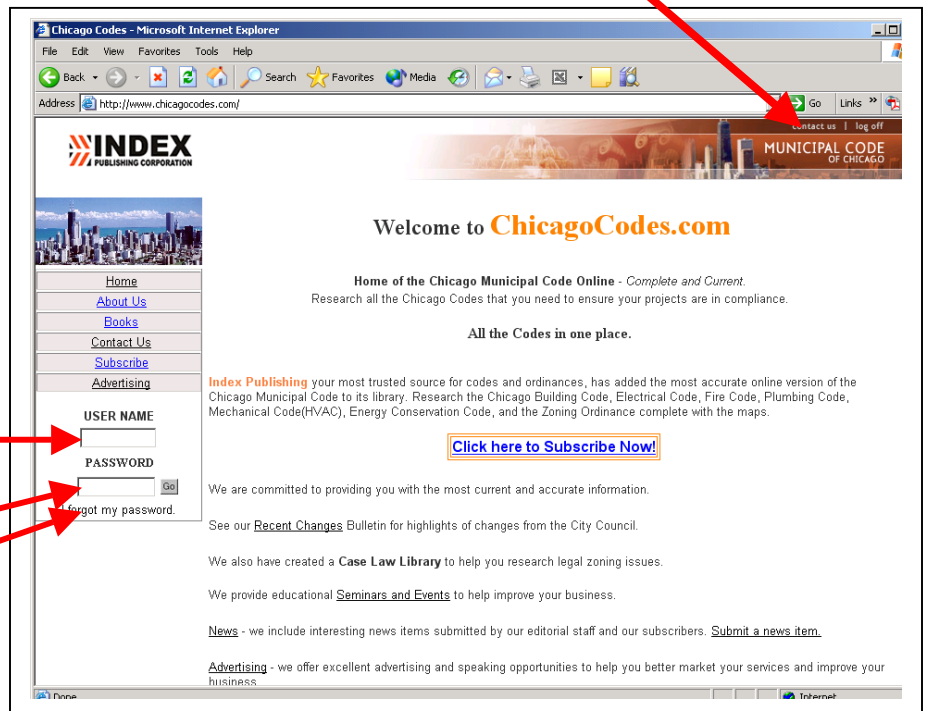
First, enter your User Name and Password to logon. If you are not yet a subscriber you can subscribe online by clicking either the “Subscribe” navigation item or the box in the center of the page.

Non-subscribers can view the Recent Changes, News and Seminars/Events pages. The other materials are only for subscribers.

User Name is your email

Your Password is the one you received in your confirmation email.

Forgot your password?



## ChicagoCodes.com Table of Contents (TOC)/Search page

### Scope of Data:

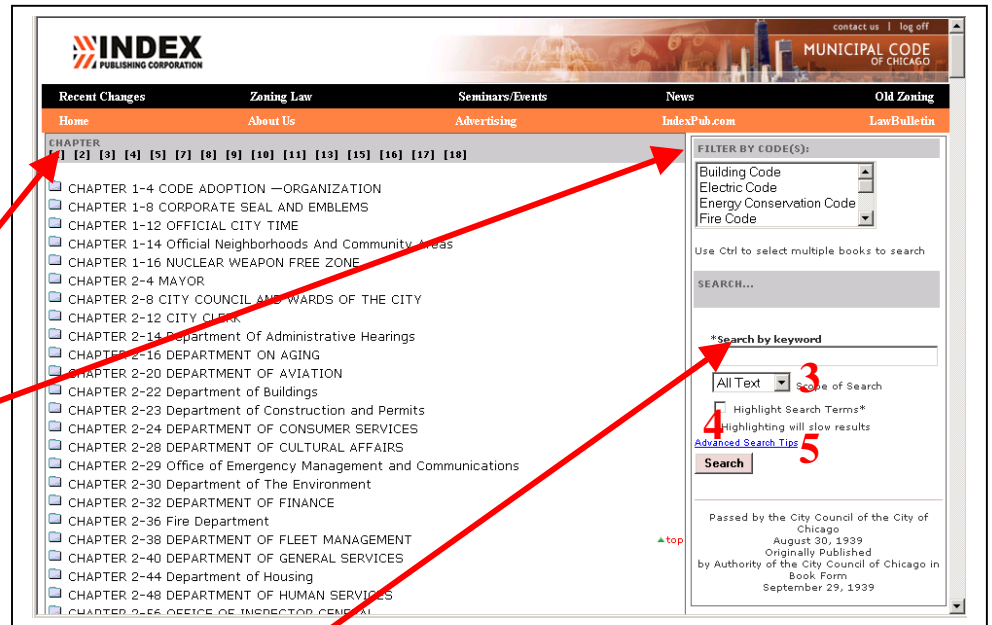
After you login you will be taken to the TOC/Search page. Your TOC is customized to default to the full scope of your subscription. If you subscribe only to Zoning then only Zoning contents items will appear. If you subscribe to Zoning and Building then all the sections from both books will appear.

### TOC Search:

Select a table of contents item and it will display all the sections in that Chapter. You can quickly get to the Chapter you wish to search using the Chapter links at the top.

### Content Search:

**1. Search within a particular ordinance** by “filtering” that book. For example, click on Electric Code and Fire Code and your search will be run only in those books. You can filter by two or more books using the Ctrl/select function.



**2. Select your key words** and enter them in the “**Search by keyword**” dialog box. The search is an exact match, so you should include several versions if you are uncertain, e.g., code or ordinance. You can search by stem terms using the \$ and % symbols. “%Term” returns all results that contain the stem term. “Term\$” returns only results with the stem term and appropriate endings. Also, you can search section numbers by typing the complete section number into the dialog box. For example, you need to include the subsection number – 18-27-4101.

**3. Search Areas.** You can choose where in the data you want to search for those keywords: All Text, Titles or History. All Text will search everything, except History. Titles will search only titles of Chapters and Sections. History will search only the History fields that contain the dates of passage and any amendments, e.g., 6-14-04.

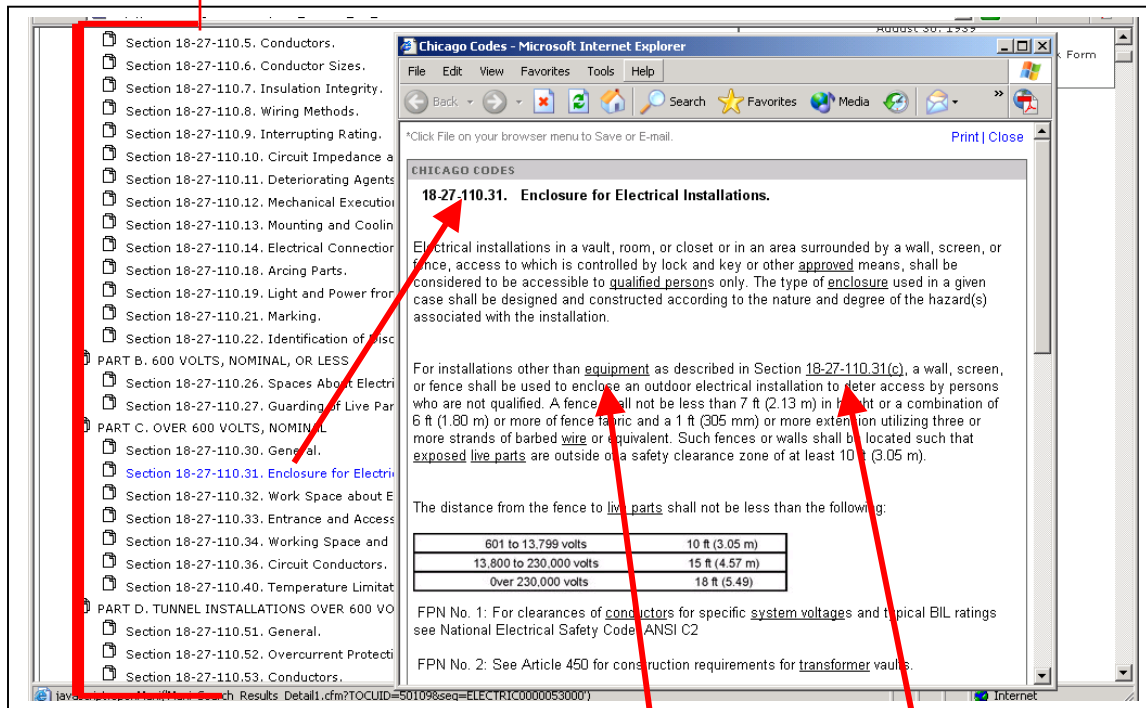
**4.** You may choose to **highlight your search** terms in the search results by checking the box.

**5. Search Terms.** The Advanced Search Tips will help you design effective searches using “or” and avoiding certain prohibited terms.

## Search Results

Your search results will appear in the left hand pane and clicking on each item will open up the section text in a separate window that you can print or email.

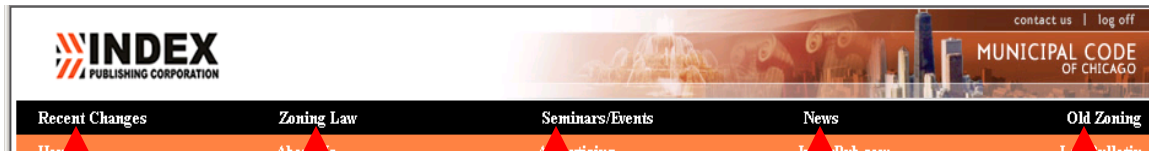
Search Results list from either TOC search or Keyword search.



We also provide cross-reference linking from definitions and related sections. By clicking on these links, that new linked section will appear in your popup window for your quick and easy reference. Your original search results are maintained.

## Other Resources

ChicagoCodes.com contains other valuable resources, including recent changes bulletins, zoning law, news, old zoning provisions and seminars/events.



**Recent Changes**  
Click here to see highlights from recent changes to all the codes in the Chicago Municipal Code.

**Seminars/Events**  
Click here to see a calendar of educational seminars and events

**Old Zoning**  
Click here to research the old zoning ordinance (pre-2004)

