

DeSoto County Permitting – Online Portal Registration

Contractors can register for access to DeSoto County's Online Citizen Self Service (CSS) portal here:

<https://desotocountyfl-energypub.tylerhost.net/Apps/SelfService#/home>

- The CSS portal is optimized for Internet Explorer. It does not work well with other browsers.

For registration to work correctly, please note the following:

1. The contractor must be registered to work in DeSoto County, with all information (state license, insurance, worker's comp, etc. up-to-date. If *any* of the information is expired, access will be limited. You will not be able to apply for permits or request inspections.
2. Only one email per contractor can be registered for access on the portal. The email used **must match what we have on file** as the contact email. Many contractors are choosing to use an email that is not specific to any employee, that every employee has access to, such as permits@yourcompany.com.
3. Each email can only be registered once on the CSS Portal. If your company has two or more individual qualifiers, each will need their own email address.
4. The information on the registration must match the *contractor*, even if it is the office staff using the portal. If the contractor's name is Joe Q. Contractor, when you register you will register as Joe Q. Contractor.
5. When you first visit the CSS portal, you will need to click the "sign up" link. Enter the email address your company has chosen to use, and has registered with us. You will receive an email with instructions for completing registration. Please, check your junk/spam folder if you do not receive it!

DeSoto County Building Department must have a copy of the Citizen Self-Service Portal Acknowledgment in the contractor's file, or no permits will be processed. This form must be signed by the contractor and notarized, and returned to the Building Department with a copy of a current Driver's License, State Issued Photo ID, or Passport.

If you normally choose to self-haul your Construction & Demolition Debris, you now have the option of keeping a "blanket" form on file in your contractor profile, rather than uploading a copy each time you apply for a permit.

*** You will automatically receive invoices, receipts, and inspection results to your email. Invoices can be paid on the CSS portal. Inspections can be scheduled on the portal as well.