



DeSoto County Development
Building Department
201 E Oak St, Suite 204
Arcadia, FL 34266
Ph: 863-993-4811
Fax: 863-491-6163

Lester Hornbake Jr., Building Official

Citizen Self-Service Portal Acknowledgment

I, _____, hereby acknowledge the following, in regards to using the DeSoto County Citizen Self-Service portal to apply for permits:

1. I will maintain my account and password in a confidential manner and will not share my access to the site with unauthorized persons.
2. I understand that I am solely responsible for any and all activity that occurs on my account, including, but not limited to, scheduling inspections, viewing inspection results, applying for permits, paying related fees, and submitting requested documentation. I will not hold DeSoto County liable for any unauthorized activity that occurs on my account.
3. If I believe unauthorized activity has occurred on my account, I will notify the DeSoto County Building Department immediately.

Contractor Signature

License #

Date

Signed and sworn before me on this _____ day of _____ by _____.
He/She is personally known to me or has provided _____ as identification.

Notary as to Contractor _____

***Please return this form, along with a government issued photo ID, to the DeSoto County Building Department.