

DeSoto County Permitting – Online Portal

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

<https://energocitizenaccess.tylertech.com/DesotoCountyFL/SelfService/>

Only certain permits can be applied for online at this time:

- Electrical Service Reconnect – Commercial or Residential
- Electrical Service Change – Residential (size for size repair/replacement)
- Mechanical, Pool Heater replacement – Commercial or Residential
- Mechanical, HVAC Change Out – Residential
- Plumbing, Water Heater Change Out – Commercial or Residential
- Roofing – Residential
- Manufactured Home – Pre-Inspection

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 company 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. 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 use Joe Q. Contractor as the name.
4. 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!

When applying for permits online:

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.

You **do not** need to fill out the paper application. Please fill out each section of the online application as completely as possible, including cost and scope of work.

You **do** need to upload a copy of the invoice or contract, which verifies the cost listed on the permit application.

You **do** need to upload NOAs, specs, installation details, etc., as necessary.

Staff will notify applicants of any deficiencies with their permit application; permits will not be processed or issued until all requested information is provided.

When entering contact information during the online application, you will enter your company as the contact for both owner and contractor. We will verify property ownership and correct as part of processing the permit for you.

*** 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.