



**DeSoto County Development
Building Department**
201 E Oak St, Suite 204
Arcadia, FL 34266
Ph: 863-993-4811
building@desotobocc.com

Lester Hornbake Jr., Building Official

Citizen Self-Service Portal Acknowledgment

I, _____, hereby acknowledge the following, with regard to using the DeSoto
Printed Name

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 _____, 20_____

by physical presence OR online notarization, _____
Signature of contractor

He/She is personally known to me or has provided _____ as identification.

Notary as to Contractor _____
Signature of Notary

State of _____

County/Parish _____

Notary Seal

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