



CITY OF PORTLAND
Permitting and Inspections Department

How to Register for Citizen Self Service

- Open a web browser and go to css.portlandmaine.gov
(Please use the browser of your choice. If you encounter any issues contact permitting@portlandmaine.gov for assistance)



- Click the [Login or Register](#) Button
- Click on the link “Don’t Have an Account Yet? Register Here” to register with the Citizen Self Service Portal
- Enter your valid email address and click “Next”
- Go to your email account and find the confirmation email. Click the “Confirm” link in the body of the email and you will be redirected to the CSS website. Note: The email will be from noreply@portlandmaine.gov. Be sure to check your Spam folder.
- Enter all fields marked with *
- Click the “I’m not a Robot” box and complete the verification challenge.
- Click Submit.
- Enter your personal information (required fields marked with *). Note: The contact method you choose in the “Contact Preference” field is the one that city permitting staff will use to communicate with you regarding permits and other actions. Email is preferred.
- Enter your address information (required fields marked with *)

Congratulations, you are now registered with the City of Portland’s Citizen Self Service portal and can proceed to applying for permits!