



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

## **How to Register for Citizen Self Service (CSS)**

- Go to [css.portlandmaine.gov](https://css.portlandmaine.gov) using the [Google Chrome](#) browser (this can be downloaded to all major operating systems including on Macs). Contact [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) if you need assistance.



- Click the [Login or Register](#) Button
- Click on the link “Don’t Have an Account Yet? Register Here.”
- 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](mailto: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!