



Permitting and Inspections Department
Michael A. Russell, MS, Director

How Do I Use Citizen Self-Service?

Training Session: Wednesday, July 11, 2018, 6:00 pm – 8:00 pm

The Planning and Urban Development Department and Permitting and Inspections Department invite you to join us for an informational session to learn about Citizen Self-Service (CSS), the City's new online permitting and planning submission system. The session will cover the following topics:

- **How to register with CSS**
- **How to apply for a permit or site plan**
- **How to view your current projects and pay invoices and schedule inspections**
- **How to apply for subpermits and subplans**
- **How to find general information about plans, permits and inspections**
- **How to upload files to ePlan and eReview**

Who should attend?

- **Building contractors, electricians, plumbers**
- **Architects, engineers or other design professionals**
- **Property owners and business owners**
- **Real estate professionals or others who want to learn how to navigate the online system to find permitting and planning information**
- **Anyone else who may be applying for a site plan or building permit**

For more information or to register, please contact Keri Ouellette at kouellette@portlandmaine.gov or (207)756-8142.