CITY OF PORTLAND
Permitting and Inspections Department

Instructions for Submitting Permit Applications Online

Effective April 2018, the Permitting Division can no longer accept building permit applications via fax, email, regular mail, or in person. Please follow these instructions for submitting online.

- All building, fire permits, electrical, plumbing, and HVAC permits must be submitted online via the City of Portland's Citizen Self Service (CSS) portal.
- If you do not already have a CSS account, see instructions on registering with CSS.
- Determine the correct permit type and checklist for your project, and verify that you have compiled all the required drawings and documents.
- In your CSS account, click the Apply button. Choose the permit type, and follow the online prompts to fill out the fields. Fields marked with a red asterisk are required.
- When adding the project location, be aware that the street address does not always match the Parcel ID. Use the assessing database to research the correct parcel and address for the property.
- **Attachments must be compiled into two PDF files** -- one file containing **all** drawing sheets, and a second file containing **all** supporting documents.
    - Name the files "Drawings" and "Documents."
    - Include a graphic scale or reference on each drawing sheet.
    - Professionally-drawn plan sets should be bookmarked (label pages by category, sheet number, and description), and should contain a code analysis sheet addressing all applicable codes, including MUBEC, NFPA, and Chapter 10 of Portland's ordinance .
- Review your application and submit. Once submitted, you cannot make changes to your application from the CSS portal.
- Intake staff will review your application for completeness and contact you if anything is missing. When the application is complete, you will receive an email notice of the invoice, which is payable through the CSS portal. The invoice must be paid before the permit will be issued.
- Technical staff will review your application for compliance with codes. If revisions are required, you will receive an email notification to view the mark-ups through CSS. See instructions for submitting revisions. **Please be sure to upload the entire drawing set and/or document set, and not just the revised page(s)**. The previous version of the set will be overwritten in the system.
- When the permit is issued, you will receive an email notification.
- Contact the Permitting and Inspections Department with any questions, at (207) 874-8703 or permitting@portlandmaine.gov.