1. Log in to the Citizen Self Service Portal (CSS) and click the Search icon.

2. Enter the master building permit number or address in the “Search Keywords” field and click Search.

3. Click the master building permit number.
4. Click the “Sub-Records” icon.

5. Click “Apply” and the system will guide you through the application process.

NOTE: It is not necessary to enter an address as the address associated with the master permit will automatically attach to the sub-permit. Click “Next.”
6. Enter the required Permit Details and click “Next.”

7. Click the “Add Contact” box to enter the contractor associated with the sub-permit. Click “Next.”
8. Upload any necessary document(s) by clicking on Add Attachment. Click “Next.”

**ATTACHMENTS**

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

![Add Attachment]

Uploaded via CSS

File Name: Copy of automation list.xlsx
File Size: 23.76 KB

![Remove]

**Attachments**

Attachment 1

Copy of automation list.xlsx

![Submit]

[Need help? Permits (407) 571-0433 | Business Tax Receipts (407) 571-8116]
9. A permit number is generated, however, the permit is officially issued once the permit is paid. Click “Pay Now” and then “Check Out.”

10. Enter your payment information then click “Make Payment.”