



# City of Marco Island

## Citizen Self Service Portal – Registration

Marco Island, FL has provided the Citizen Self Service (portal) in accordance with Florida Statutes 23.22; 468.604(4); and 668.001 – 668.006.

Citizen Self Services for Building Permits and Growth Management is located at the city website.

Path: [www.cityofmarcoisland.com](http://www.cityofmarcoisland.com) > Our Government > Citizen Self Service > Building Services

Portal accounts may be authorized for the following types of users (check applicable type):

- Contractor – *license holder* - Must also have contractor license registered with the city.
- Design professional – *license holder* – attach copy of license
- Permitting service – business owner
- Owner/Builder – will be verified by permitting team
- Developer/Business owner/Applicant – will be verified by Growth Management

Two step process:

- 1) Register at the portal.
- 2) Submit this form to: [permitdesk@cityofmarcoisland.com](mailto:permitdesk@cityofmarcoisland.com)

Account Holder Name/Company Name: \_\_\_\_\_

Portal Authorized Emails:

- Initial Registration
- Update – adding users
- Update – replacing users


\*E-mail for automated permit system notices: \_\_\_\_\_

*\*Only one e-mail may be used for automated system emails.*

By completing this form, I am acknowledging that it is my responsibility to monitor my portal account and maintain the security of login credentials of my Citizen Self Service portal account. This includes changing the password periodically and notifying the city when an account needs to be removed.

\_\_\_\_\_  
Print Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_, who is  personally known to me, or  has produced \_\_\_\_\_ as

identification, by means of  physical presence or  online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary