



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 > Our Government > Citizen Self Service > Building Services

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

- Contractor – Existing Portal Account - Use this form to adjust your approved email user list.
- New contractor with Marco Island – Use the [Contractor Registration Form](#) instead.
- Design professional – *license holder* – Attach copy of license.
- Permitting service – Business owner
 - Owner/Builder – Use the [Owner Builder Form](#) instead.
- Developer/Business owner/Applicant – Will be verified with Growth Management.

Two-step process:

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

Account Holder Name: _____

License Holder Name (if the account is linked to a license holder): _____

Company Name: _____

Portal Authorized Emails:

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

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