

# Instructions for Registering and Using the Online Permit Portal (CSS)

## Citizen Self Service (CSS) Portal

You are required to create a new account on the CSS portal, even if you had an user account on the previous portal.

### Welcome to Our New Citizen Self Service (CSS) Portal

Save yourself a visit to the Permit Office!

Within minutes residents, contractors and developers can apply for permits, submit plans, pay invoices, schedule inspections, see your inspection results and more!

Our new site is more user friendly than the previous Citizen Access Portal (CAP). If you have any questions please feel free to contact us via email [PublicWorks@deerparktx.org](mailto:PublicWorks@deerparktx.org) or call us at 281-478-7270.

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Who can pull a permit?

Information for Contractors

Do I need a permit?

Online CSS Portal

Click on the downward arrow and choose "register"

Good Afternoon, Guest

Home Apply Today's Inspections Map Report Pay Invoices Calendar Search

Welcome to the new City of Deer Park, Texas Citizen Self Service (CSS) app! For a How To Guide please visit: <https://www.deerparktx.gov/CSS>

## City of Deer Park, Texas Citizen Self Service App



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Apply

This tool can be used to apply for a permit, plan or license.



### Request Inspection

Click here to request an inspection on an existing record.



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Pay Invoice

Use this tool to pay for individual invoices.

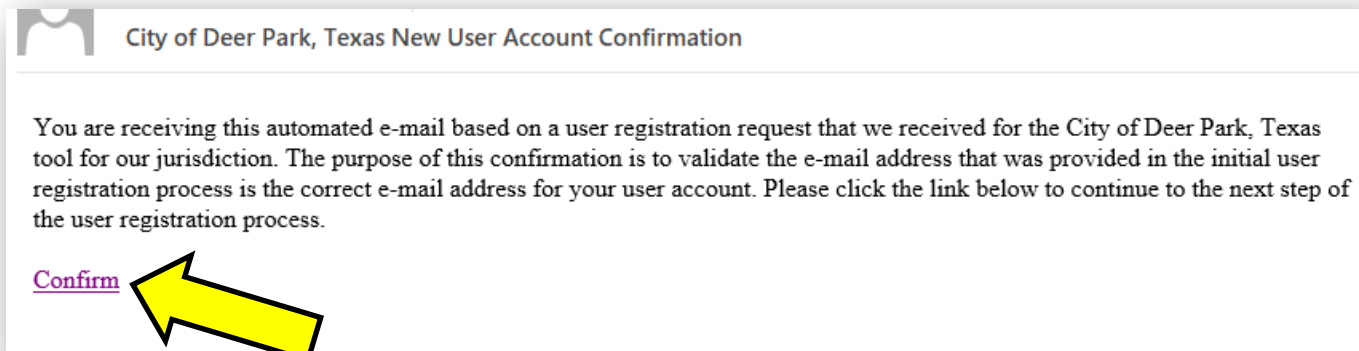


### Map

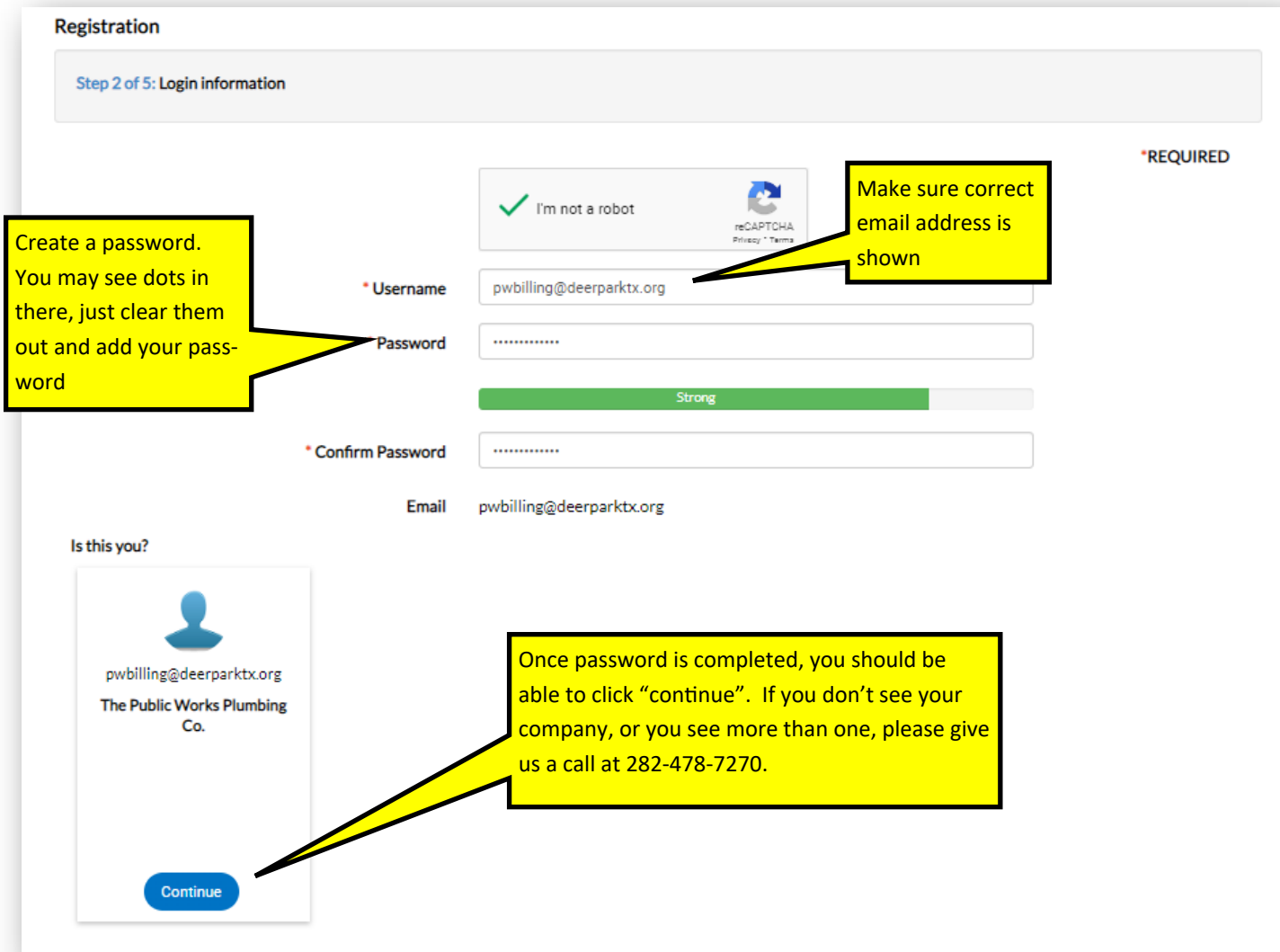
Explore the map to see the activity occurring in your neighborhood.

You will be prompted to enter your email address. You will then need to check that email account, where you will receive an confirmation email, simply click “Confirm” on the email you received.

**IMPORTANT: If you were registered with our previous online portal, you must use the same email address as before, and the company name MUST be entered exactly as we have it our system. If you aren’t sure, give us a call at 281-478-7270 and ask us to look up how you are listed in our system. Not doing this step will mean you won’t see any of your previous permits, invoices, inspections, etc.**



Once you click on “Confirm’ in the email that was sent to you, you will be brought to the screen below.



Fill out the required information and click on "next". On last screen choose "submit".

Registration

Step 3 of 5: Personal Info

First Name

Middle Name

Last Name

Company

\* Contact Preference

\* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

Registration

Step 4 of 5: Address

\* Address

City

State

Zip Code

Registration

Step 5 of 5: Signature

Please complete a digital signature to confirm that you will comply with all terms listed on the EnerGov Citizen Self Service application found at: <http://www.deerparktx.gov/DocumentCenter/View/1581>

\* Please type your name as consent to electronically sign this registration.

Enable Type Signature

Kathy Holcomb  
October, 14 2022

Now that you are logged in, you should see your name at the top right of the screen.

Now you can choose from the icons in the white boxes, or from the top toolbar, what you would like to do: apply for a permit, pay an invoice, request an inspections, etc.

Good Afternoon, Kathy Holcomb

Home Dashboard Apply View My Work Today's Inspections Map Report Pay Invoices Calendar Search

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## City of Deer Park, Texas Citizen Self Service App

- My Account**  
Click here to access your account information.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- Request Inspection**  
Click here to request an inspection on an existing record.
- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Pay Invoice**  
Use this tool to pay for individual invoices.
- Map**  
Explore the map to see the activity occurring in your neighborhood.
- CSS User Guide**  
How-to
- HCAD Website**  
Link to HCAD Tax Records
- City of Deer Park, Texas Website**