



**ENERGOV**

# Citizen Self Service (CSS)

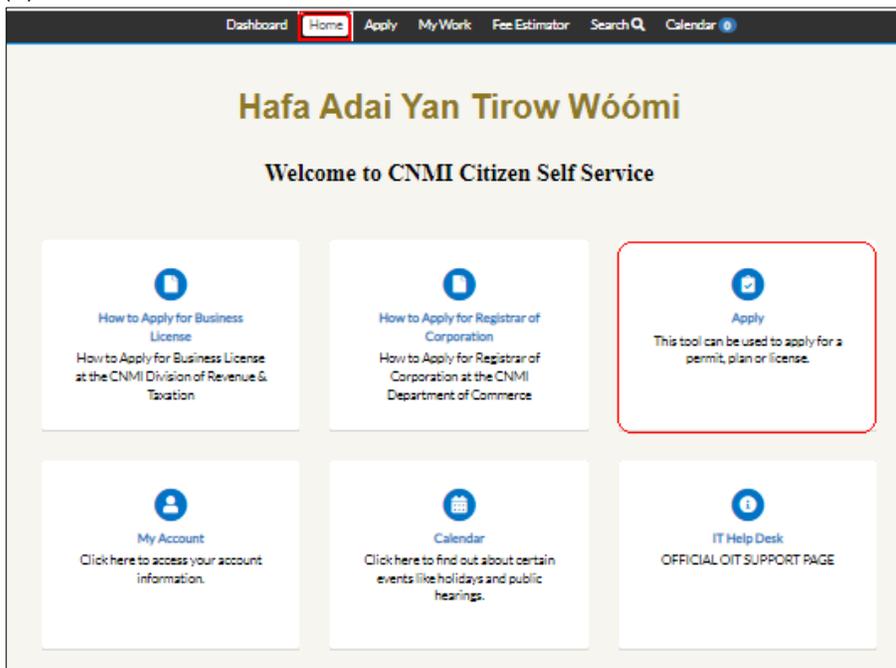
How to apply for a permit



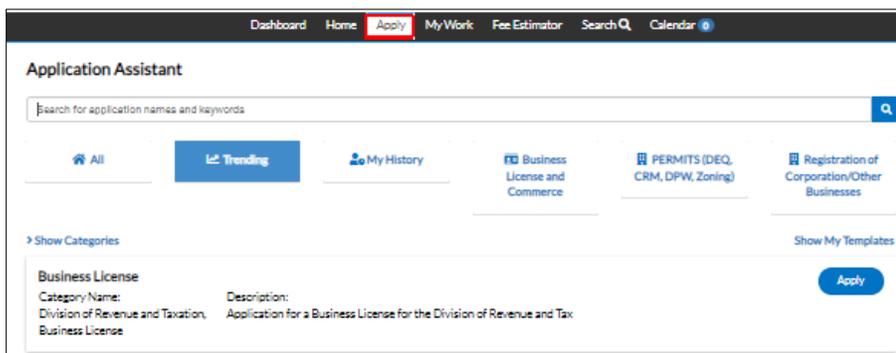
# Applying for a Permit

1. Visit [https://egov.dof.gov.mp/EnerGov\\_Prod/SelfService](https://egov.dof.gov.mp/EnerGov_Prod/SelfService).
2. If you will apply a permit for the first time, make sure that you have a registered account in CSS.  
*Note: You may read the CSS-001 How to Register guide.*
3. After logging into your account, at the top menu, you have an option to (1) click the “**Home**” tab and look for the “**Apply**” tile, or (2) click the “**Apply**” tab.

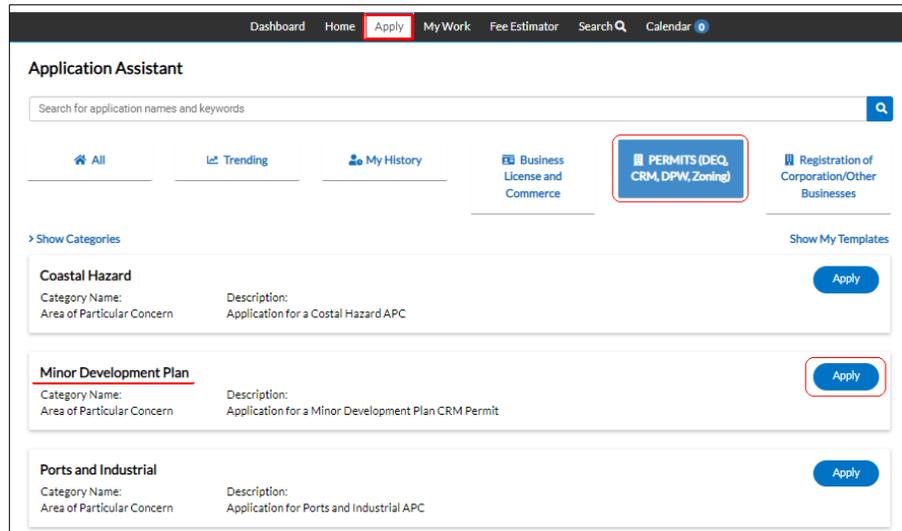
(1)



(2)



4. Click the “**Permits**” filter directly below the application assistant.
5. Find the permit that you will apply.
6. Click the blue **Apply** button on the right portion of the permit.



\*\*\*We will be using Minor Development Plan permit as an example.

## 7. LOCATION

a. Click “**Add Location +**” then input location details.

b. You may see a warning, “No application level map settings found.” Just click “**Close**”.

c. Click “**Enter Manually**” to write your address

*Note: For now, you cannot use any other ways to add location aside from the information given above.*

d. Click **Save**.

e. Click **Next**

## 8. TYPE

- Fill out the required fields marked by a **red** asterisk\*.
- Click **Next**.

Apply for Permit - Minor Development Plan \*REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

\* Permit Type Minor Development Plan

\* Description |

Back Create Template Save Draft Next

## 9. CONTACTS

- Click “**Add Contact +**” to any **REQUIRED** contacts.
- Click “**Enter Manually**” to write the contact details. Click **Submit**.

*Note: For now, you cannot use any other ways to add contacts aside from the information given above.*

*You may add or remove contact details as needed.*

- Click **Next**.

Apply for Permit - Minor Development Plan \*REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

Applicant

Juan Miguel Borja (You)  
Juan Miguel PetShop  
2nd Floor Horiguchi Building,  
Garapan, Saipan

Authorized Representative Add Contact REQUIRED

Contractor Add Contact REQUIRED

Select Type Add Contact

Back Create Template Save Draft Next

## 10. MORE INFO

- Fill out the required fields marked by a **red** asterisk\*.
- Click **Next**.

Apply for Permit - Minor Development Plan \*REQUIRED

✔  
Locations

✔  
Type

✔  
Contacts

4  
More Info

5  
Attachments

6  
Signature

7  
Review and Submit

**MORE INFO**

**Notice to the Applicant** [Top](#) | [Main Menu](#)

It is the responsibility of the applicant to submit all required supporting documents to DCRM. DCRM regulations for APC Permits require that the following **MUST** accompany every application otherwise application will be deemed incomplete and RETURNED. Once completed, a pre-application conference shall be held to discuss the proposed activity and to provide the applicant with information pertaining to the CRM program goals, policies and requirements and to answer questions the applicant may have regarding the CRM program and its requirements. The applicant shall file an original DCRM application with exhibits and attachments and one digital copy thereof. CRM permit applications shall be filed at the DCRM office in Saipan. Proposed projects on Tinian or Rota may be filed at the respective DCRM Branch office on Tinian or Rota, or may be filed at the DCRM office in Saipan. Your application will be thoroughly reviewed by DCRM technical advisors. You will be notified if additional information is required to complete this review. To avoid delays in processing your permit application, you are strongly encouraged to fully provide all necessary information and to adhere to all Coastal Resources Management Program requirements.

Number of Days Under Review

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\* Name of the Project

## 11. ATTACHMENTS

- Attach the required documents in pdf format.
- You may also attach other documents in different suggested file type (pdf, jpeg, etc.) such as card, ID, etc. (See picture below)
- Click **Next**.

*Note: Wait for the files to be saved.*

Apply for Permit - Minor Development Plan \*REQUIRED

Locations  Type  Contacts  More info  **Attachments**  Signatures  Review and Submit

Attachments

Agent Authorization Form

Add Attachment

+

Supported: .pdf

REQUIRED

Business License

Add Attachment

+

Supported: .pdf

REQUIRED

Site Vicinity Map

Add Attachment

+

Supported: .pdf

REQUIRED

Vessel Registration Card(s)

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tif, .doc, .docx, .xls, .xlsx, .text, .dwg, .cwg, .rtf, .dxf, .dxf...

Back
Create Template
Save Draft
Next

Select Type

- Agent Authorization Form
- Business License
- Compensatory Mitigation Plan
- DFW Clearance
- DLNR Clearance
- Merchant Marine Card
- SCUBA Instructor ID
- Site Vicinity Map
- STATEMENT OF DISCLOSURE AND APPLICANT AGREEMENT TO Supplemental Documents
- Temp. buoy placement plans including coordinates
- Vessel Registration Card(s)

Saving Files

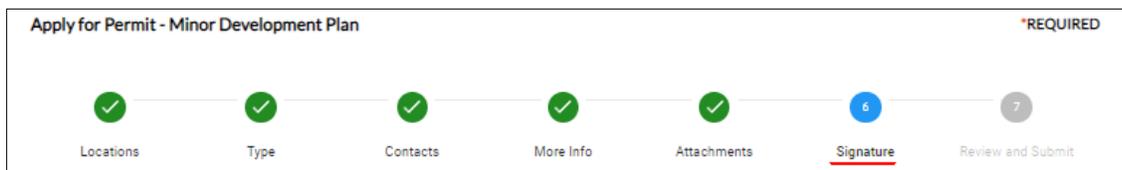
Agent Authorization_v1.pdf	47%
Business License_v1.pdf	45%
Site Vicinity Map_v1.pdf	45%
Vessel Registration_v1.pdf	0%

## 12. SIGNATURE

- In the Signature Page, type your **name** as consent to electronically sign the registration form.
- You have an option to (1) drag the button of “Enable Type Signature” from left to right, then type your full name, **or** (2) you may draw your signature directly in the space provided by using your mouse, keyboard touchpad, smart touch pen, and the likes.

**Note:** If you choose option 2 and you are not satisfied with the drawing of your signature, you may click “**Clear**” then sign again. You can only choose one option.

- Click **Next**.



### Option 1

Registration

Step 5 of 5: Signature

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

Enable Type Signature

Juan Miguel Borja  
October, 19 2022



### Option 2

Registration

Step 5 of 5: Signature

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

Enable Type Signature

Juan Miguel Borja  
October, 19 2022



### 13. Review and Submit

- a. Review carefully all the information that you entered.
- b. Click **Submit**.

Apply for Permit - Minor Development Plan \*REQUIRED

Progress: Locations ✓, Type ✓, Contacts ✓, More Info ✓, Attachments ✓, Signature ✓, **7** Review and Submit

**Submit**

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Locations

Location	2nd floor Horiguchi Building, Garapan...
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**NOTE:**

TO REQUEST SUPPORT: Please see the official OIT Support Page at <https://finance.gov.mp/support>