



Apply for a Sub-Plan or Sub-Permit

- Login to [Citizen Self Service](#)
- On your dashboard select the **Active or Recent** circle and then click on your blue Plan or Permit ID number.
- Click the **Sub-Records** button
- **Scroll down** to see any additional Plan or Permit applications needed. You will notice a blue Apply button if your application requires additional sub-records.
- Click the blue **Apply** button. (*If you find red text stating *“The case you are applying for cannot be created due to business process prerequisites.”* then your review process is not ready for you to apply for your sub-records. **Please wait for an email prompting you to apply.**)
- Follow the same application process.

The purpose of this process is to ensure all your applications relating to the same project are linked.

The screenshot shows the City of Portland Citizen Self Service interface. At the top left is the city seal and logo. The header includes the text "City of Portland Citizen Self Service" and a user greeting "Good Morning, Guest". A navigation bar contains links for Home, How do I..., Before I Apply, Map, Invoice Payment, City Website, Search, Help, and Calendar. The main content area displays details for Plan Number PL-000207-2018, including tabs for Plan Details, Tab Elements, and Main Menu. A table lists key information:

Type: Site Plan - Level III Site Plan	IVR Number: 102899	District: N/A
Status: Approved by Board with Conditions	Apply Date: 06/20/2018	Project Name:
Description: Construction of 2,400 space parking structure (ground level plus 8 tiers) plus 52 surface parking spaces and associated site improvements.	Assigned To: Donaldson, Nell	Complete Date:

At the bottom, a row of buttons allows navigation between different sections: Locations, Inspections, Fees, Sub-Records (highlighted), Attachments, Contacts, Submittals, Holds, Meetings, and More Info.