

City of Centerville Citizen Self-Service (CSS)

User Guide



City of Centerville CSS – User Guide

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How to Register on CSS

STEP 1: Click “Sign Up”

City of Centerville, Ohio Online Permit System

Good Morning, [Guest](#)

Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

Welcome

Welcome to Self Service!



Search Permits
This tool can be used to search for existing permits.



Search Plans
This tool can be used to search for existing plans.



Search Inspections
This tool can be used to search for inspections associated with permits.

Not a Member? Register.
Create a new account now - click Sign Up to get started.

[Sign Up](#)

Today's Inspections
View the jurisdictions' scheduled inspections by date.

[View](#)

Log In
Log in with an existing account.

[Log In](#)

STEP 2: Add your email address and click “Next”. Please remember that this address will receive all CSS notifications.

City of Centerville, Ohio Online Permit System

Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 📅

Registration

Step 1 of 3: Email Address

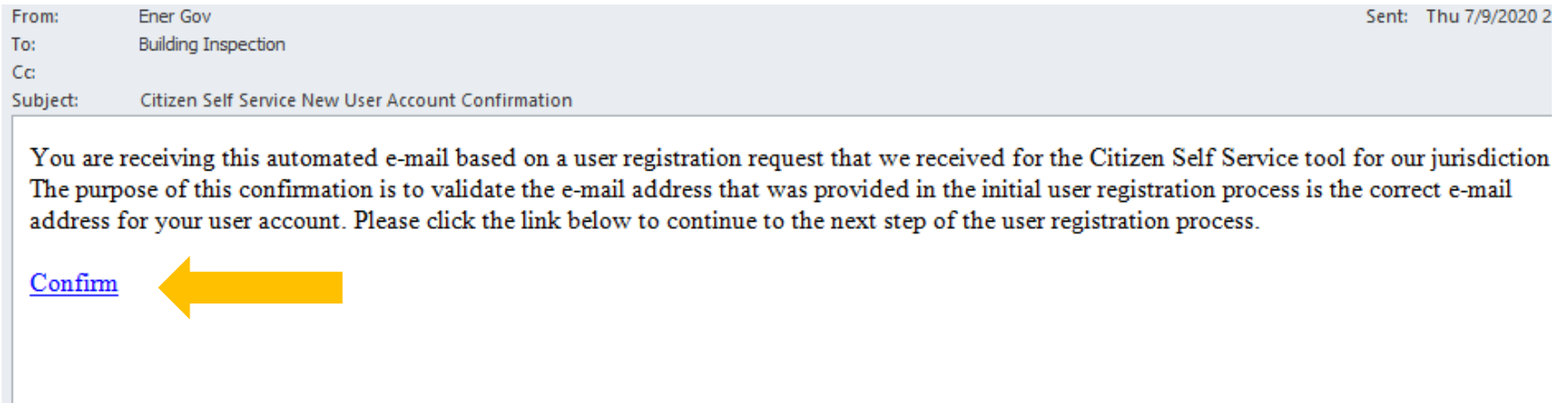
Your e-mail address is your username.

Email

← "Next"

STEP 3: Please check your email for a message from css@centervilleohio.gov. (Tip: If you do not receive this email, check your junk/spam folders.)

STEP 4: Once in your email, click the “**Confirm**” link.



STEP 5: By confirming your email, you will be automatically prompted back into the CSS portal. “Confirm Password”, then “Next”

Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot



* Username

* Password

* Confirm Password



Email youremail@youremail.com

Next



STEP 6: Fill out the fields as indicated, then “Next”

Note: If you are associated with a company, please add the name of your company. You may also provide your phone number by clicking “Additional Contact Information”.

Registration

Step 3 of 4: Personal Info

Fill out required fields.



*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

--Select Contact Preference--



* Email Address

youremail@youremail.com

Additional Contact Information

Next

“Next”



STEP 7: Fill out your address information, then click “Submit”.

Registration

Step 4 of 4: Address

Fill out your address information.

REQUIRED

Country Type

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Unit Suite or Apt

City

State

Postal Code

County

* Address Type

Submit

How to Apply for a Permit or Plan

STEP 1: Click “Log In”.

City of Centerville, Ohio Online Permit System

Good Afternoon,

- Centerville Documents ▾
- Home
- Map
- Report
- Fee Estimator
- Pay Invoices
- Search 🔍
- Help ?
- Calendar 📅

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View

Log In
Log in with an existing account.

Log In

STEP 2: Log In your credentials.

City of Centerville, Ohio Online Permit System

Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

Log In

* Email Address

* Password

Remember Me

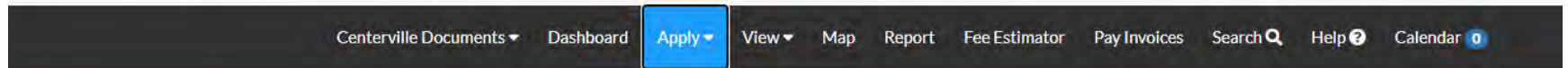
Log In

Register

[Forgot your password?](#)
[Switch jurisdiction?](#)

STEP 3: Click “Apply” as indicated.

City of Centerville, Ohio Online Permit System



STEP 4: Choose either “Permit” or “Plan” module, then click the “All” tab.

City of Centerville, Ohio Online Permit System

Centerville Documents ▾ Dashboard **Apply ▾** View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 0

PERMITS ←

- › Residential Building - New Structure
- › Commercial Building - New Structure
- › Commercial Building - Addition
- › Commercial Building - Alteration, Remodel, Repair
- › Commercial Building - Demolition
- › All (119) ←

PLANS ←

- › Planning - Conditional Use
- › Planning - Development Plan, Final
- › Planning - Development Plan, Preliminary
- › Planning - Landmark, Demolish
- › Planning - Landmark, Designate
- › All (13) ←

STEP 5: Choose a “Category” Tab from the Left side or scroll down until the correct application is found.

STEP 6: Click “Apply”.

City of Centerville, Ohio Online Permit System

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 📅

Permit Application Assistant

Categories

- All 119
- Building 25
- Electrical 19
- Fuel Gas 8
- Mechanical 16
- Plumbing 10
- Public Works 12
- Zoning 29

Building : Residential Building - New Structure Application for Building Approval Categories Main Menu	Apply
Building : Commercial Building - New Structure Application for Building Approval Categories Main Menu	Apply
Building : Commercial Building - Addition Application for Building Approval Categories Main Menu	Apply
Building : Commercial Building - Alteration, Remodel, Repair Application for Building Approval Categories Main Menu	Apply

STEP 7: Add the “Location”, click “Next” located at the bottom right.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

Apply for Permit - Commercial Building - Demolition *REQUIRED

1 Locations 2 Type 3 Conditions 4 More Info 5 Attachments 6 Summary

LOCATIONS

Location ▾

Add Location

+

REQUIRED

Save Draft Next

STEP 8: Type in the address, then search. From the list, select the correct address and click the **“Add”** button. (Tip: Only enter the number and the first few letters of the street and click search for results to populate.)

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 0

◀ Back to Application

Add Location

Address Parcel

Add Address As Location ▾

Search Enter Manually

Address Information

Search 100 🔍

Address	Action
100 - , Centerville, OH 45458	Add
100 BETHEL RD, Centerville, OH 45458	Add
100 CHASE DR, Centerville, OH 45458	Add
100 DALE RIDGE DR, Centerville, OH 45458	Add
100 E FRANKLIN ST, Centerville, OH 45458	Add



Click **“Next”**. (Tip: You can only apply for one location per application.)

The screenshot shows the application interface for 'Apply for Permit - Commercial Building - Demolition'. At the top is a navigation bar with links: Centerville Documents, Dashboard, Apply, View, Map, Report, Fee Estimator, Pay Invoices, Search, Help, and Calendar. Below the navigation bar is a progress indicator with six steps: 1. Locations (active), 2. Type, 3. Images, 4. Parcel Info, 5. Attachments, and 6. Summary. A 'REQUIRED' label is positioned above the progress indicator. Below the progress indicator is the 'LOCATIONS' section, which contains a card for a location. The card displays the following information: Type: Location, Montgomery 100 -, Centerville, OH., 45458, Main Address (checked), Parcel Number O68 00136 0009, and Main Parcel (checked). There is a 'Remove' button at the bottom of the card. To the right of the card is a blue button with a white plus sign and the text 'Add Location'. Below the 'LOCATIONS' section is a 'Save Draft' button and a 'Next' button. A yellow arrow points to the 'Next' button.

STEP 9: Enter a brief description of the work. **If required**, please add the valuation, then click **“Next”**.

Note: All building and Trade permits require a “Valuation”, this number should reflect the value for materials and labor for the scope of labor.

Apply for Permit - Commercial Building - Demolition

*REQUIRED



PERMIT DETAILS

* Permit Type

Description

* Valuation

← **“Description”**

← **Tip: Use only numbers, do not use any special characters; “\$” or “.”**

Back

Save Draft

Next



STEP 10: If you wish to add a contact other than the “Applicant”, click “Add Contact”. Otherwise, click “Next”.

Apply for Permit - Commercial Building - Demolition

*REQUIRED



CONTACTS

Applicant

Derek Spurling (You)

100 W. Spring Valley,
Centerville, OH, , 45458

Applicant

Add Contact

Back

Save Draft

Next



STEP 11: Please check all the appropriate boxes and enter the required information, then click “Next” at the bottom of the page.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 0

Apply for Permit - Commercial Building - Demolition *REQUIRED

Progress: 1. Locations ✓ 2. Type ✓ 3. Contacts ✓ 4. More Info 5. Attachments 6. Summary

MORE INFO

General Info [Next Section](#) | [Top](#) | [Main Menu](#)

1. New Structure

<input type="checkbox"/>	Footing/Foundation
<input type="checkbox"/>	Complete Structure
<input type="checkbox"/>	Shell Only
<input type="checkbox"/>	Tenant Finish

2. Addition to Structure

<input type="checkbox"/>	Footing/Foundation
<input type="checkbox"/>	Complete Structure
<input type="checkbox"/>	Shell Only

STEP 12: Please “Add Attachments”, then click “Next”.

Note: This is where Construction, Planning/Zoning, Engineering Documents are uploaded for Plan Review.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 📅

Apply for Permit - Commercial Building - Demolition *REQUIRED

Locations Type Contacts More Info Attachments Summary

Attachments

click or drag files

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back Save Draft Next

STEP 12: Please review your information, then click “Submit” at the bottom of the page.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 📅

Apply for Permit - Commercial Building - Demolition *REQUIRED

✔
Locations

✔
Type

✔
Contacts

✔
More Info

✔
Attachments

ⓘ
Summary

Locations

Location 1	100 - , Centerville, OH , 45458
Location 2	068 00136 0009

Basic Info

Type	Commercial Building - Demolition
Description	
Valuation	12345
Applied Date	07/10/2020

Contacts

Contact 1	Derek Spurling 100 W. Spring Valley , Centerville, OH , 45458
------------------	--

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Estimated Fees

Fee	Amount
Demolition Permit Fee (Commercial)	\$50.00
State Surcharge - Demolition	\$1.50

Save Draft

Submit

←

After you click “Submit”, you will receive a similar statement with general information.

Note: Some permits may require payment at time of application, while other permits may require a review first.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: BLDC-000044-2020

- Permit cannot be printed at this time. Permit has not been issued.

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building - Demolition	IVR Number:	14381	Applied Date:	07/10/2020
Status:	Submitted - Online	Project Name:		Issue Date:	
District:		Assigned To:		Expire Date:	
		Valuation:	\$12,345.00	Finalized Date:	
Description:					

Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

How to View Invoices and Receipts

STEP 1: “Log In” to your account.

City of Centerville, Ohio Online Permit System

Go

Centerville Documents ▾

Home

Map

Report

Fee Estimator

Pay Invoices

Search 🔍

Help ?

Calendar 📅

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Sign Up

Today's Inspections

View the jurisdictions' scheduled inspections by date.

View

Log In

Log In with an existing account.

Log In

STEP 2: Click on “Dashboard”. Then scroll down the page, click on “View My Invoices”.

City of Centerville, Ohio Online Permit System



My Inspections

Requested	Scheduled	Closed
0	2	19
	Energy Efficiency 1	Right of Way P... 5
	Building Rough 1	Right of Way P... 4
		Other 10

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	2	\$451.50	Add To Cart
Total	2	\$451.50	Add To Cart

[View My Invoices](#) (highlighted with a yellow arrow pointing to it)

STEP 3: From the “My Invoices” list, select the invoice number to view the details.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

My Invoices

Unpaid Paid Voiced

Search for invoice number, case number, or address 🔍

Exact Match

Display All Invoices ▾ [Export](#) Sort Amount Due ▾

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-0000072	\$51.50	Invoiced, Past Due	ELEC-000043-2020	100 - Centerville, OH 45458	<input type="checkbox"/>
INV-0000065	\$400.00	Invoiced, Past Due	P-2020-0016	100 GRAYWOOD CT Centerville, OH 45458	<input type="checkbox"/>

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

[Add To Cart](#)

Select the Invoice number

From the Detail Screen, you may view the Primary Fees, Misc. Fees, Payments, Attachments, and Contacts.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 1

◀ Back

Invoice Number: INV-00000071

Invoice Status: Paid In Full	Invoice Date: 07/06/2020	Invoice Due Date: 07/06/2020
Invoice Total: \$781.72	Invoice Description: NONE	

- Primary Fees
- Misc Fees
- Payments
- Attachments
- Contacts

Primary Fees

Sort Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Plan Review Fee - Staff	\$163.35	\$0.00	BLDC-000042-2020	Permit	
Plan Review Surcharge Fee - Staff	\$4.90	\$0.00	BLDC-000042-2020	Permit	
State Surcharge - Commercial	\$17.20	\$0.00	BLDC-000042-2020	Permit	
Valuation Fee	\$573.50	\$0.00	BLDC-000042-2020	Permit	

Results per page 10 ▾ 1 - 4 of 4 << < 1 > >>

If you click the “Payments” button, you will see the receipt number along with other payment information.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 1

◀ Back

Invoice Number: INV-00000071

Invoice Status: Paid In Full Invoice Date: 07/06/2020 Invoice Due Date: 07/06/2020
Invoice Total: \$781.72 Invoice Description: NONE

Primary Fees Misc Fees **Payments** Attachments Contacts

Payments Sort Receipt Number ▾

Receipt Number	Status	Transaction Type	Payment Type	Payment Amount	Payment Date
REC-000065-2020	Complete	Fee Payment	Credit Card	\$781.72	07/06/2020

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

How to Pay an Invoice

There are two options for paying an invoice. The first is to “Log In” to your account. The second is to click the “Pay Invoice” tab. (Tip: You must have an invoice number to use the Pay Invoice tab.)


STEP 1: “Log In” to your account.


City of Centerville, Ohio Online Permit System


Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

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[View](#)

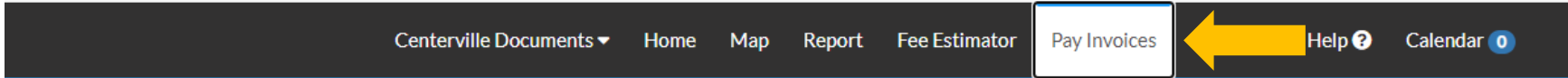
Log In
Log in with an existing account.

[Log In](#)

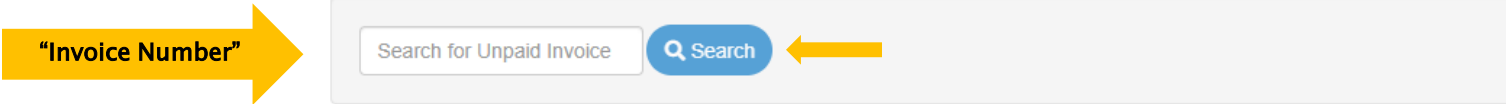
Alternative Step 1: Click the “Pay Invoice” tab. Type in your invoice number, then click the “Search” button.

Note: You do not have to log in to your account to pay an invoice if you have your invoice number.

City of Centerville, Ohio Online Permit System




Invoice Search



Alternative STEP 1.2: Click the “Pay Now” button.

[← Back](#)

Invoice Number: INV-00000073 

Invoice Status: Due Invoice Date: 07/10/2020 Invoice Due Date: 07/10/2020
Invoice Total: \$51.50 Invoice Description: NONE

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees Sort Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Demolition Permit Fee (Commercial)	\$50.00	\$50.00	BLDC-000045-2020	Permit	
State Surcharge - Demolition	\$1.50	\$1.50	BLDC-000045-2020	Permit	

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>



STEP 2: Click on the dashboard tab and select the “View My Invoices” in the bottom right that you would like to pay. If you would like to pay all invoices, click “Add To Cart”.

Centerville Documents ▾ Dashboard ◀ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

My Permits



My Invoices

Current	0	\$0.00	Add To Cart
Past Due	2	\$451.50	Add To Cart
Total	2	\$451.50	Add To Cart

Select “Add To Cart”

or

Select “View My Invoices”

▶ View My Invoices

STEP 3: If you selected “view my invoices”, you will see the following screen. Select the invoices that you would like to pay and click “Add to Cart”.

The screenshot shows the 'My Invoices' page with a search bar, filter buttons (Unpaid, Paid, Voided), and a table of invoices. Annotations include a yellow box labeled '1. Select Invoices' pointing to a checkbox in the 'Select All' column, and another yellow box labeled '2. Select Add to Cart' pointing to the 'Add To Cart' button.

My Invoices

Unpaid Paid Voided

Search for invoice number, case number, or address

Exact Match

Display All Invoices Export

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-0000073	\$51.50	Invoiced, Past Due	BLDC-000045-2020	100 - Centerville, OH 45458	<input type="checkbox"/>
INV-0000065	\$400.00	Invoiced, Past Due	P-2020-0016	100 GRAYWOOD CT Centerville, OH 45458	<input type="checkbox"/>

Results per page 10 1 - 2 of 2 << < 1 > >>

2. Select Add to Cart Add To Cart

STEP 4: Click “Check Out”.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 📅

[← Back](#)

Shopping Cart

Total \$51.50

[Check Out](#) ← “Check Out”

Invoice: INV-00000073 Description: NONE
Due Date: 07/10/2020 Billing Contact: Spurling, Derek

Case Number	Project	Case Address	Amount Due
BLDC-000045-2020		100 - Centerville OH 45458	\$51.50

\$51.50

[Remove](#)

[Top | Main Menu](#)

Total \$51.50

[Check Out](#)

STEP 5: Fill out the required information and click “Pay Now”.



THIS SITE IS CURRENTLY IN DEMO MODE

Centerville, OH
Order Number: 35
Monday, July 13, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000073	NONE	1	\$51.50	\$51.50
			Item Total:	\$51.50
			Order Total:	\$51.50

Payment Details

*all fields are required

Cardholder Name <input type="text"/>	Billing Street <input type="text"/>	Billing Zip Code <input type="text"/>	
Card Type Select one... ▼	Card Number <input type="text"/>	Expiration Date Month... ▼	Year... ▼
CVV Code <input type="text"/>			

Pay Now - \$51.50

Cancel

Fill out information
and click Pay Now.

How to Attach Documents to an Existing Permit or Plan


STEP 1: “Log In” to your account.


City of Centerville, Ohio Online Permit System


Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 📅

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[View](#)

Log In
Log in with an existing account.

[Log In](#)

STEP 2: Click on the “Dashboard”, then “View My Permit” or “View My Plan”.

The screenshot displays the CSS user interface. At the top, a navigation bar includes a 'Dashboard' menu item highlighted with a yellow arrow. Below the navigation bar, the 'My Permits' section is visible, featuring five status cards: Attention (3), Pending (57), Active (8), Draft (0), and Received (67). Each card lists associated permit types and counts. A yellow arrow points to the 'View My Permit' button below the 'My Permits' section. The 'My Plans' section is also visible, with five status cards: Attention (0), Pending (0), Active (1), Draft (0), and Received (1). A yellow arrow points to the 'View My Plan' button below the 'My Plans' section.

Status	Count
Attention	3
Pending	57
Active	8
Draft	0
Received	67

Category	Count
Accessory Structur...	1
Commercial Buildin...	1
Residential Building...	1
Accessory Structu...	32
Deck	8
Other	17
Commercial Buildin...	2
Deck	1
Other	5

Status	Count
Attention	0
Pending	0
Active	1
Draft	0
Received	1

Category	Count
Planning - Major Sit...	1
Planning - Majo	1

STEP 3: From the list of permits, select the one you wish to add an attachment to.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 📅

My Permits 🔍 Exact Match

Display ▾ Select Case Type Export Sort ▾

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC-000019-2020		100 LOOP RD Centerville, OH 45459	Commercial Building - New Structure	Active	
BLDC-000020-2020		1233 CLUB VIEW DR Centerville, OH 45458	Commercial Building - Addition	Active	
BLDC-000029-2020			Commercial Building - Addition	Active, Recent	
BLDC-000040-2020			Commercial Building - Demolition	Recent, Pending	
BLDC-000042-2020		100 SPRING VALLEY Centerville, OH 45458	Commercial Building - New Structure	Recent, Pending	
BLDC-000044-2020		100 - Centerville, OH 45458	Commercial Building - Demolition	Recent, Pending	
BLDC-000045-2020		100 - Centerville, OH 45458	Commercial Building - Demolition	Attention, Recent, Pending	Unpaid Fees
BLDR-000018-2020		100 BETHEL RD Centerville, OH 45458	Residential Building - New Structure	Attention, Pending	Fail
BLDR-000021-2020		100 E RIDGEWAY DR Centerville, OH 45459	Residential Building - New Structure	Pending	
BLDR-000028-2020		100 SPRING VALLEY Centerville, OH 45458	Residential Building - Addition	Recent	

Select Permit

STEP 4: Click “Add Attachments” tab. Once the attachment is complete, click “Submit”.

The screenshot displays the CSS user interface for a permit. At the top, the permit number is BLDC-000019-2020. Below this, there are navigation tabs: Permit Details, Tab Elements, and Main Menu. A table provides details about the permit, including Type (Commercial Building - New Structure), IVR Number (14250), Applied Date (04/07/2020), Status (Issued), Project Name, Issue Date (04/22/2020), District, Assigned To, Expire Date (04/22/2021), Valuation (\$232,323.00), and Finalized Date. Below the table is a horizontal menu with tabs: Locations, Fees, Reviews, Inspections, Attachments (highlighted with a yellow arrow), Sub-Records, Holds, Meetings, and More Info. Under the Attachments tab, there is a sub-menu with 'Attachments | Next Tab | Permit Details | Main Menu'. The main content area shows a blue box with the text 'click or drag files', 'Add Attachment', and a plus sign icon. Below this, it lists supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx. A yellow arrow labeled 'Add Attachment' points to this box. At the bottom right, a yellow arrow labeled 'Submit' points to a blue 'Submit' button.

Permit Number: BLDC-000019-2020

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building - New Structure	IVR Number:	14250	Applied Date:	04/07/2020
Status:	Issued	Project Name:		Issue Date:	04/22/2020
District:		Assigned To:		Expire Date:	04/22/2021
		Valuation:	\$232,323.00	Finalized Date:	
Description:					

Locations | Fees | Reviews | Inspections | **Attachments** | Sub-Records | Holds | Meetings | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

click or drag files

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Submit

How to Schedule an Inspection


STEP 1: “Log In” to your account.


City of Centerville, Ohio Online Permit System


Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

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Log in with an existing account.
[Log In](#)

STEP 2: Click on the “View” tab. From this screen, you have two options, either click “My Permits” or “Request Inspections”.

City of Centerville, Ohio Online Permit System

The screenshot shows the top navigation bar and the main menu of the City of Centerville Online Permit System. The top navigation bar includes links for Centerville Documents, Dashboard, Apply, View, Estimator, Pay Invoices, Search, Help, and Calendar. The main menu is divided into four sections: INVOICES, PERMITS, PLANS, and INSPECTIONS. The PERMITS section has a sub-menu with My Permits. The INSPECTIONS section has sub-menus for My Existing Inspections, Request Inspections, and Today's Inspections. The REQUESTS section has a sub-menu for My Requests. Three yellow arrows point to the 'View' tab in the top navigation bar, the 'My Permits' link in the PERMITS sub-menu, and the 'Request Inspections' link in the INSPECTIONS sub-menu.

Centerville Documents ▾ Dashboard Apply ▾ **View ▾** Estimator Pay Invoices Search 🔍 Help ⓘ Calendar 0

INVOICES
▸ MY INVOICES

PERMITS
▸ My Permits

PLANS
▸ My Plans

INSPECTIONS
▸ My Existing Inspections
▸ Request Inspections
▸ Today's Inspections

REQUESTS
▸ My Requests

STEP 3: From the list of permits, select the one you wish to request an inspection.

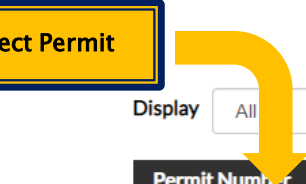
Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

My Permits 🔍

Exact Match

Display All ▾ Select Case Type [Export](#) Sort Permit Number ▾

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC-000019-2020		100 LOOP RD Centerville, OH 45459	Commercial Building - New Structure	Active	
BLDC-000020-2020		1233 CLUB VIEW DR Centerville, OH 45458	Commercial Building - Addition	Active	
BLDC-000029-2020			Commercial Building - Addition	Active, Recent	



STEP 4: Select the “Inspections” tab.

The screenshot displays the CSS user interface for permit management. At the top, a dark navigation bar contains links for Centerville Documents, Dashboard, Apply, View, Map, Report, Fee Estimator, Pay Invoices, Search, Help, and Calendar. Below this, the permit number BLDC-000019-2020 is shown with a print icon. A breadcrumb trail includes Permit Details, Tab Elements, and Main Menu. The main content area shows permit details in a light blue box, including Type (Commercial Building - New Structure), Status (Issued), District, IVR Number (14250), Project Name, Assigned To, Valuation (\$232,323.00), Applied Date (04/07/2020), Issue Date (04/22/2020), Expire Date (04/22/2021), and Finalized Date. At the bottom, a navigation bar contains tabs for Locations, Fees, Reviews, Inspections, Sub-Records, Holds, Meetings, and More Info. The Inspections tab is highlighted with a blue border and a yellow arrow pointing to it from the right, with the text "Inspections" written in yellow on the arrow.

Permit Number: BLDC-000019-2020

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building - New Structure	IVR Number:	14250	Applied Date:	04/07/2020
Status:	Issued	Project Name:		Issue Date:	04/22/2020
District:		Assigned To:		Expire Date:	04/22/2021
		Valuation:	\$232,323.00	Finalized Date:	


Description:

Locations Fees Reviews **Inspections** Sub-Records Holds Meetings More Info

STEP 5: From this screen, you will see “Existing Inspections” and the status. Below the “Existing Inspections” you will see the remaining inspections required for your project. Click on the inspection box to be requested, then click **“Request Inspection”**.


Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds Meetings More Info


Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections  Sort Description ▾


View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-000095-2020	Concrete Slab	Passed	04/23/2020	04/23/2020	Spurling Derek	
IBLD-000094-2020	Footing	Passed	04/23/2020	04/23/2020	Administrator System	

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

Request Inspections  Sort Order ▾

Description	Reinspection	Action
Rough framing inspection	No	<input type="checkbox"/> 
Energy Efficiency	No	<input type="checkbox"/>
Rough framing inspection	No	<input type="checkbox"/>
Final Building	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 4 of 4 << < 1 > >>

 Request Inspection

STEP 6: Choose your inspection date by clicking on the calendar, then choosing a date.

Request Inspections (1)

1 #BLDC-000019-2020

Inspection Type: Building Rough
Case Type: Building (Commercial)
Address: 100 LOOP RD Centerville, OH 45459

* Requested Date

Comments/Gate Code

Calendar →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today Clear Close

Date →

STEP 6.1: Next, choose “AM” or “PM”, please enter any instructions, lockbox codes, etc., then click the “Submit” button.



Request Inspections (1)


1 #BLDC-000019-2020


Inspection Type: Building Rough

Case Type: Building (Commercial)

Address: 100 LOOP RD Centerville, OH 45459

* Requested Date: 07/15/2020  AM  AM/PM

 Comments/Gate Code

 "Submit"

The inspection has been successfully uploaded to the system.

The screenshot displays the top navigation bar with the following items: Centerville Documents, Dashboard, Apply, View, Map, Report, Fee Estimator, Pay Invoices, Search, Help, and Calendar. Below the navigation bar, there is a 'Back' link and a section titled 'Request Inspections (1)'. A light pink card displays the details for Case #BLDC-000019-2020. The card contains the following information:

Inspection Type:	Building Rough
Case Type	Building (Commercial)
Address:	100 LOOP RD Centerville, OH 45459
Requested Date	07/15/2020
Comments/Gate Code	

A large green checkmark icon is centered at the bottom of the card, indicating that the inspection request was successfully processed.

How to View Inspection Results

STEP 1: “Log In” to your account.

City of Centerville, Ohio Online Permit System

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The screenshot shows the user interface of the City of Centerville Online Permit System. At the top is a dark navigation bar with links for Centerville Documents, Home, Map, Report, Fee Estimator, Pay Invoices, Search, Help, and Calendar. Below this is a white 'Welcome' banner with the text 'Welcome to Self Service!'. The main content area features three search tool cards: 'Search Permits', 'Search Plans', and 'Search Inspections'. To the right, there are three sections: 'Not a Member? Register.' with a 'Sign Up' button, 'Today's Inspections' with a 'View' button, and 'Log In' with a 'Log In' button. A yellow arrow originates from the text 'STEP 1: “Log In” to your account.' and points directly to the 'Log In' button.

STEP 2: Click on “Dashboard”. Then, scroll down the page and select the “Closed” button under “My Inspections”.

Centerville Docu Dashboard Apply View Map Report Fee Estimator Pay Invoices Search Help Calendar

My Permits

My Inspections

Requested	0	Scheduled	3	Closed	19
		Building Rough	2	Right of Way P...	5
		Energy Efficiency	1	Right of Way P...	4
				Other	10

[View My Inspections](#)

STEP 3: From the list, choose the desired inspection number.

Centerville Documents ▾ Dashboard Apply ▾ View ▾ Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0


My Existing Inspections

Search for Inspection Number, Inspection Type, ... 🔍

Exact Match

Display Closed ▾ Select Inspection Type Export Sort Case Number ▾

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
IBLD-000094-2020	Footing	100 LOOP RD Centerville, OH 45459	Closed	Permit	BLDC-000019-2020	No	04/23/2020	04/23/2020	04/22/2020
IBLD-000095-2020	Concrete Slab	100 LOOP RD Centerville, OH 45459	Closed	Permit	BLDC-000019-2020	No	04/23/2020	04/23/2020	04/22/2020

 **Select the inspection number**

STEP 4: From this screen, you are able to view the details. If you click the “Checklist” tab, any comments would be displayed here.

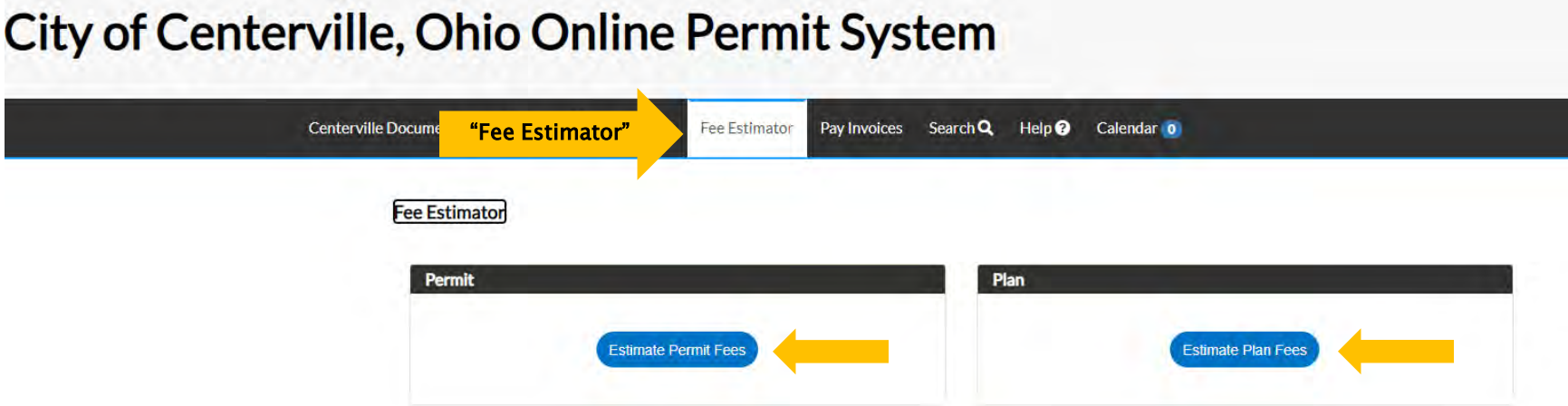
The screenshot shows the CSS user interface. At the top is a navigation bar with links: Centerville Documents, Dashboard, Apply, View, Map, Report, Fee Estimator, Pay Invoices, Search, Help, and Calendar. Below this, the inspection number is displayed as IBLD-000095-2020. A breadcrumb trail shows Inspection Details | Tab Elements | Main Menu. The main content area contains a grid of inspection details:

Inspection Type:	Concrete Slab	Requested Date:	04/23/2020	Requested Time:	12:00 AM
Inspection Status:	Passed	Scheduled Date:	04/23/2020	Scheduled Time:	12:00 AM
Link Type Name:	Permit	Completed Date:	04/22/2020	Completed Time:	4:19 PM
Link Number:	BLDC-000019-2020	Inspector First Name:	Derek	Inspector Last Name:	Spurling
Main Address:	100 LOOP RD Centerville, OH 45459				

Below the details is a tabbed interface with buttons for Locations, Contacts, Checklist, Fees, Attachments, Previous, and More Info. The Checklist tab is selected and highlighted with a yellow arrow. A breadcrumb trail below the tabs shows Checklist | Next Tab | Inspection Details | Main Menu. The Checklist section has a 'Sort' dropdown menu set to 'Checklist Item'. Below the menu is a table header with columns: Checklist Item, Description, Passed, Comments, and Order. The table body contains the text 'No records to display.' with a yellow arrow pointing to the 'Comments' column header.

How to Use the Fee Estimator

STEP 1: Click on the “Fee Estimator” tab, then choose either “Permit” or “Plan” and click on appropriate tab.



STEP 2: Choose the appropriate “Permit Type”, then enter all **Required** fields and click “Next”.

Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

Estimate Permit Fees

➔ *REQUIRED

1 Type 2 License Info 3 Summary

PERMIT DETAILS

- * Permit Type: Residential Mechanical - HVAC Chan ▾
- * Valuation: 10000
- Application Date: 07/14/2020 📅

➔ "Next" Next

STEP 3: Please enter all the **Required** fields, then scroll to the bottom and click **“Next”**.

Note: The required fields will differ depending on the “Permit” or “Plan” type.

Estimate Permit Fees → *REQUIRED

Progress: 1 ✓ Type | 2 More Info | 3 Summary

MORE INFO

General Info | Top | Main Menu

→ *Number of Air Conditioners

→ *Number of Air Handlers

Number of MAU

→ **“Next”**

STEP 4: The “Total” is calculated at the bottom.

Centerville Documents ▾ Home Map Report Fee Estimator Pay Invoices Search 🔍 Help ? Calendar 0

Estimate Permit Fees *REQUIRED

✓ Type ✓ More Info 3 Summary


Basic Info

Type	Residential Mechanical - HVAC Changeout
Valuation	10000
Applied Date	07/14/2020

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Estimated Fees

Fee	Amount
State Surcharge - Residential	\$1.32
Valuation Fee	\$131.75

Total: \$133.07  **“Total”**

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