City of Centerville
Online Right-of-Way Permit Instructions

Contents:

→ On the City iPad, select the following icon:

→ On a computer, go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home.
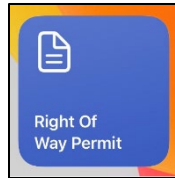
NOTE Before Proceeding:

- The contractor performing the work shall provide a current Certificate of Insurance and a Performance Bond in the amount of $5,000. Upon receiving your application, the City will notify you if either of these documents are still needed.
- The bonded and insured contractor performing the work should be the one to apply for the permit. If you are a homeowner, stop now, and either have your contractor complete the application, or call the number below if you plan to do the work yourself.
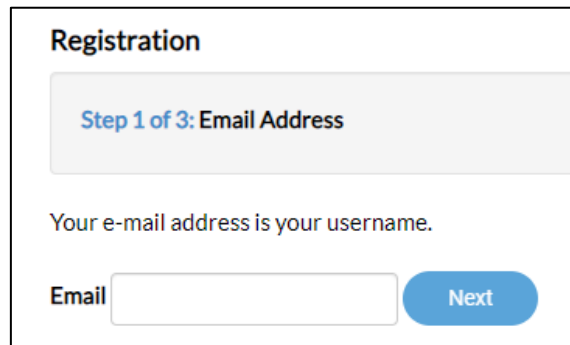
If you have any questions after reviewing these instructions, please call Public Works at (937) 428-4782.
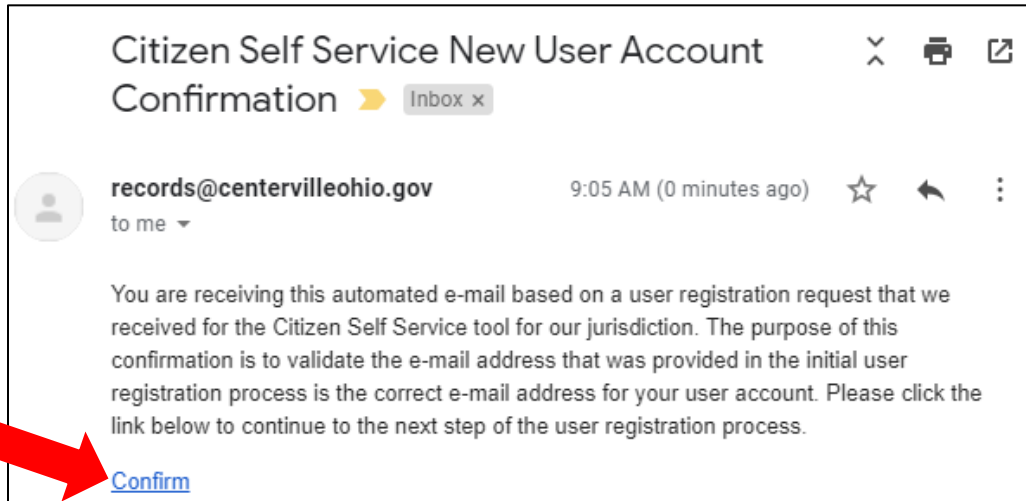
Login Instructions for New Users:

1. Go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home.
   From the Home Screen, select **"Sign Up"** to create an account
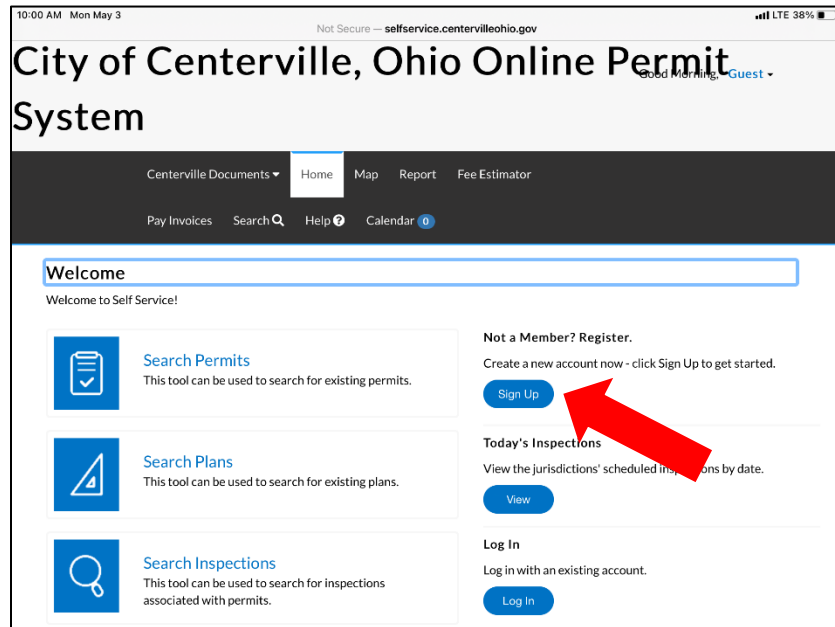
2. When prompted, enter your email address (this email address will receive all CSS notifications and will be used to login in the future). Click **"Next"**

3. Check your email from the email address you just entered. It will look like the email below and will come from records@centervilleohio.gov . Check Junk/Spam folders if you can't find the email.
   Click the **"Confirm"** link at the bottom to confirm your email address.
   (Note: If you are unable to access your email while in our office, the following can be done from your home computer/phone. Please take these directions with you and finish your Right-of-Way Permit Application at that time.)

4. The **"Confirm"** link will bring up a new webpage. Your email will be shown. Click **"Register"**

5. Fill out all required information in the Contact Information section. You will also create a password in this step.

6. Click **"Log In"** and enter your email address and password to login.

Login Instructions for Returning Users:

1. Go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home.
   From the Home Screen, select **"Log In"** to log in to a previously created account.
   (You can also click **"Log In"** under **"Guest"** in the top right corner.)
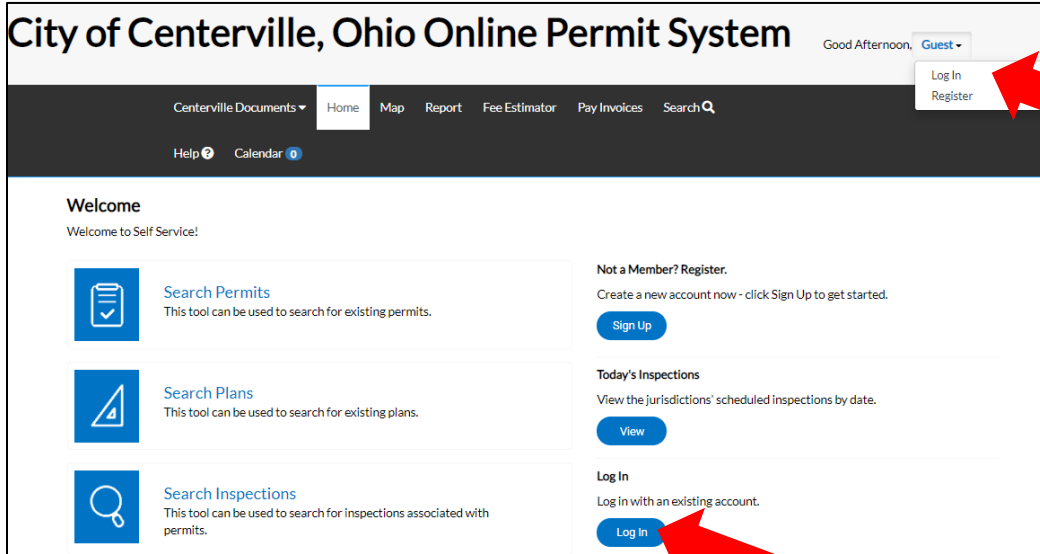
2. Enter your email and password and click **"Log In"**

Applying for Right-of-Way Permit after Log In:

1. Go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home.
   Once logged in, the home page will appear. Click **"Apply"**, then click **"All (105)"**
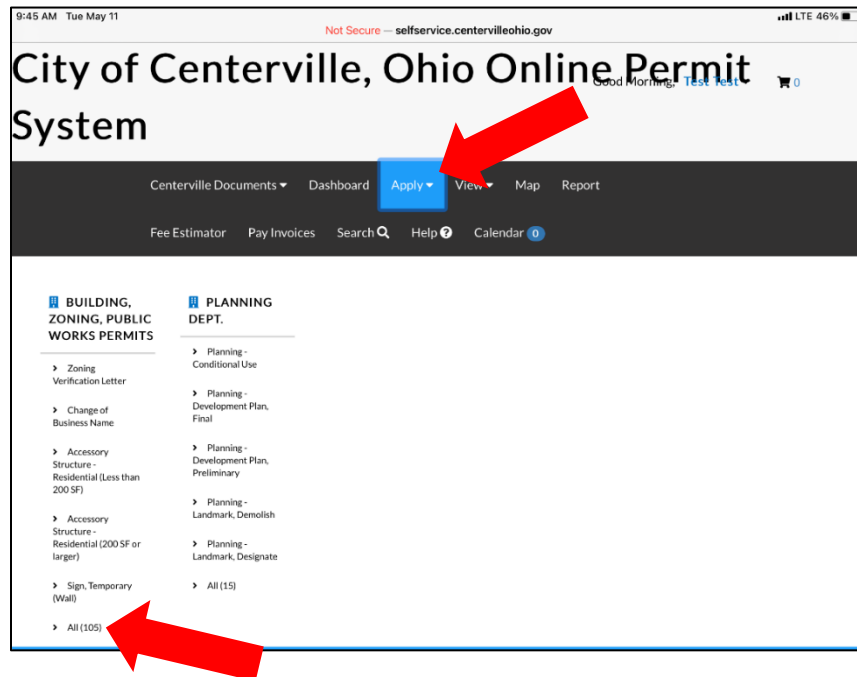
2. This screen will appear. Click **"Public Works"** then select the type of Right of Way Permit
   you wish to apply for. Click **"Apply"** for the appropriate Permit.
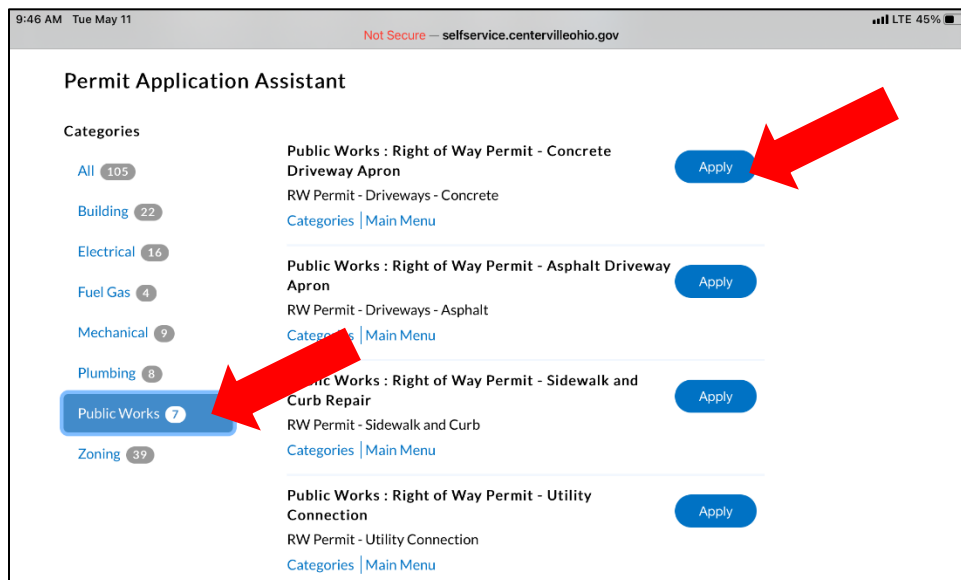
3. Follow the steps to fill out the permit application:
   a. Step 1 "Locations" – this is the address of work. Click **"Add Location."**

Please Note: Each permit may only have one location associated with it. Two driveways, for example, will require two separate permits.

   b. Use the search bar to enter *just the address number*, hit enter, and it will pull all associated addresses in the City. Click **"Add"** for the desired location. Click **"Next"**.

   c. Step 2 "Type" – requires a description of work. Please be brief but informative. Click **"Next"** when Description is complete. *(Note: at any point during the application, you may choose "Back" or "Save Draft" at the bottom of the screen.)*

d. Step 3 "Contacts" – your user will automatically be added as a contact. Should you wish to add an additional contact for the work, click **"Add Contact"** and enter applicable information. If you are the only necessary contact, click **"Next".**

e. Step 4 "More Info" – fill in all required desired information. Click **"Next"** when complete.

f. Step 5 "Attachments" – attachments are not required for driveway apron permits, but are required for any utility-related permits. Please attach a detailed drawing when necessary, showing utilities in the area and any other applicable information. Click **"Next"** when complete.

g. Step 6 "Summary" – check to see that all entered information is correct. If so, click **"Submit"** at the bottom.

h. Upon submittal, you will see something similar to the following screen. You will receive an email when the permit status has been changed, and another email prompting for payment when the Permit Application has been approved by a City Employee. *(Note that you will not be able to print the permit at this time, as it has not yet been issued. Once issued it may be printed.)*

✔ Your permit application was submitted successfully. Please click the Pay Now button to pay for the invoiced fees to complete the process. ✕

Permit Number: ROW-2021-0060   [Pay Now]

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

Permit Details | Tab Elements | Main Menu

Type:	Right of Way Permit - Asphalt Driveway Apron	**IVR Number:**	14443	**Applied Date:**	05/11/2021
Status:	Submitted - Online	**Project Name:**		**Issue Date:**	
District:		**Assigned To:**		**Expire Date:**	
Finalized Date:					
Description:					

Paying the Permit Fee:

1. There are various ways to pay the permit fee. Go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home and login. Click on **"Dashboard"** then scroll down to "My Invoices". If there are any to be paid, they will be shown in "Past Due" (see below). To pay the permit fee, click **"Add to Cart".**

2. The "Cart" will appear. Click **"Check Out"** if you are ready to pay.

3. This screen will appear. Complete all Credit Card Information and click **"Pay Now".**

Scheduling an Inspection:

1. Go to https://selfservice.centervilleohio.gov/EnerGovProd/SelfService#/home.
   Select the **"View"** dropdown from the top menu. Under "Inspections" choose **"Request Inspections"**
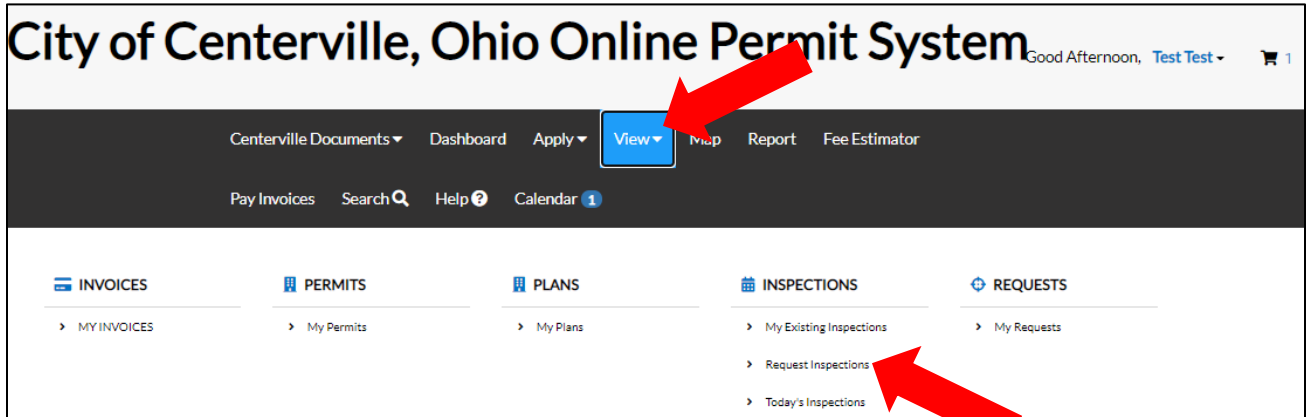

2. Select the Check Box for the permit for which you would like an inspection. Then click **"Request Inspection"**
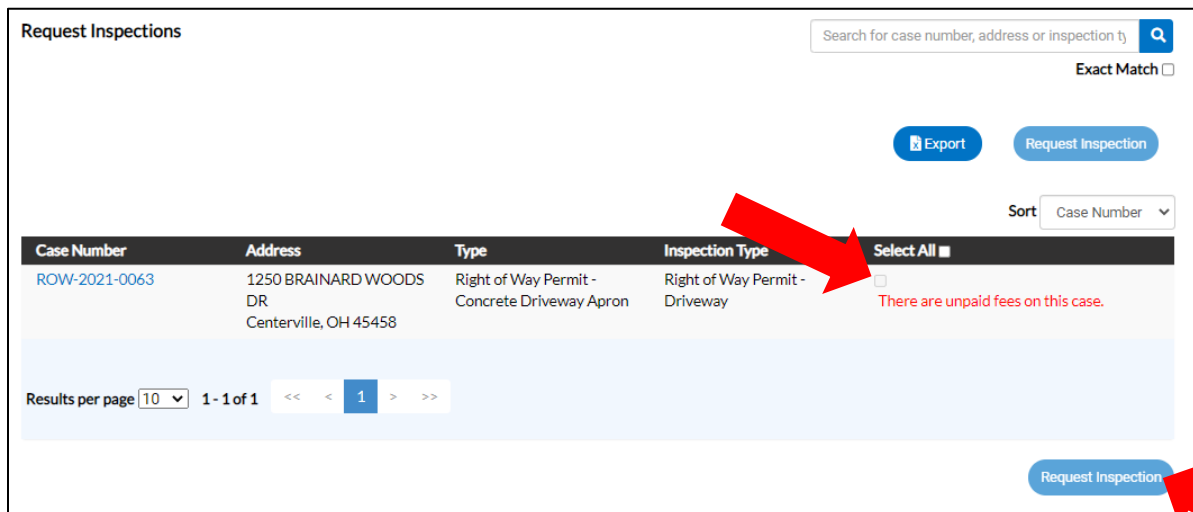
3. Select the date you would like your inspection for, then select AM or PM. Add any additional comments then click **"Submit".**

Other Features of the Online Application Portal:

- On the Dashboard, you are able to see Active, Pending, Draft, and Recent Permits. You can click **"View My Permits"** to see a list of all Permits. Also at the bottom of the dashboard, you can see the **"My Invoices"** section, which will show all Invoices that need paid and have been paid.
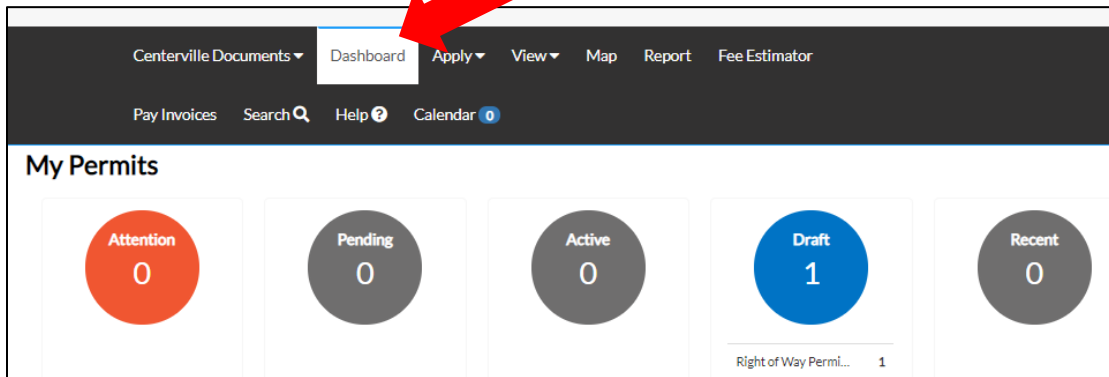
- Documents – Click the **"Centerville Documents"** dropdown to view the City's Specifications for driveway aprons and more. Click on the one you want to open the PDF.