

City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Deck



*City of
Centerville*

Table of Contents

- Register for an Account (Page 1-3)
- Fill out Application (Page 4-9)
- Pay Invoice (Page 10)

Register for an Account

- Go to the [Online Permitting Portal](#).
- Click “Login or Register” button.

City of Centerville Online Permitting Portal

Good Morning, [Guest](#)

[Centerville Documents](#) [Home](#) [Apply](#) [Fee Estimator](#) [Pay Invoices](#)

Welcome to the City of Centerville Online Permitting Portal

Pay Invoice
Use this tool to pay for individual invoices.

Permit Application
Click here to apply for a building, right-of-way, or zoning permit

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

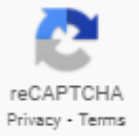
City of Centerville

Register for an Account

- Fill in username and password and click “Next”.

Registration

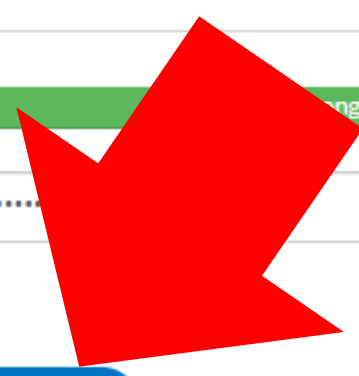
Step 2 of 4: Login information

I'm not a robot  reCAPTCHA
Privacy - Terms

* Username

* Password

* Confirm Password



- Fill in all required fields and click “Next”.

Registration

Step 3 of 4: Personal Info

First Name

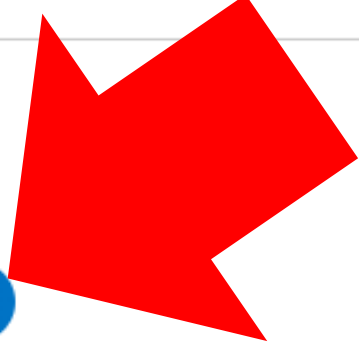
Middle Name

Last Name

Company

* Contact Preference

Additional Contact Information



Register for an Account

- Fill in all required fields and click “Submit”.

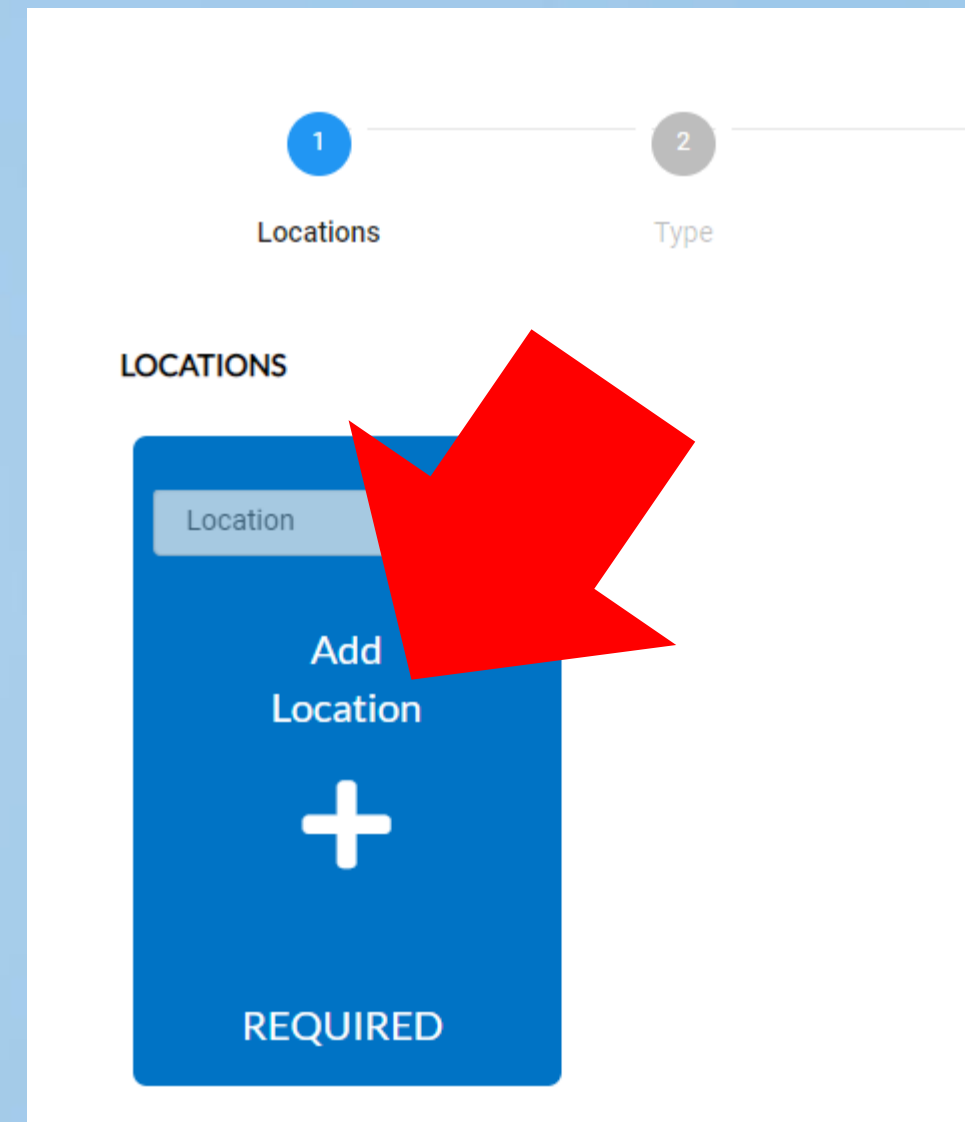
Registration

Step 4 of 4: Address

Country Type	<input type="text" value="US"/>
* Address #	<input type="text" value="100"/>
Pre Direction	<input type="text" value="W"/>
Street Name	<input type="text" value="Spring Valley"/>
Street Type	<input type="text" value="RD"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text" value="Centerville"/>
State	<input type="text" value="OH"/>
Postal Code	<input type="text" value="45458"/>
County	<input type="text"/>
* Address Type	<input type="text" value="Location"/>

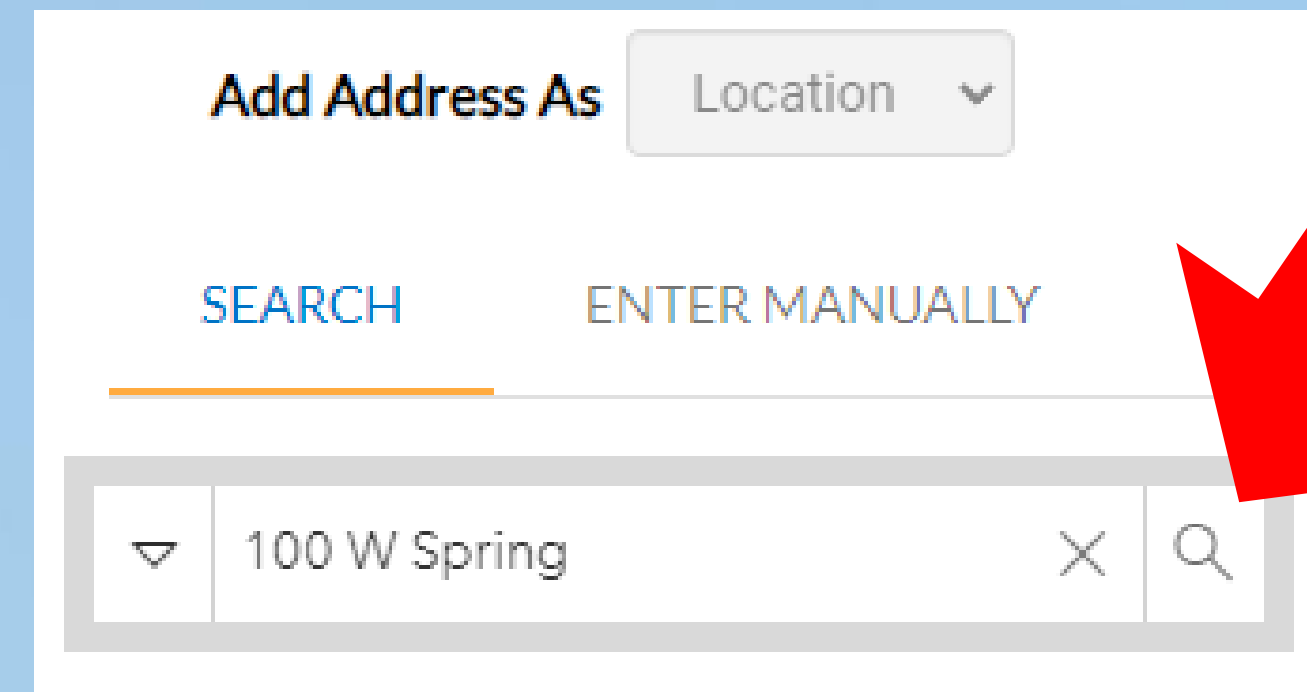
Fill out Application

- To begin the **Deck** application, click the permit link [here](#).
- Click “Add Location”.

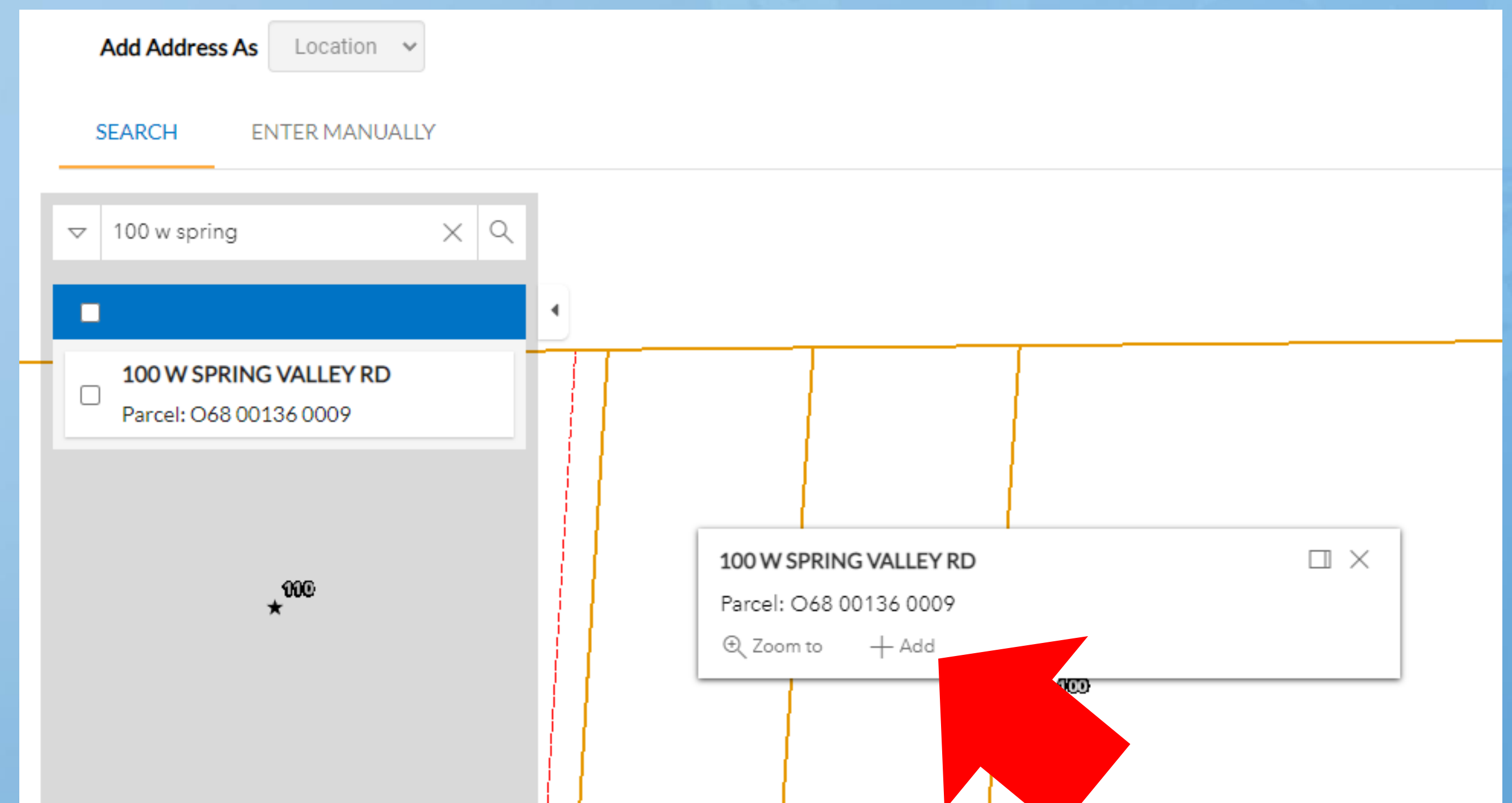


Fill out Application

- In the “Address & Parcel Search” fill in your address number and the first few letters of the street name and click the magnifying glass. (Tip: Don’t type the entire address, enter as few letter as possible for better results)
- Click “+ Add” on the map on the right. (If address search doesn’t work click “Enter Manually” and fill in all address fields)



This screenshot shows the top portion of the 'Address & Parcel Search' interface. At the top, there is a label 'Add Address As' followed by a dropdown menu set to 'Location'. Below this are two tabs: 'SEARCH' (which is active and underlined) and 'ENTER MANUALLY'. A search input field contains the text '100 W Spring' and has a magnifying glass icon on the right. A red arrow points to the magnifying glass icon.



This screenshot shows the search results and map view. The search bar now contains '100 w spring'. Below the search bar, a list of results is shown, with the first result highlighted in blue: '100 W SPRING VALLEY RD' with the parcel number 'Parcel: O68 00136 0009'. To the right, a map view shows a star icon on the ground. A red arrow points to a callout box on the map that contains the same address and parcel information, along with a 'Zoom to' icon and a '+ Add' button.

Fill out Application

- Click “Next”.

The screenshot shows the 'LOCATIONS' step of a six-step application process. The progress bar at the top indicates that step 1 is completed. The main content area contains a card for a location with the following details: Type: Location, 100 W SPRING VALLEY RD, 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 is a blue 'Add Location' button with a plus sign. At the bottom of the screen, there are buttons for 'Create Template', 'Save Draft', and 'Next'. A large red arrow points to the 'Next' button.

- Type short description of fence in “Description Box”, then click “Next”.

The screenshot shows the 'PERMIT DETAILS' step of the application process. The progress bar at the top indicates that step 2 is the current step. The main content area contains a 'PERMIT DETAILS' section with a 'Permit Type' dropdown menu set to 'Deck' and a 'Description' text area containing the text '14' x 22' deck on rear of the house'. At the bottom of the screen, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'. A large red arrow points to the 'Next' button.


Fill out Application

- Ensure contact information is correct then click “Next”.

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant



Test Planning (You)

100 W Spring Valley Rd,
Centerville, OH, 45458

Select Type

Add Contact

+

Back Create Template Save Draft **Next**

Fill out Application

- Fill in all required information and any other information you have available, then click “Next”.

Progress: 1. Locations (✓), 2. Type (✓), 3. Contacts (✓), 4. More Info (4), 5. Attachments (5), 6. Review and Submit (6)

MORE INFO

[Top](#) | [Main Menu](#)

*Type of Lot Type of Lot is required.

*Structure Location

- Front Yard (Special Approval Needed: Contact City)
- Side Yard
- Rear Yard

Structure Location is required.

*Structure Material (Select all that apply)

- Natural Wood
- Composite Material
- Vinyl
- Brick
- Concrete
- Pavers
- Asphalt
- EIFS
- Other (Specify in Additional Information)

Structure Material (Select all that apply) is required.

*Structure Floor Area (Square Feet) Structure Floor Area (Square Feet) is required.

*Structure Height (Feet) Structure Height (Feet) is required.


*Proposed Setback from Property Lines Proposed Setback from Property Lines is required.

*Does lot have any existing accessory structures? Does lot have any existing accessory structures? is required.

*Proposed Use of Structure Proposed Use of Structure is required.

Extra Information

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



Fill out Application

- Click “Add Attachment” and attach site plan showing the dimension and where deck will be located on your property. The sample site plan linked [here](#) details all information that is required including distance from property lines, downspout location, and stormwater drainage flow. An interactive map to help you create this is linked [here](#).

Locations Type Contacts

Attachments

Please attach a site plan showing where the proposed fence will be located on the property.

Site Add Attachment

Supported: .pdf

REQUIRED

Back Create Template

- Ensure all information is correct and click “Submit”.

Locations Type Contacts More Info Attachments Review and Submit

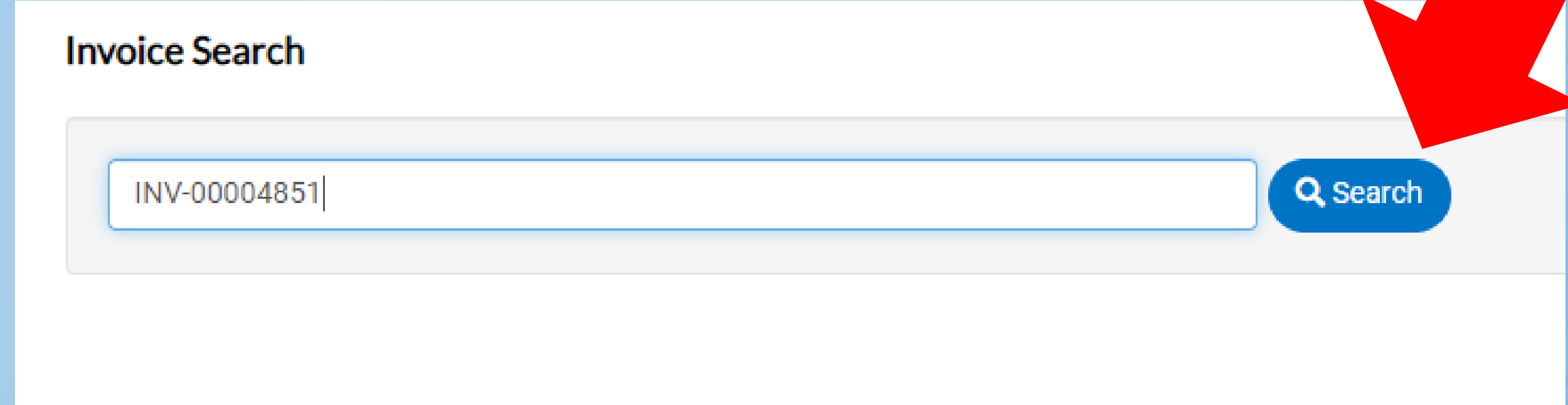
Submit

Locations

Location	100 W SPRING VALLEY RD, Centerville, OH 45458
Parcel Number	O68 00136 0009

Pay Invoice

- Your application is now complete. Someone at the City will email you an invoice to pay the permit application fee (\$100). Once they email you follow these steps.
- Open the invoice attached to the email and click the link [here](#). Type the entire invoice number (INV text and zeros included) and click search. (Example: INV-00004851)
- Once the invoice is paid the City will review the permit and will follow up with any questions or comments. Once all questions and comments are addressed the permit will be issued via email.



The screenshot shows a web form titled "Invoice Search". It features a text input field containing the invoice number "INV-00004851" and a blue "Search" button with a magnifying glass icon. A large red arrow points from the top right towards the search button.