

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: New Business / Business Expansion



*City of  
Centerville*

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# 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.

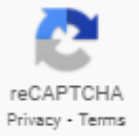
*City of Centerville*

# Register for an Account

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

Registration

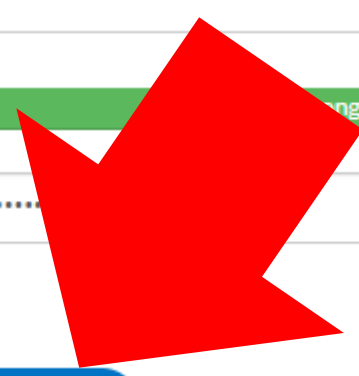
Step 2 of 4: Login information

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

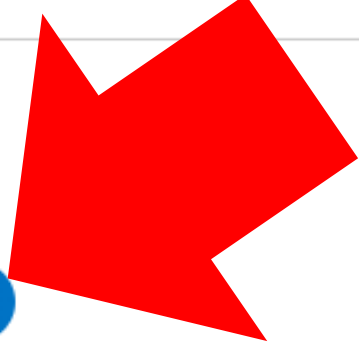
Middle Name

Last Name

Company

\* Contact Preference

Additional Contact Information




# Register for an Account

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

Registration

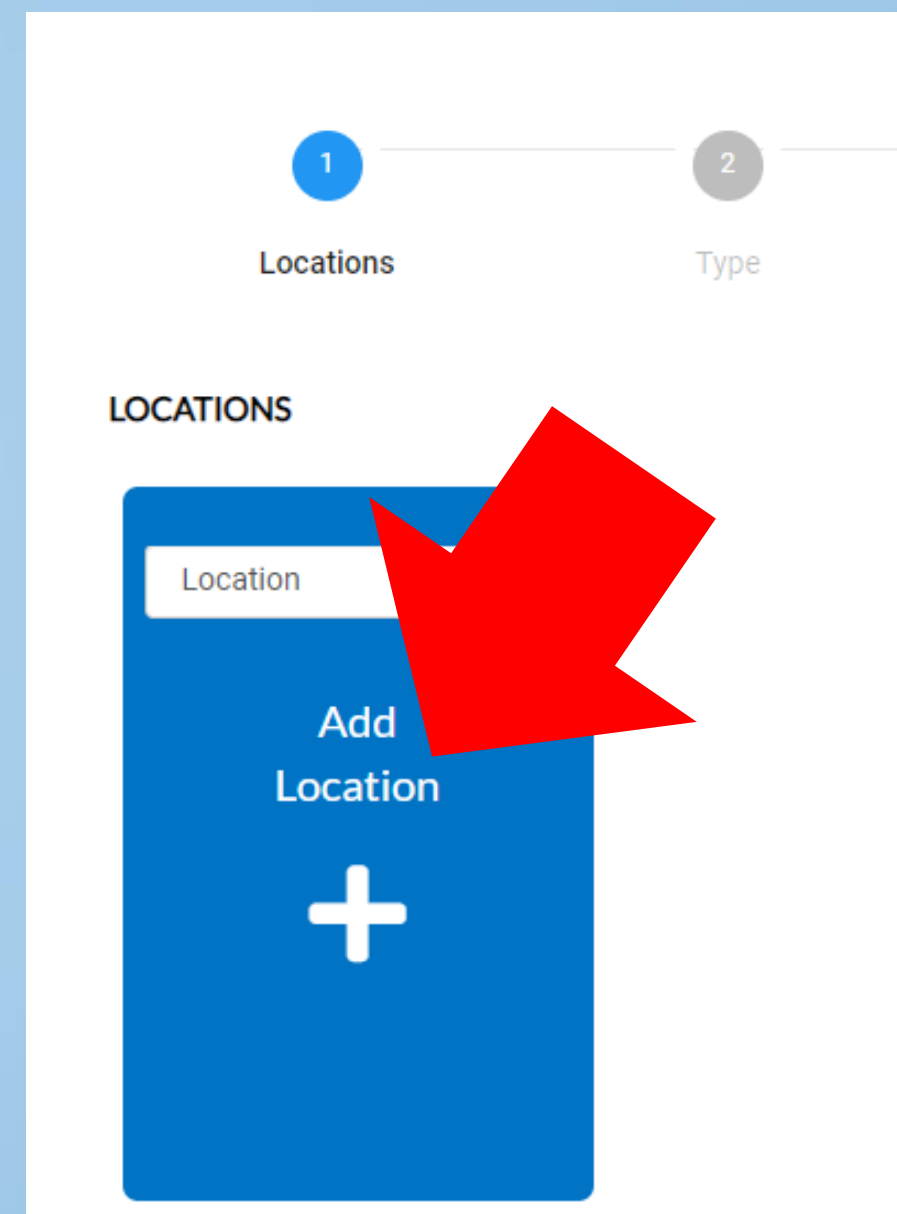
Step 4 of 4: Address

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"/>



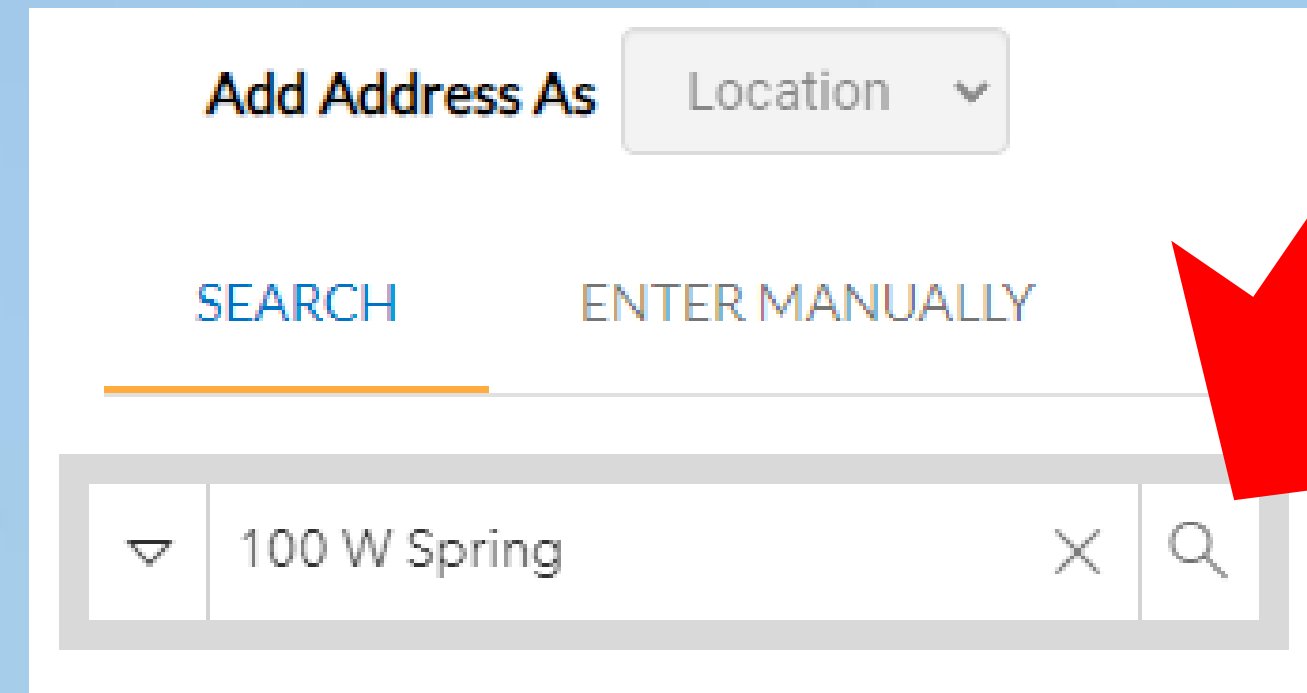
# Fill out Application

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

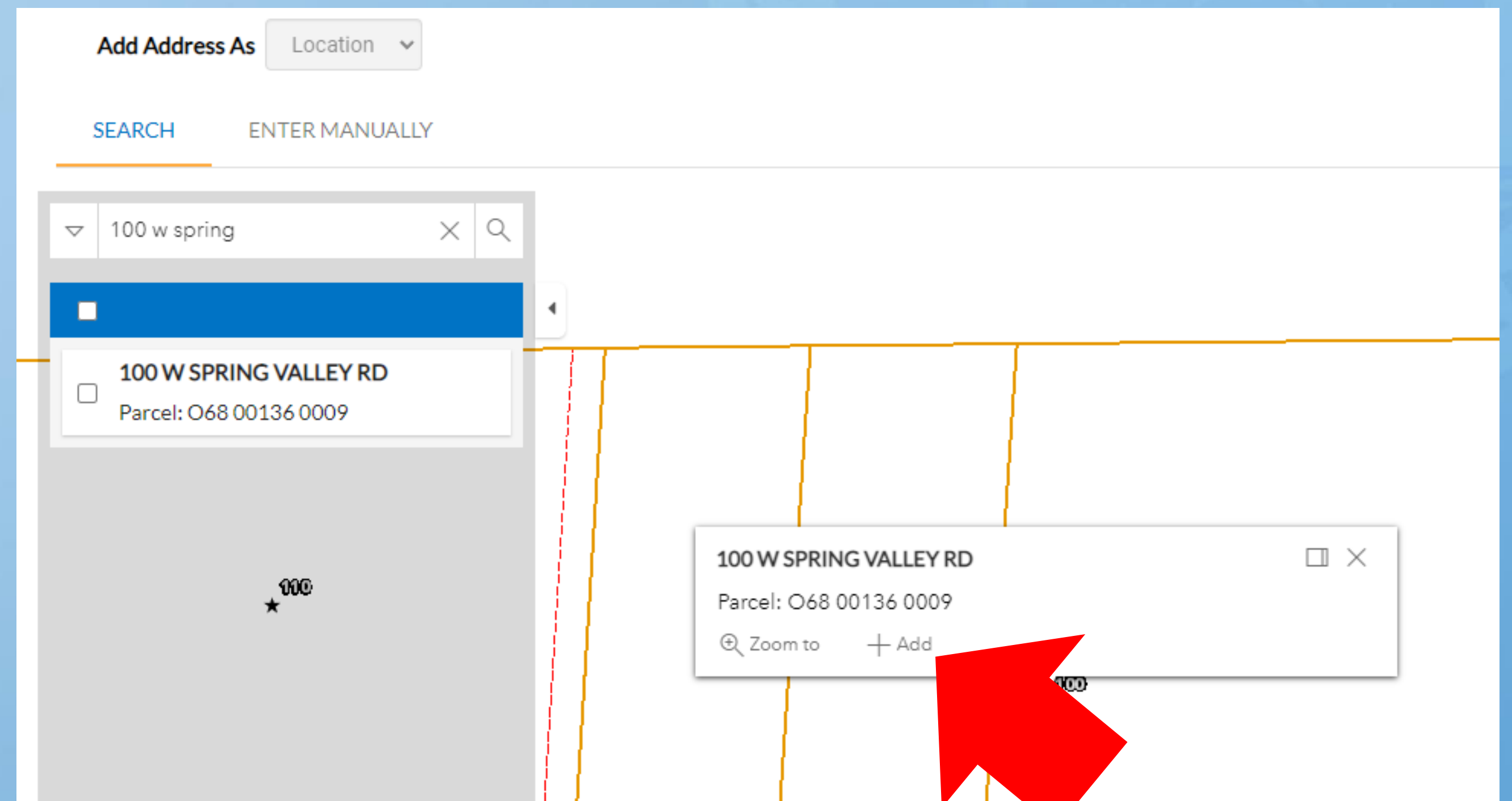


# Fill out Application

- 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 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 input field now contains '100 w spring'. Below the input field, a list of results is shown, with the first result highlighted in blue: '100 W SPRING VALLEY RD' with 'Parcel: O68 00136 0009'. To the right, a map view shows a parcel boundary in orange. A callout box over the map displays the same address and parcel information, with a '+ Add' button and a 'Zoom to' option. A red arrow points to the '+ Add' button.

# Fill out Application

- Click “Next”.

The screenshot shows the 'LOCATIONS' step of a 6-step application process. The progress bar at the top indicates that step 1 is active. The main content area contains a list of location details for '100 W SPRING VALLEY RD, Centerville, OH 45458'. It includes checkboxes for 'Main Address' and 'Main Parcel', and a 'Remove' button. To the right is a blue 'Add Location' button with a plus sign. At the bottom right, a red arrow points to the 'Next' button.

- Type a short description of your request in the box labeled “Description”, then click “Next”.

The screenshot shows the 'PERMIT DETAILS' step of the application process. The progress bar indicates that step 2 is active. The 'Permit Type' is set to 'New Business / Business Expansion'. The 'Description' field contains the text: 'XYZ Care LLC, 6 Employees, 8:00am - 7:00pm Monday - Friday, Home Health Care Agency'. A red arrow points to the 'Description' text area. At the bottom right, another red arrow points to the 'Next' button.




# Fill out Application

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

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

**CONTACTS**

**Applicant**



**Test Planning (You)**

100 W Spring Valley Rd,  
Centerville, OH, 45458

**Add Contact**

Select Type

+

Buttons: Back, Create Template, Save Draft, Next

# Fill out Application

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

Locations ✓ Type ✓ Contacts ✓ More Info 4 Attachments 5 Review and Submit 6

MORE INFO

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

\*Proposed Use   
Proposed Use is required.

Previous Business Name

\*Business Name   
Business Name is required.

\*Hours of operation   
Hours of operation is required.

\*Number of Employees   
Number of Employees is required.

Extra Information (Employee Number, Hours, Seats)

Back Create Template Save Draft Next

City of  
Centerville

# Fill out Application

- Click “Add Attachment” to add a floor plan to include, location of walls and partitions with intended use of rooms or spaces; then click “Next”. A sample floor plan is linked [here](#).

Locations ✓ Type ✓

Attachments

click or drag  
Add Attachment  
+  
Supported: .pdf

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

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

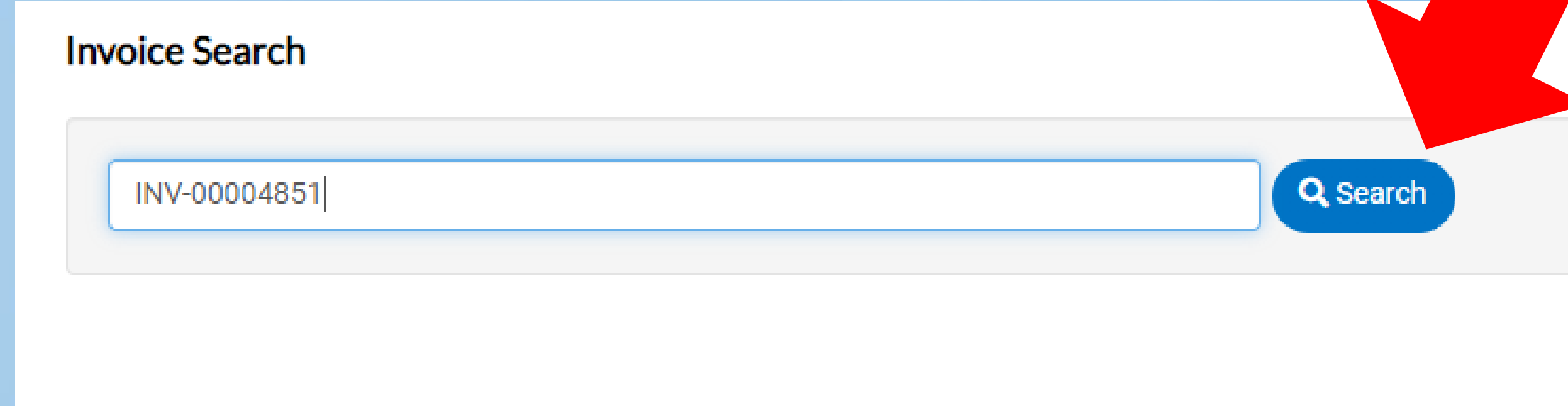
Submit

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 (\$40). 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.