

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Patios or Driveway Extensions  
(250 Square Feet or larger)



*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

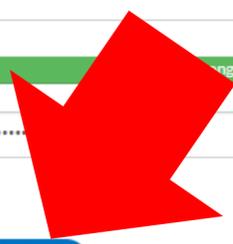
Step 2 of 4: Login information

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

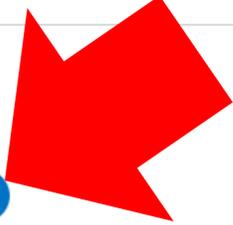
Middle Name

Last Name

Company

\* Contact Preference

Additional Contact Information



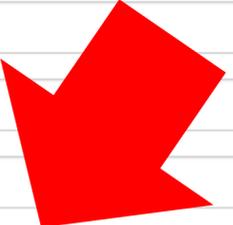
# Register for an Account

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

Registration

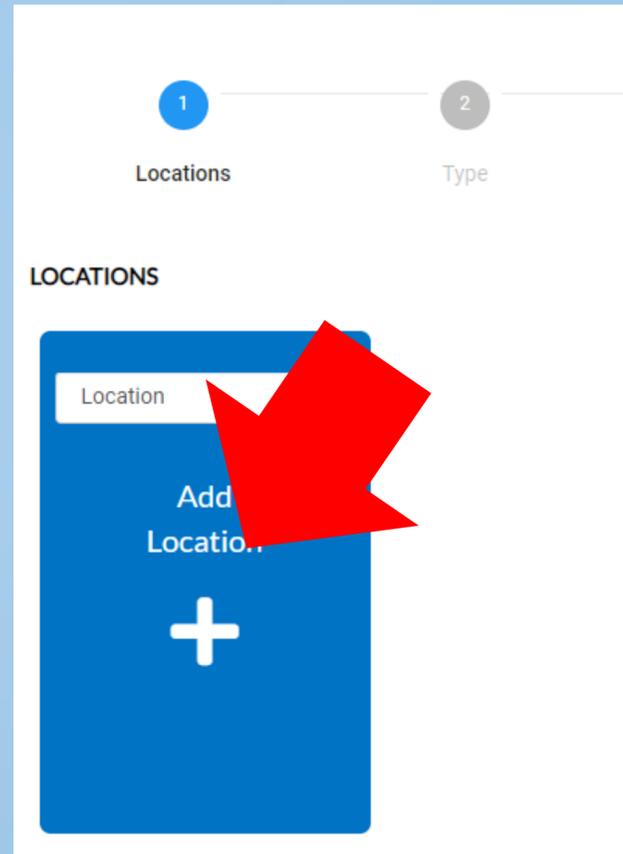
Step 4 of 4: Address

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"/>



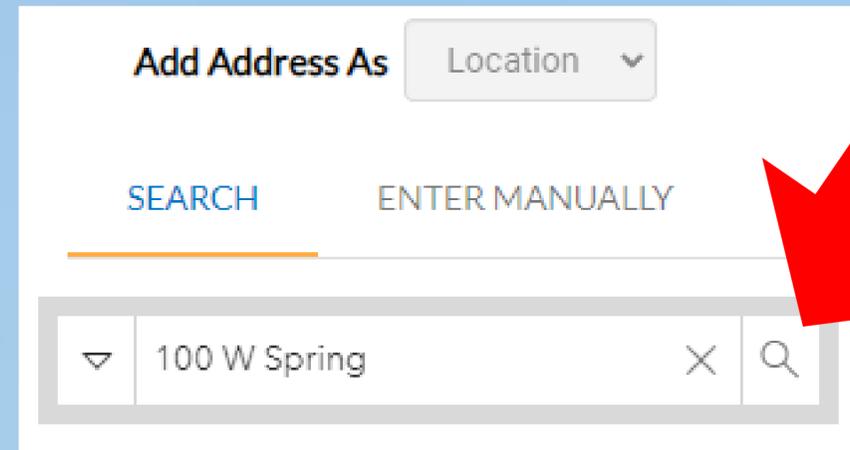
# Fill out Application

- To begin the **Patios or Driveway Extension (250 SF or larger)** application, click the permit link [here](#).
- Click “Add Location”.

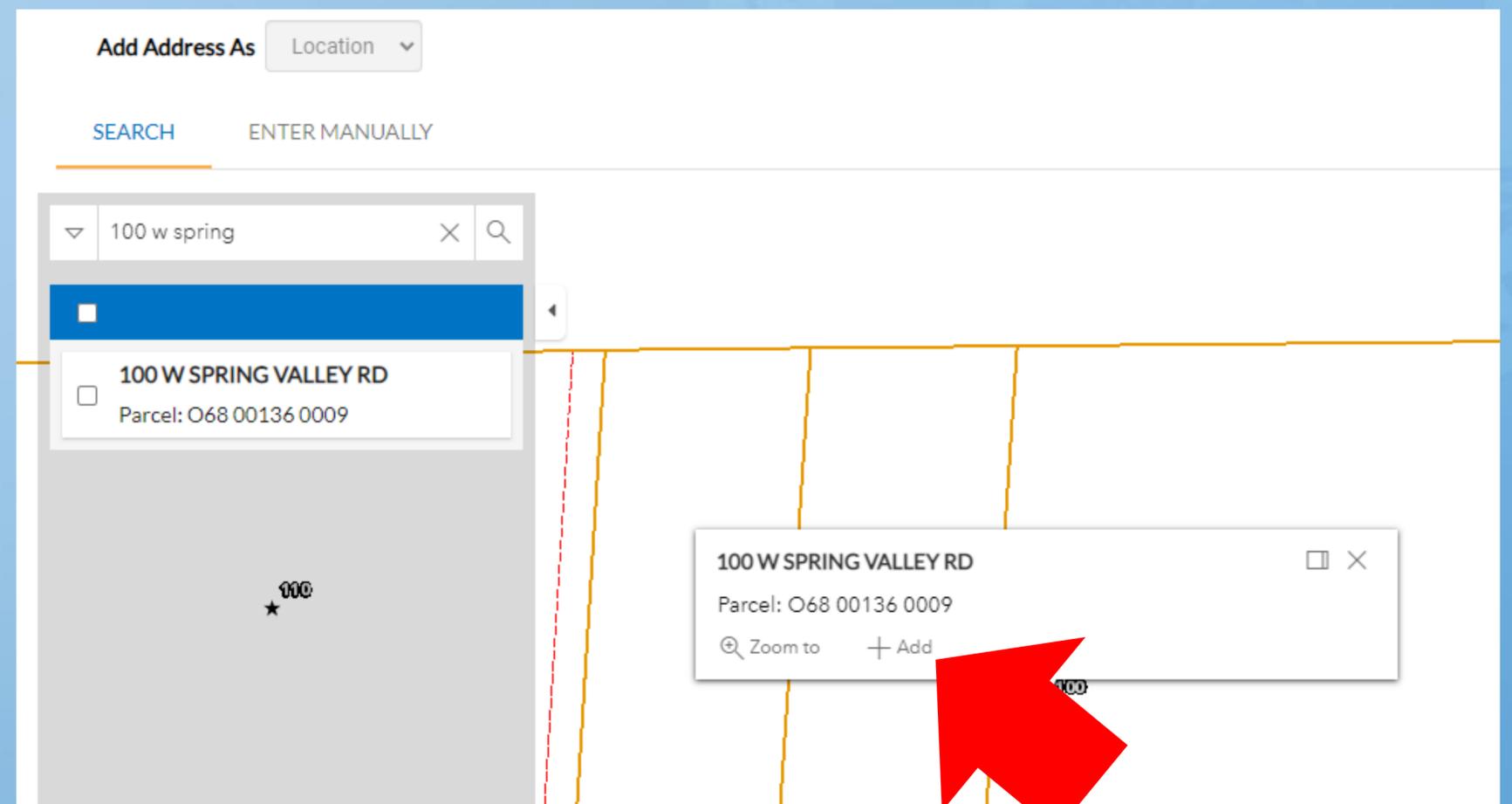


# Fill out Application

- 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 full 'Address & Parcel Search' interface. The search bar now contains '100 w spring'. Below the search bar, a list of results is displayed, with the first result highlighted in blue: '100 W SPRING VALLEY RD' with the parcel number 'Parcel: O68 00136 0009'. To the right of the search bar is a map view. A red arrow points to a callout box on the map that displays the same address and parcel information as the search results, along with a 'Zoom to' icon and a '+ Add' button.

# Fill out Application

- Click “Next”.

The screenshot shows a progress bar at the top with six steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the 'LOCATIONS' section 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 of the card is a blue box with a dropdown menu set to 'Location', an 'Add Location' button, and a plus sign icon. At the bottom of the form, there are buttons for 'Create Template', 'Save Draft', and 'Next'. A large red arrow points to the 'Next' button.

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

The screenshot shows a progress bar at the top with six steps: 1. Locations (completed with a green checkmark), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the 'PERMIT DETAILS' section contains a 'Permit Type' dropdown menu set to 'Patio, Driveway, or Sidewalk (L' and a 'Description' text area containing '12' x 20' Patid'. At the bottom of the form, 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 ✓ **3** Contacts More Info 4 Attachments 5 Review and Submit 6

**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”.

The screenshot shows a multi-step application process. The current step is 'More Info', indicated by a blue circle with the number 4. The previous steps (Locations, Type, Contacts) are marked with green checkmarks, and the next steps (Attachments, Review and Submit) are marked with grey circles. The form contains the following fields:

- \*Type of Lot:** A dropdown menu with a red border and a downward arrow. Below it, the text reads "Type of Lot is required."
- \*Structure Location:** Three checkboxes with labels: "Front Yard (Special Approval Needed: Contact City)", "Side Yard", and "Rear Yard". Below them, the text reads "Structure Location is required."
- \*Structure Material (Select all that apply):** A list of checkboxes with labels: "Natural Wood", "Composite Material", "Vinyl", "Brick", "Concrete", "Pavers", "Asphalt", "EIFS", and "Other (Specify in Additional Information)". Below them, the text reads "Structure Material (Select all that apply) is required."
- \*Structure Floor Area (Square Feet):** A text input field with a red border. Below it, the text reads "Structure Floor Area (Square Feet) is required."
- \*Structure Height (Feet):** A text input field with a red border. Below it, the text reads "Structure Height (Feet) is required."
- \*Proposed Setback from Property Lines:** A text input field with a red border. Below it, the text reads "Proposed Setback from Property Lines is required."
- \*Does lot have any existing accessory structures?:** A dropdown menu with a red border and a downward arrow. Below it, the text reads "Does lot have any existing accessory structures? is required."
- \*Proposed Use of Structure:** A text input field with a red border. Below it, the text reads "Proposed Use of Structure is required."
- Extra Information:** A large text area with a red border.

At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". A large red arrow points from the bottom right towards the "Next" button. In the background, there is a faint watermark of the City of Centerville seal, which includes the text "FRESS STATE" at the top, "CENTERVILLE" at the bottom, and "Founded 1796" in the center.

# Fill out Application

- Click “Add Attachment” and attach site plan of 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](#).
- Ensure all information is correct and click “Submit”.

Locations ✓ Type ✓

Attachments

click or drag file

Add Attachment

Supported: .pdf

Back Create Template

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

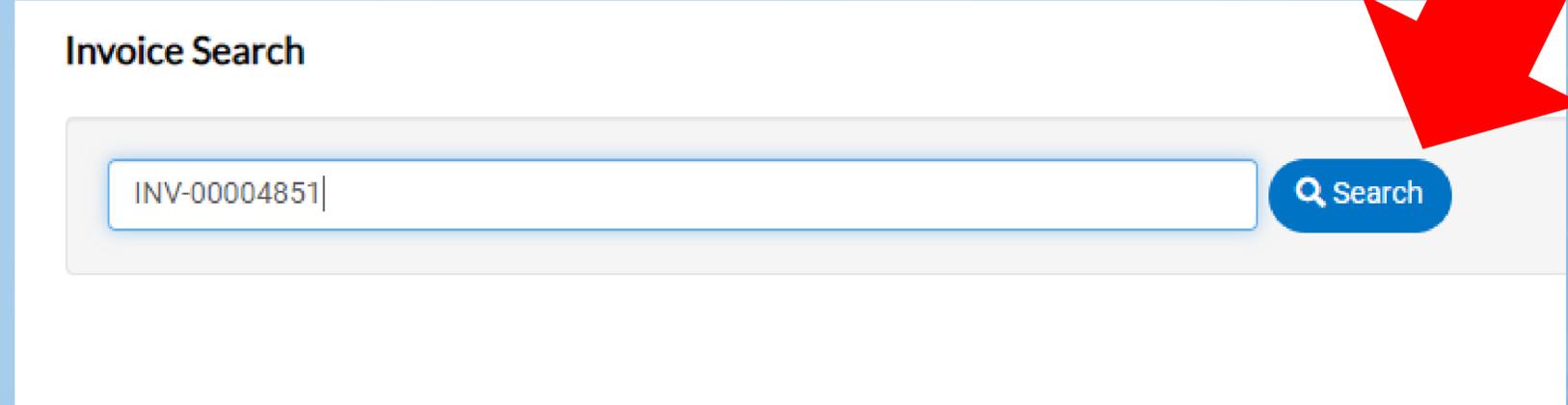
Submit

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 (\$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.