

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: New Permanent Sign



*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

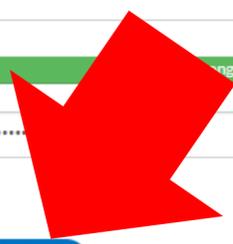
Step 2 of 4: Login information

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

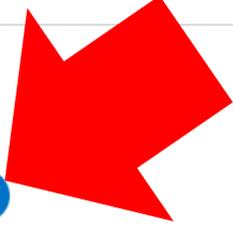
Middle Name

Last Name

Company

\* Contact Preference

Additional Contact Information



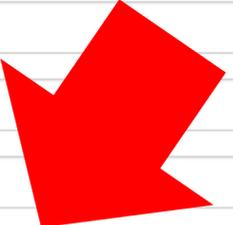
# Register for an Account

- 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

- Pick the application that fits your project, if you're unsure what to pick please call the Centerville Development Department at 937-428-4760.
  - [New wall sign](#)
  - [New ground sign](#)
  - [Reface existing sign \(Ground or Wall\)](#)
- Click "Add Location".

Apply for Permit - Sign, Permanent (Wall)

1 Locations 2 Type

LOCATIONS

Location

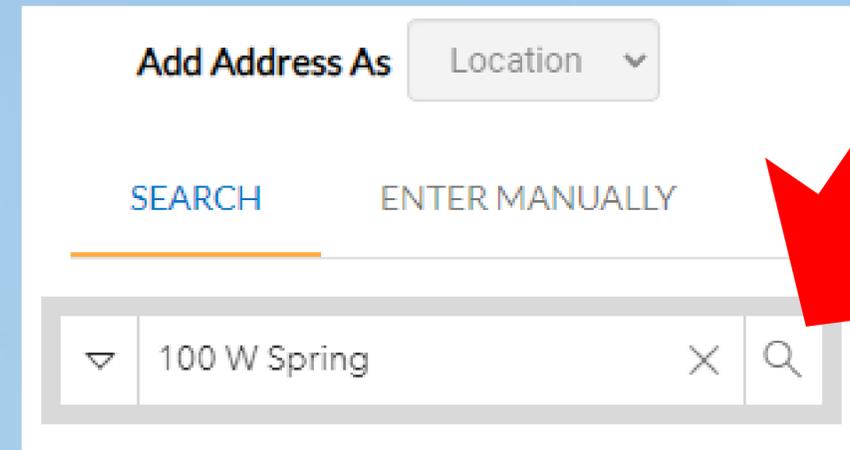
Add Location

+

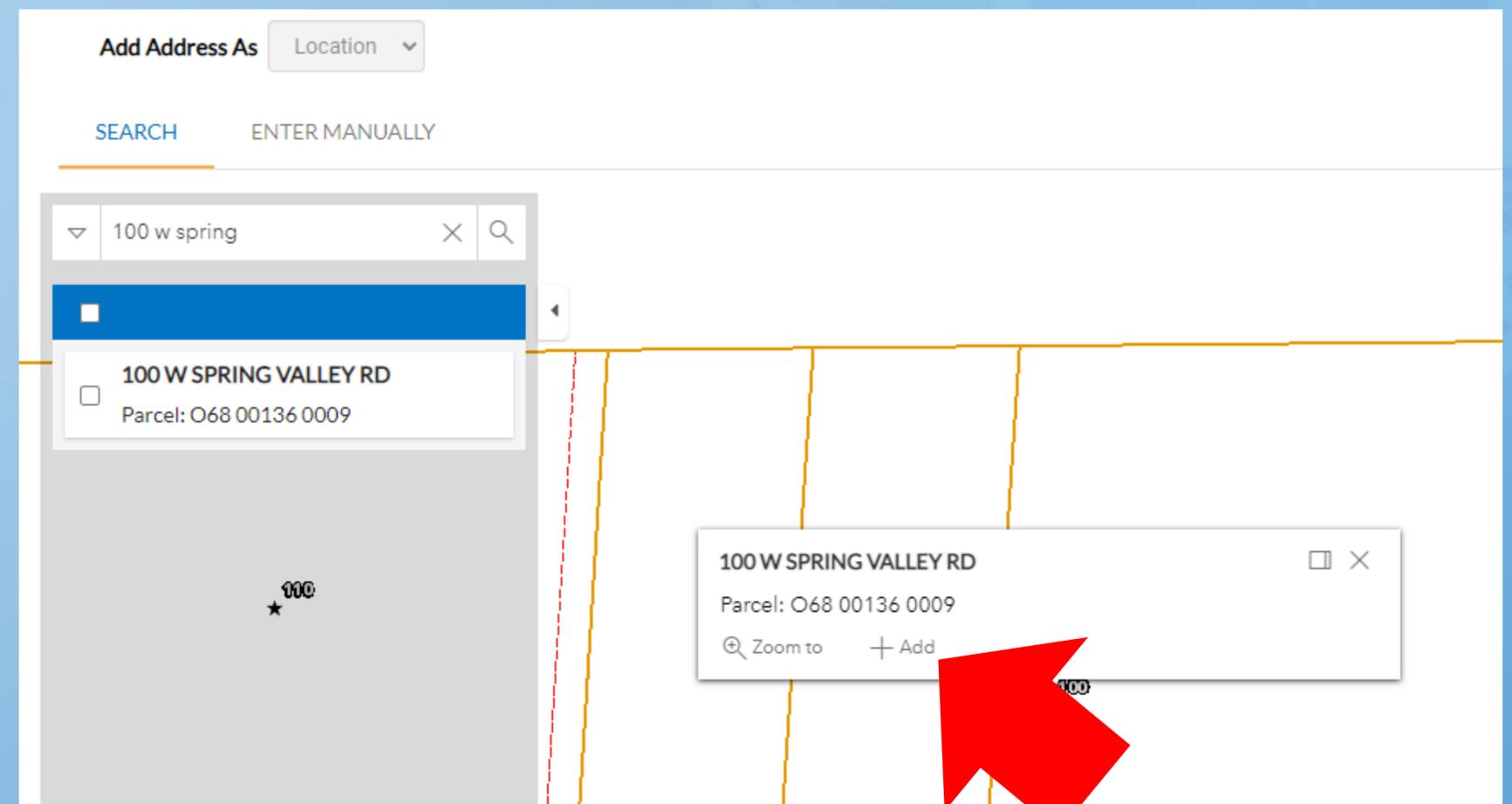
REQUIRED

# 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)



The screenshot shows the top part of the search interface. At the top, it says "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.



The 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 "100 W SPRING VALLEY RD" and "Parcel: O68 00136 0009" selected. To the right, a map view shows a parcel boundary in orange. A red star icon is on the map. A pop-up window for the selected parcel is visible, showing "100 W SPRING VALLEY RD" and "Parcel: O68 00136 0009", with a "+ Add" button. A red arrow points to the "+ Add" button.

# Fill out Application

- Click “Next”.

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

**LOCATIONS**

Type: Location  
100 W SPRING VALLEY RD,  
Centerville, OH 45458

Main Address   
Parcel Number  
O68 00136 0009  
Main Parcel   
Remove

Location  
Add Location +

Create Template Save Draft **Next**

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

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

✓ Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

**PERMIT DETAILS**

\* Permit Type Sign, Permanent (Wall)

Description  
3' x 10' illuminated channel letter wall sign above door

Back Create Template Save Draft **Next**

# Fill out Application

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

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

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

**CONTACTS**

**Applicant**



Test Planning (You)

100 W Spring Valley Rd,  
Centerville, OH, 45458

Select Type

Add Contact

+

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”. (Page may look slightly different depending on the permit you’re applying for)

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

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

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

**MORE INFO**

Lot Width (Feet)

Building Frontage (Feet)

\*Sign Area (Square Feet)

Sign Height (From Ground Level)

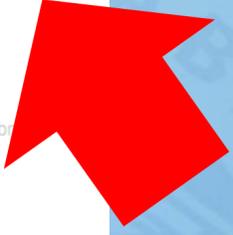
Sign Materials

Temporary Sign Display Date

Temporary Sign Removal Date (30 days max. per yr.)

Extra Information

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



# Fill out Application

- Click “Add Attachment” and attach a PDF rendering of the sign face and a site map showing its location on the property, then click “Next”.

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

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

Attachments

Site Plan

Add Attachment

Supported: .pdf

REQUIRED

Back Create Template Save Draft Next

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

Apply for Permit - Sign, Permanent (Wall) \*REQUIRED

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

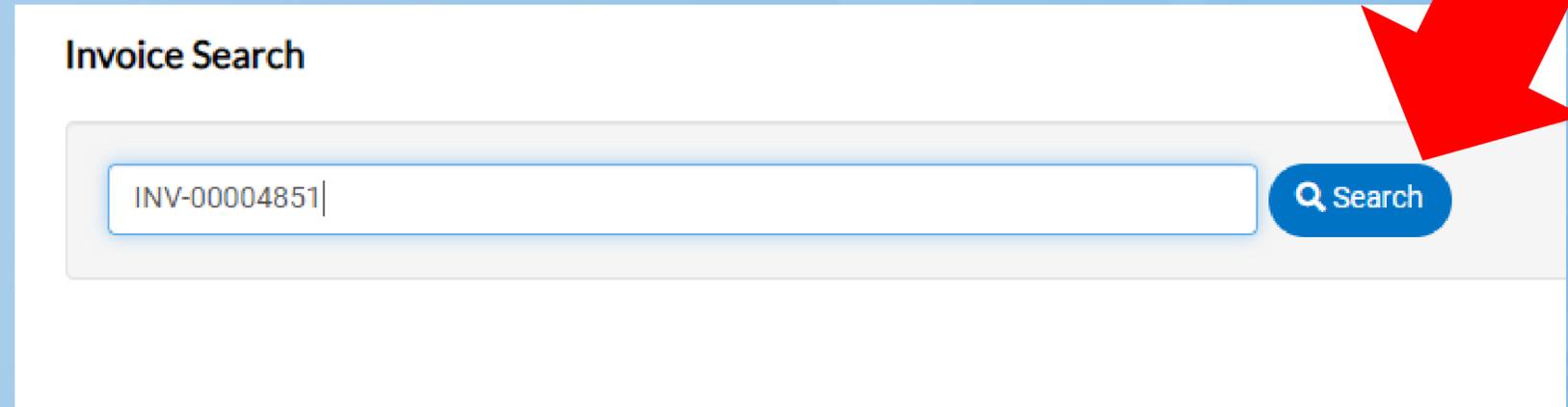
Submit

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. 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 interface 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 to the "Search" button.