

City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Pool (Inground or Above Ground)



*City of
Centerville*

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Register for an Account

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

The screenshot shows the City of Centerville Online Permitting Portal. The header includes the City of Centerville logo, the text 'City of Centerville Online Permitting Portal', and a user greeting 'Good Morning, Guest'. Below the header is a navigation bar with links for 'Centerville Documents', 'Home', 'Apply', 'Fee Estimator', and 'Pay Invoices'. The main content area features a large heading 'Welcome to the City of Centerville Online Permitting Portal' and three service tiles:

- 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.

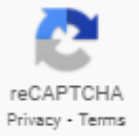
A red arrow points to the 'Login or Register' tile. The City of Centerville logo is visible in the bottom right corner of the page.

Register for an Account

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

Registration

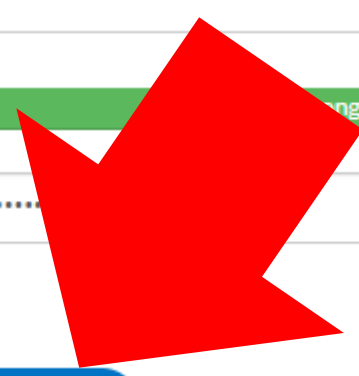
Step 2 of 4: Login information

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

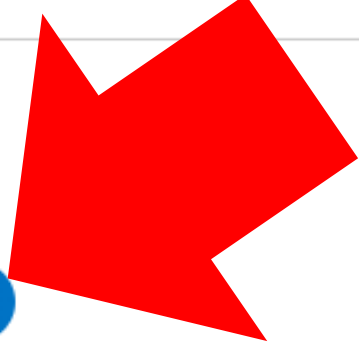
Middle Name

Last Name

Company

* Contact Preference

Additional Contact Information




Register for an Account

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

Registration

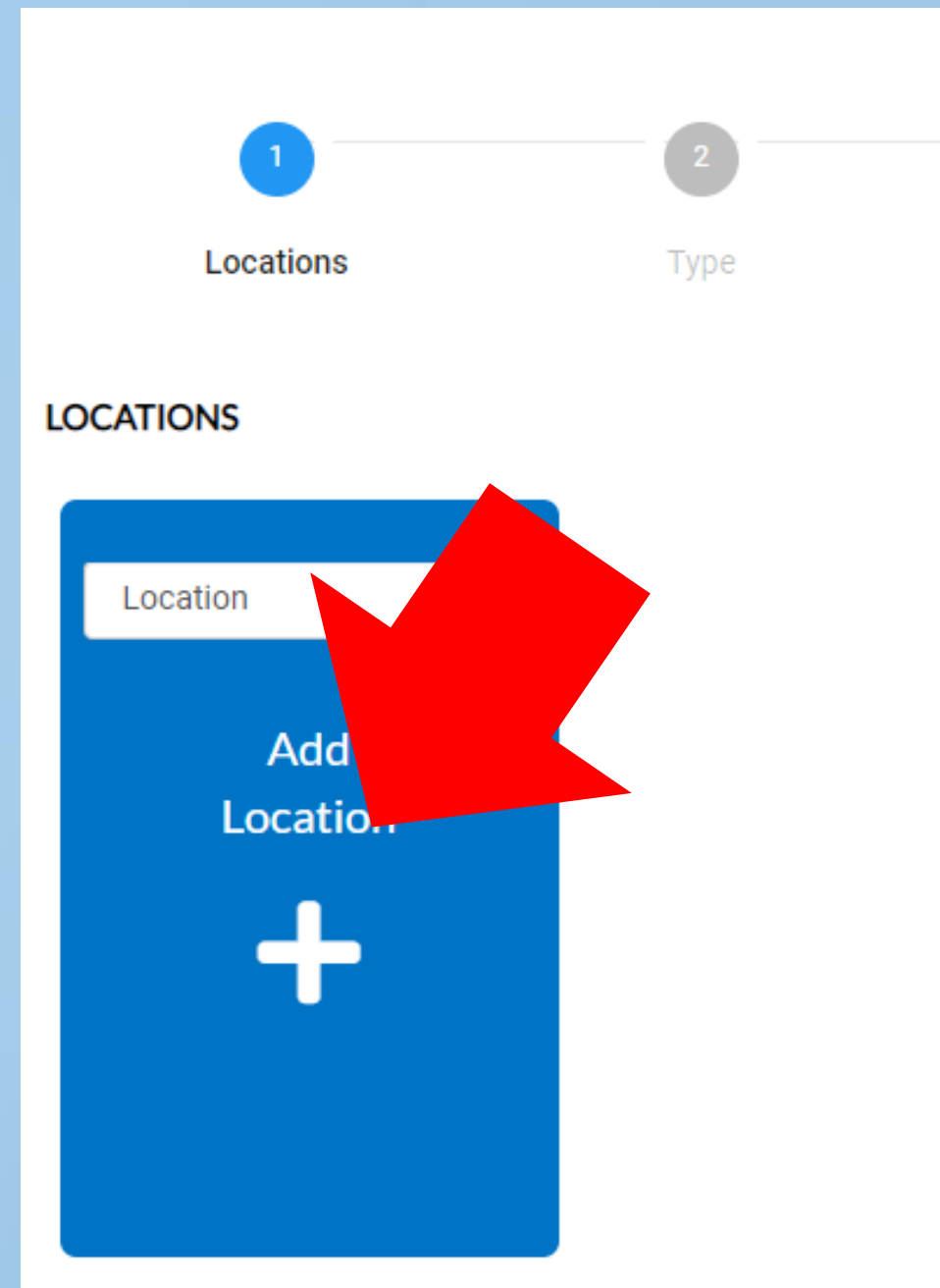
Step 4 of 4: Address

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"/>



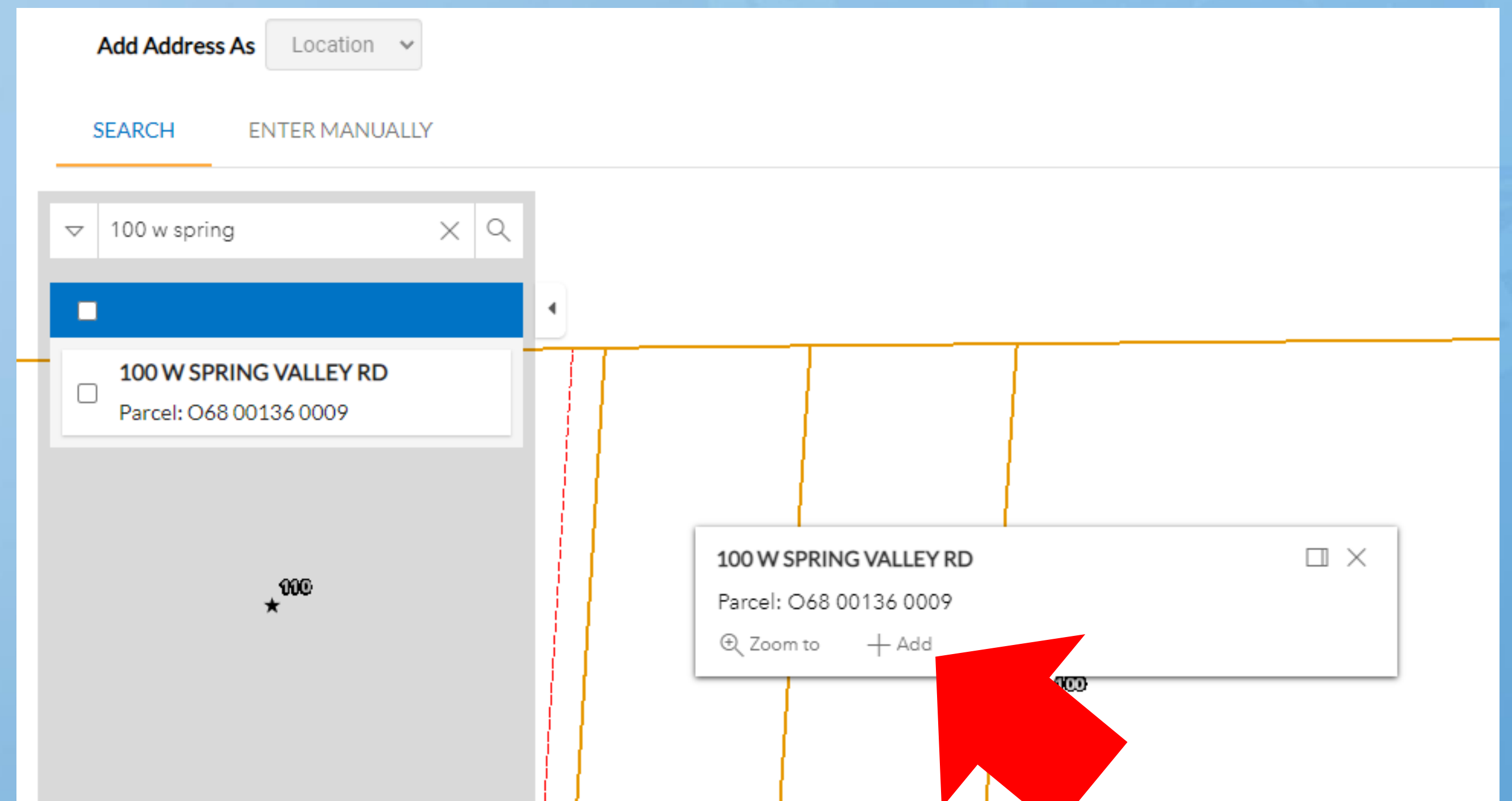
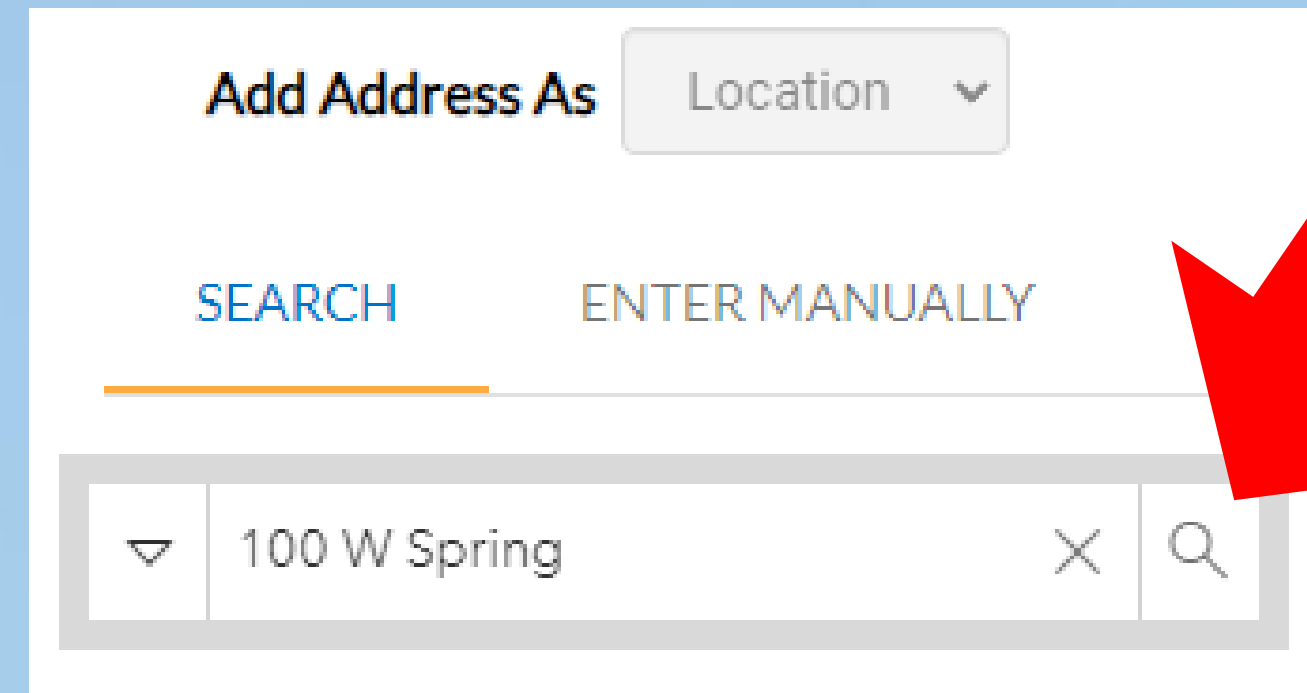
Fill out Application

- To begin the **Above Ground Pool** application, click the permit link [here](#).
- To begin the **Inground Pool** 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).



Fill out Application

- Click “Next”.

The screenshot shows the 'Locations' step (1) of a 6-step process. The progress bar at the top indicates steps 1 through 6: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. Step 1 is active. Below the progress bar, the 'LOCATIONS' section contains a card with the following information: '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 the 'Type' step (2) of the application form. The progress bar at the top shows step 1 as completed (with a green checkmark) and step 2 as active. Below the progress bar, the 'PERMIT DETAILS' section contains a dropdown menu for 'Permit Type' set to 'Pool, In-Ground' and a text area for 'Description' containing '16' X 32' Inground Swimming Pool'. 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 4 More Info 5 Attachments 6 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”.

The screenshot shows a web application form with a progress indicator at the top. The progress indicator consists of six steps: 'Locations' (checked), 'Type' (checked), 'Contacts' (checked), 'More Info' (active), 'Attachments' (not active), and 'Review and Submit' (not active). The 'More Info' section contains the following fields:

- *Type of Lot**: A dropdown menu with a red border and a red asterisk. Below it, the text "Type of Lot is required." is displayed.
- *Pool Location**: A dropdown menu with a red border and a red asterisk. Below it, the text "Pool Location is required." is displayed.
- *Pavement Material**: A group of three radio button options: "Concrete", "Pervious Pavers", and "Other (Use Extra Information Section)". Below the options, the text "Pavement Material is required." is displayed.
- *Proposed Setback from Property Lines**: A text input field with a red border and a red asterisk. Below it, the text "Proposed Setback from Property Lines is required." is displayed.
- Total Area (Square Feet)**: A text input field.
- Contractor**: A text input field.
- *5' Fence with Gate**: A dropdown menu with a red border and a red asterisk. Below it, the text "5' Fence with Gate is required." is displayed.
- Number of Gallons**: A text input field.
- Pool Length**: A text input field.
- Pool Height**: A text input field.
- Pool Diameter**: A text input field.
- Additional Information**: A text input field.
- Flood Zone**: A text input field.
- Subdivision**: A text input field.

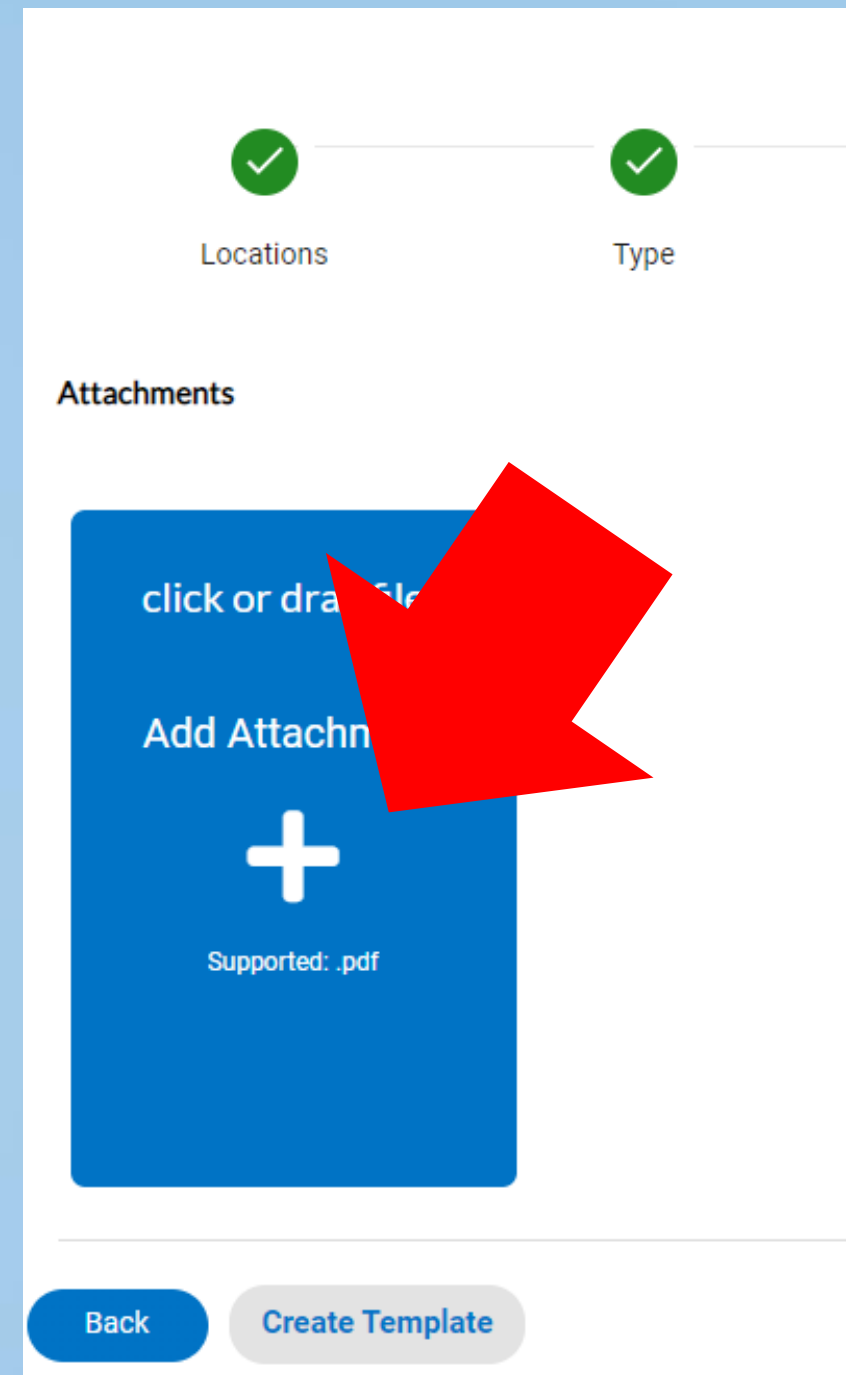
At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". A large red arrow points from the bottom right of the form towards the "Next" button. In the top right corner of the form, there is a link that says "Top | Main Menu".



City of Centerville

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 ✓

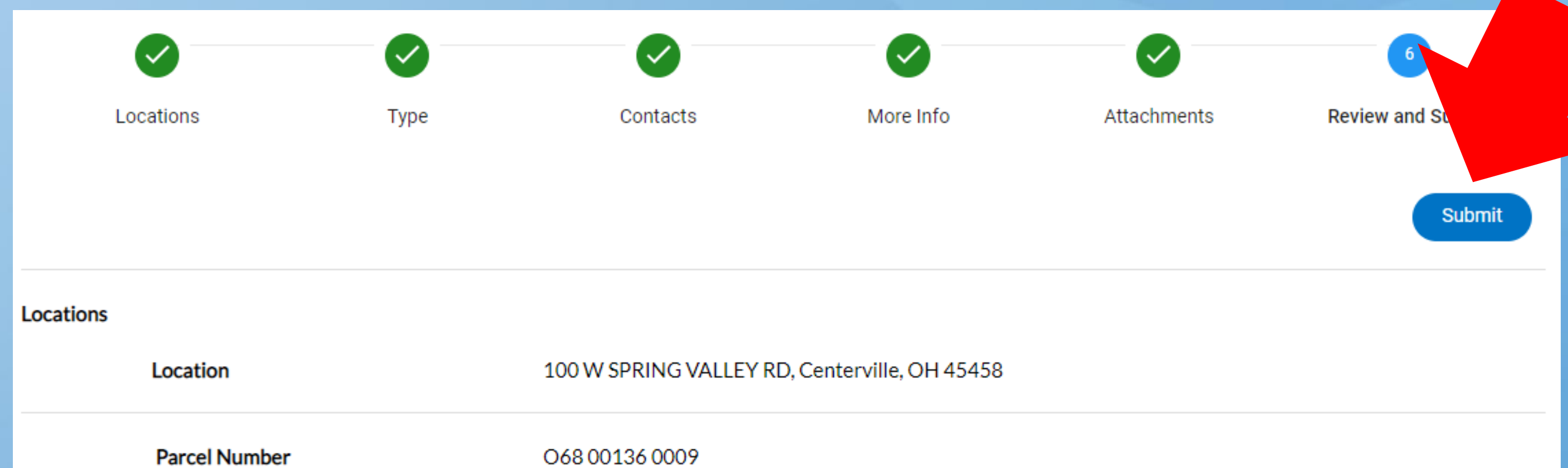
Attachments

click or drag file

Add Attachment

Supported: .pdf

Back Create Template



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

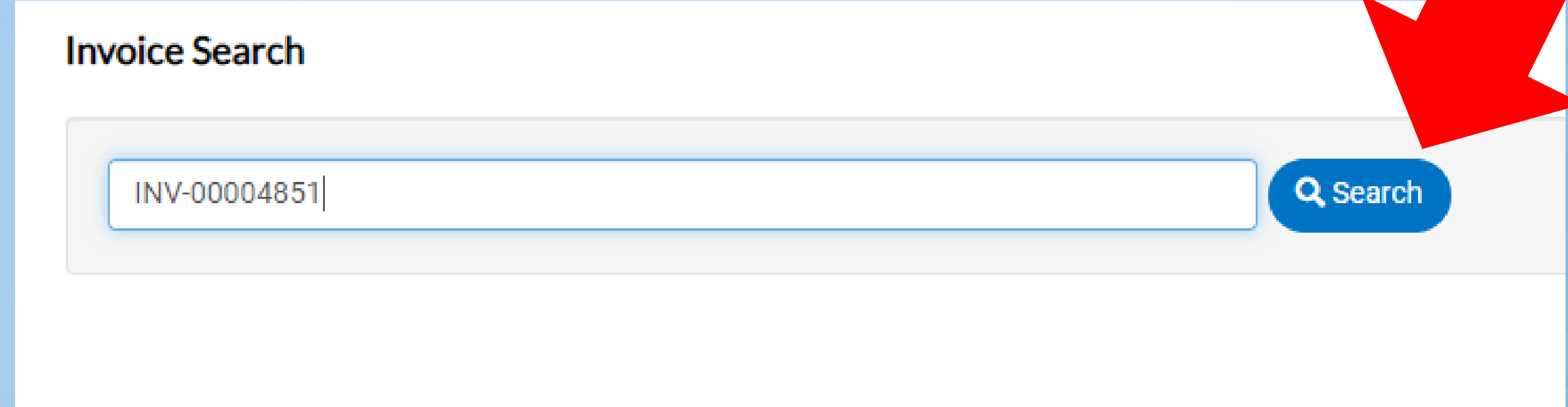
Submit

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 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 from the top right towards the search button.