

City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Residential Building Addition



*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.

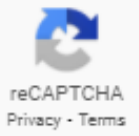
A red arrow points to the 'Login or Register' tile. The City of Centerville logo is visible in the bottom right corner of the page.

Register for an Account

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

Registration

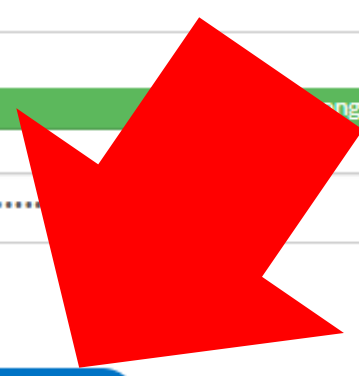
Step 2 of 4: Login information

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

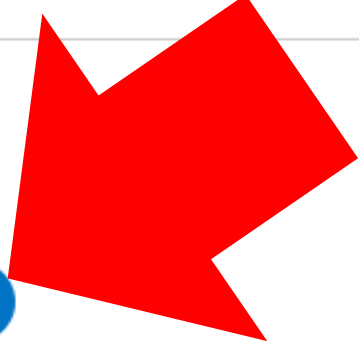
Middle Name

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 **Residential Building Addition** application, click the permit link [here](#).
- Click “Add Location”.

Apply for Permit - Residential Building - Addition *REQUIRED

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

LOCATIONS

Location

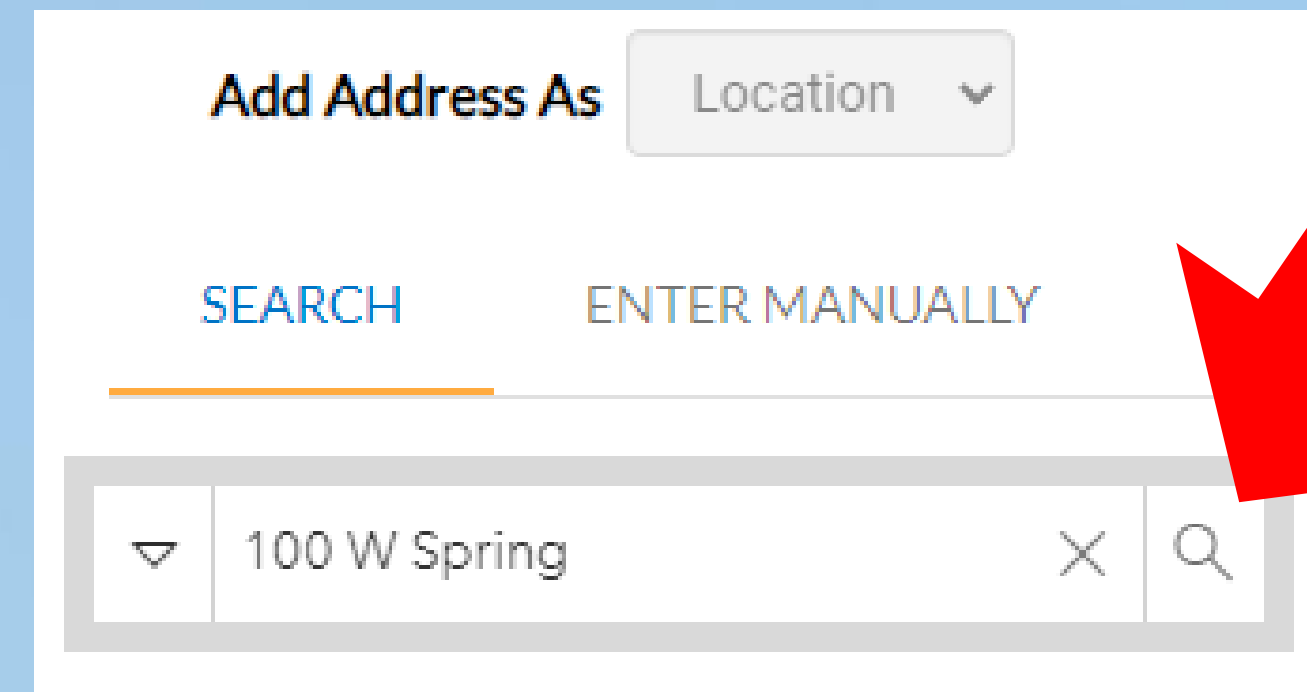
Add Location

+

REQUIRED

Fill out Application

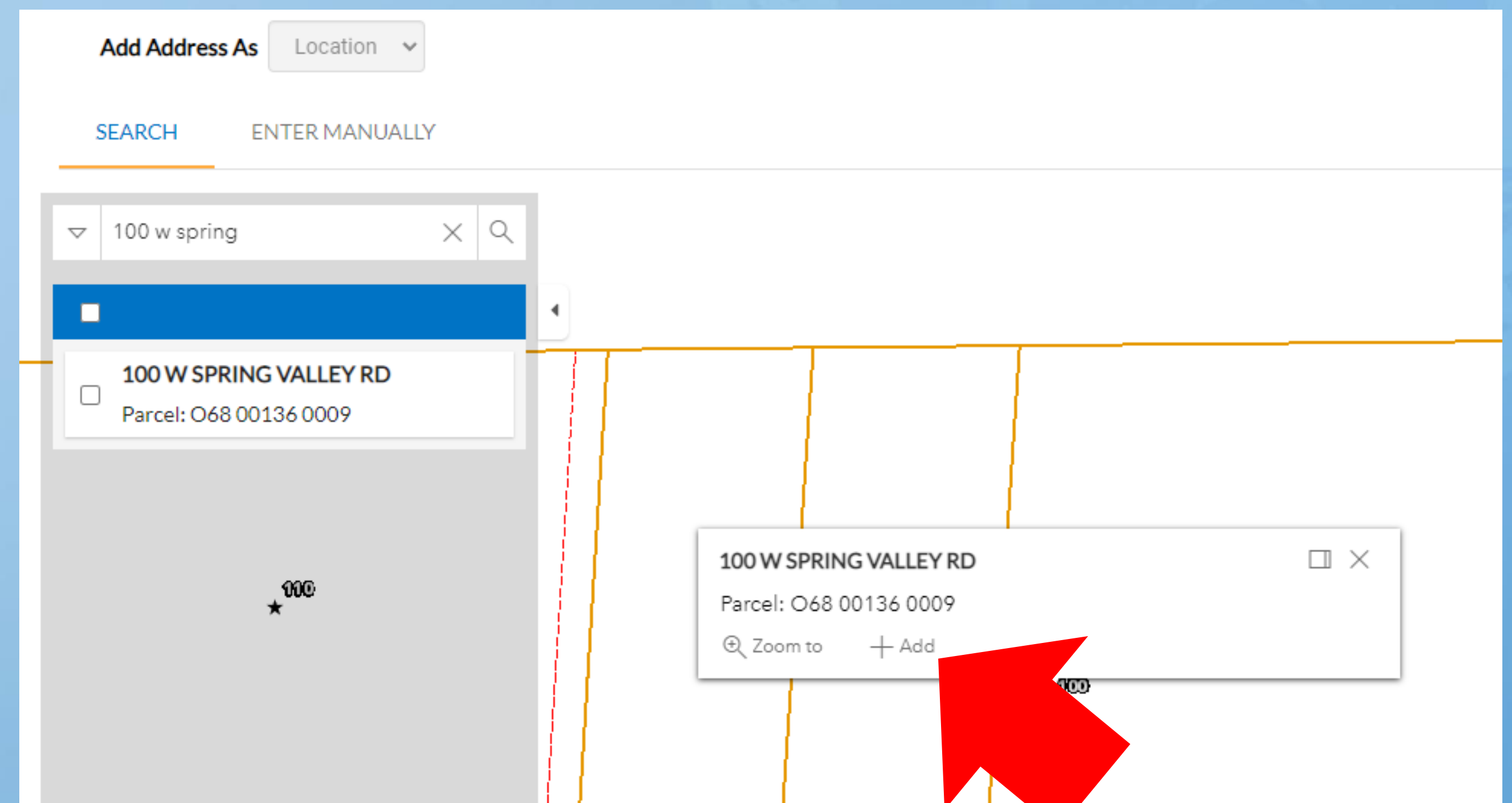
- In the “Address & Parcel Search” fill in your address number and the first few letters of the street name and click the magnifying glass. (Tip: Don’t type the entire address, enter as few letters as possible for better results)
- Click “+ Add” on the map on the right. (If address search doesn’t work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



Add Address As

SEARCH ENTER MANUALLY

100 W Spring



Add Address As

SEARCH ENTER MANUALLY

100 w spring

100 W SPRING VALLEY RD
Parcel: O68 00136 0009

100 W SPRING VALLEY RD
Parcel: O68 00136 0009
Zoom to + Add

Fill out Application

- Click “Next”.

Apply for Permit - Residential Building - Addition *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments 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 structure in “Description Box”, then click “Next”.

Apply for Permit - Residential Building - Addition *REQUIRED

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

PERMIT DETAILS

* Permit Type Residential Building - Addition

* Description

* Square Feet

* Valuation

Back Create Template Save Draft Next

Fill out Application


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

Apply for Permit - Residential Building - Addition *REQUIRED

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

CONTACTS


Applicant



City of Centerville
100 West Spring Valley Road,
Finance Dept. 100 West
Spring Valley Road, Finance
Dept., 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”.

Apply for Permit - Residential Building - Addition *REQUIRED

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

MORE INFO

General Information [Next Section](#) | [Top](#) | [Main Menu](#)

Owner's Name:

Owner's Address:

Owner's Phone Number:

Owner's Email:

Contractor Company Name:

Contractor Contact Name:

Company Address:

Construction Data [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Choose One

- New Structure
- Room Addition
- Interior/Exterior Alteration
- Basement Finish
- Repair
- Accessory Structure
- Deck
- Patio Cover
- Patio Enclosure
- Demolition

Existing Square Footage:

Proposed Square Footage:

Area Modified Sq. Ft.:

Area Modified Sq. Ft.:

Total Square Footage:

Project Description:

Energy Code Compliance (Choose Only One) [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

RCO Prescriptive Requirements

Simulated Performance Approach

Energy Rated Index

Ohio Home Builders Association

Option #1

Option #2

International Energy Conservation Code

Property Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Single Family Residence

Two Family Residence

Three Family Residence

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

Fill out Application

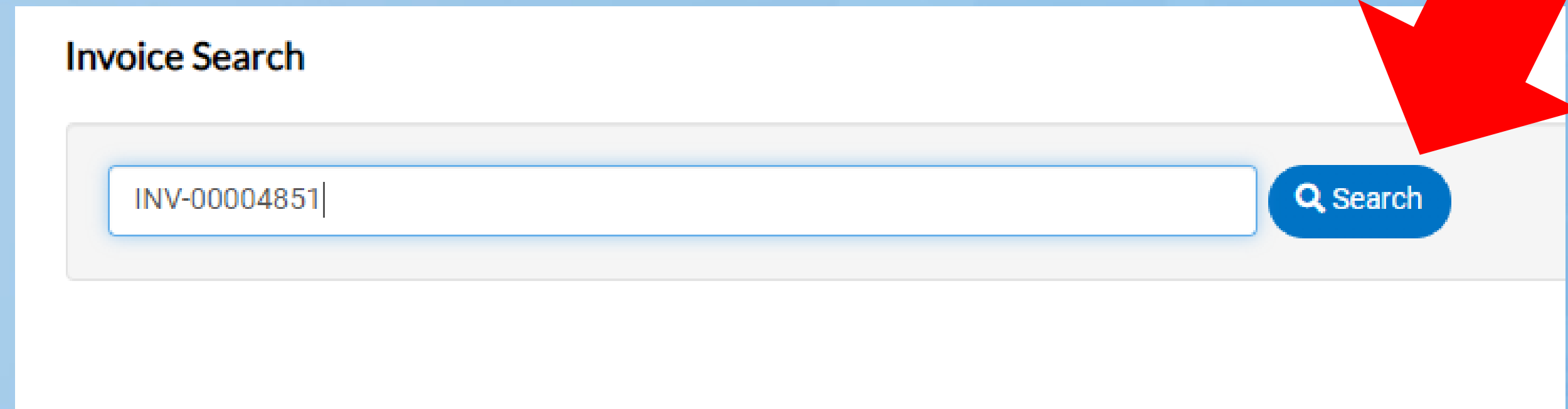
- Click “Add Attachment” and attach construction documents and site plan of your property. The sample site plan linked [here](#) details all information that is required including distance from property lines, downspout location, and stormwater drainage flow. An interactive map to help you create this is linked [here](#).
- Ensure all information is correct and click “Submit”.

This screenshot shows the 'Apply for Permit - Residential Building - Addition' application form at step 5, 'Attachments'. The progress bar at the top indicates that 'Locations', 'Type', 'Contacts', and 'More Info' are completed (marked with green checkmarks), while 'Attachments' is the current step (marked with a blue circle) and 'Review and Submit' is the final step (marked with a grey circle). Below the progress bar, there are three blue 'Add Attachment' buttons. The first two are labeled 'Construction Documents' and 'Site Plan', both with a red arrow pointing to their respective '+' icons. The third button is labeled 'Add Attachment' and has a dropdown menu for 'Select Type'. All three buttons indicate that PDF files are supported. At the bottom of the form, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

This screenshot shows the 'Apply for Permit - Residential Building - Addition' application form at step 6, 'Review and Submit'. The progress bar at the top indicates that all previous steps ('Locations', 'Type', 'Contacts', 'More Info', and 'Attachments') are completed (marked with green checkmarks), and 'Review and Submit' is the current step (marked with a blue circle). Below the progress bar, there is a 'Submit' button. A red arrow points to this button. The 'REQUIRED' label is visible in the top right corner.

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 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". To the right of the input field is a blue button with a magnifying glass icon and the text "Search". A large red arrow points from the top right towards the "Search" button.