

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Accessory Structure - Residential  
(200 Square Feet or Less)



*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*

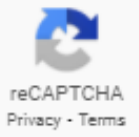


# Register for an Account

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

Registration

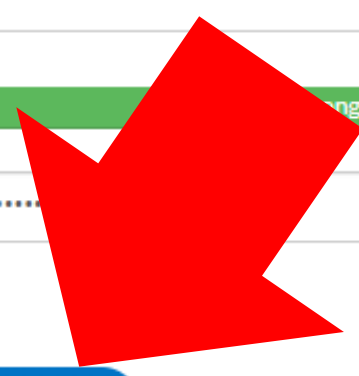
Step 2 of 4: Login information

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

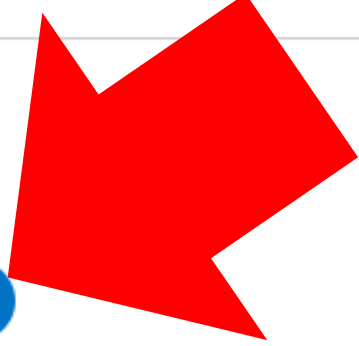
Middle Name

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 **(Accessory Structure 200 Square Feet or Less)** application click the permit link [here](#).
- Click “Add Location”.

Apply for Permit - Accessory Structure - Residential (Less than 200 SF)

1 Locations 2 Type 3 Contacts

LOCATIONS

Location

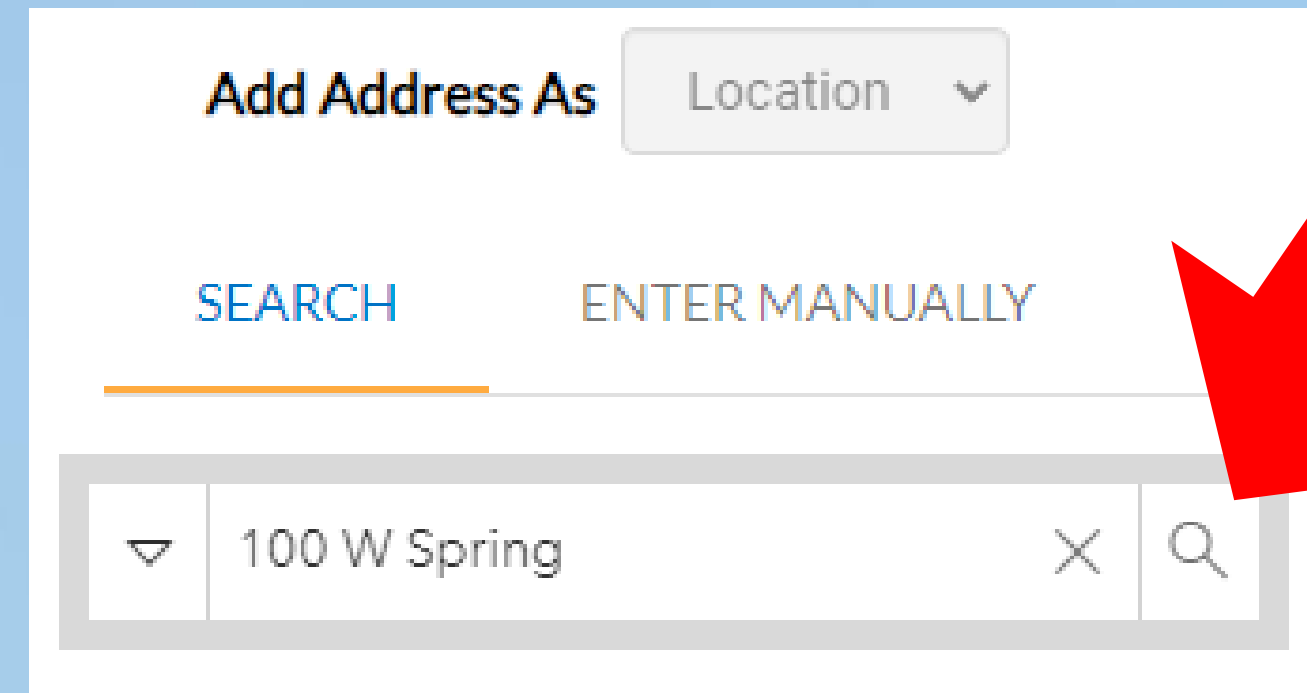
Add Location

+

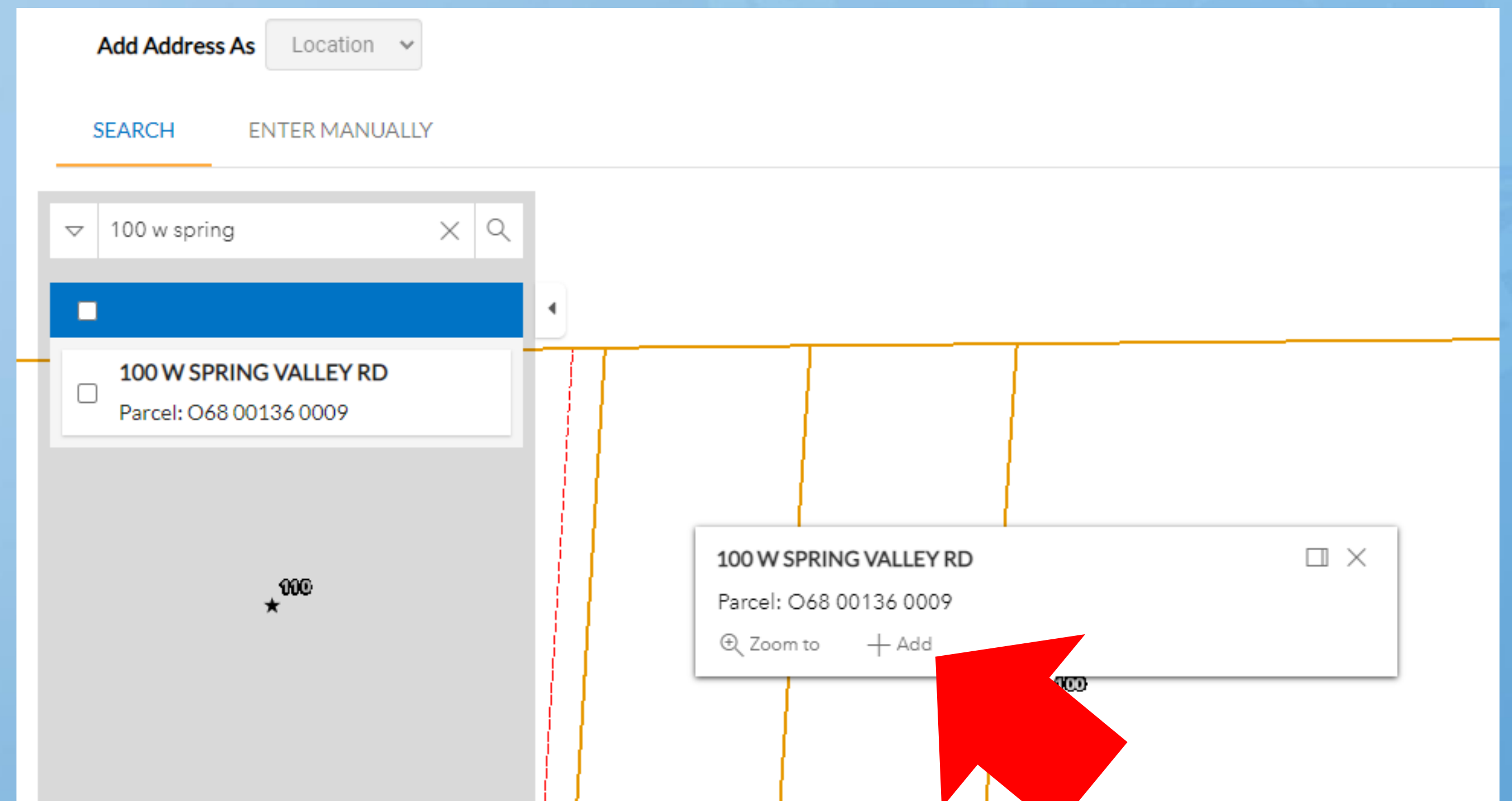
REQUIRED

# 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)



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 contains 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”.

Apply for Permit - Accessory Structure - Residential (Less than 200 SF) \*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 structure in “Description Box”, then click “Next”.

Apply for Permit - Accessory Structure - Residential (Less than 200 SF) \*REQUIRED

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

**PERMIT DETAILS**

\* Permit Type Accessory Structure - Reside

Description

Back Create Template Save Draft Next



# Fill out Application


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

Apply for Permit - Accessory Structure - Residential (Less than 200 SF) \*REQUIRED

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


**CONTACTS**

**Applicant**


  
 (You)  
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 - Accessory Structure - Residential (Less than 200 SF) \*REQUIRED

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

**MORE INFO**

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\*Type of Lot  Type of Lot is required.

\*Structure Location  Front Yard (Special Approval Needed: Contact City)  Side Yard  Rear Yard Structure Location is required.

\*Structure Material (Select all that apply)  Natural Wood  Composite Material  Vinyl  Brick  Concrete  Pavers  Asphalt  EIFS  Other (Specify in Additional Information) Structure Material (Select all that apply) is required.

\*Structure Floor Area (Square Feet)  Structure Floor Area (Square Feet) is required.

\*Structure Height (Feet)  Structure Height (Feet) is required.

\*Proposed Setback from Property Lines  Proposed Setback from Property Lines is required.

\*Does lot have any existing accessory structures?  Does lot have any existing accessory structures? is required.

\*Proposed Use of Structure  Proposed Use of Structure is required.

Extra Information

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

# Fill out Application

- Click “Add Attachment” and attach site plan showing where your shed will be located on your property and distance from property lines. If you need help creating the site plan Centerville has a public interactive map where you can zoom to your property and draw where the fence will be located on the map linked [here](#).

Apply for Permit - Accessory Structure - Residential (Less than 200 SF)

Locations Type Contacts More

Attachments

Please attach a site plan showing where the proposed structure will be located on the property.

Site Add Attachment Supported: .pdf REQUIRED

Add Attachment Supported: .pdf

Back Create Template

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

Apply for Permit - Accessory Structure - Residential (Less than 200 SF)

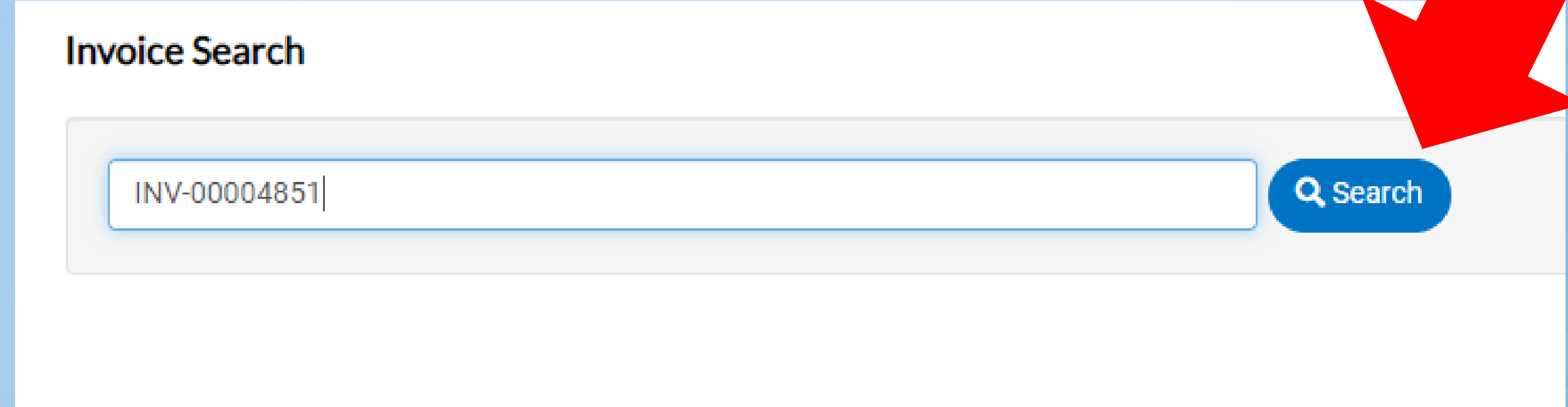
Locations Type Contacts More Info Attachments Review and Submit

6 REQUIRED

Submit

# Pay Invoice

- Your application is now complete. Someone at the City will email you an invoice to pay the permit application fee (\$30). 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" and a blue "Search" button with a magnifying glass icon. A large red arrow points to the "Search" button.