

City of Centerville Online Permitting Portal

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



*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.

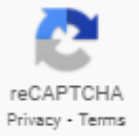
City of Centerville

Register for an Account

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

Registration

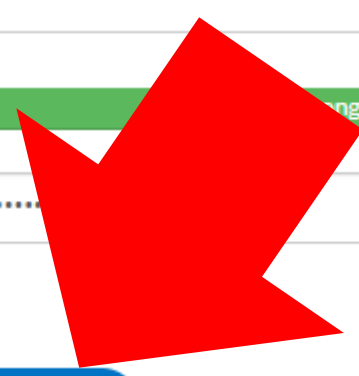
Step 2 of 4: Login information

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

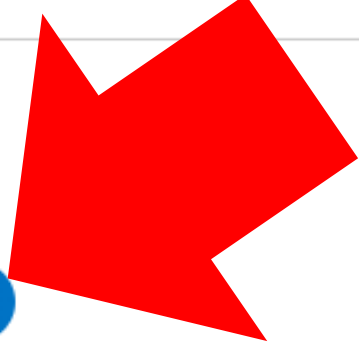
Middle Name

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 (Larger than 200 Square Feet)** application, click the permit link [here](#).
- Click “Add Location”.

Apply for Permit - Accessory Structure - Residential (200 SF or larger)

1 Locations 2 Type 3 Contacts

LOCATIONS

Location

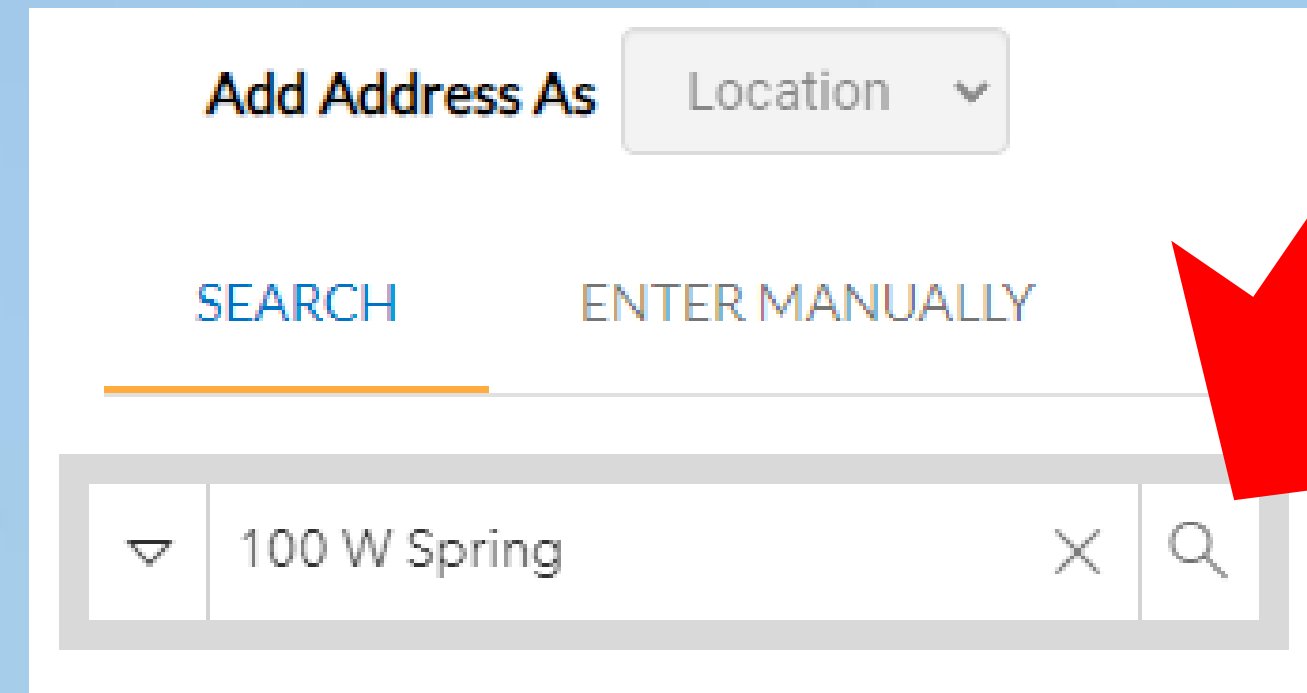
Add Location

+

REQUIRED

Fill out Application

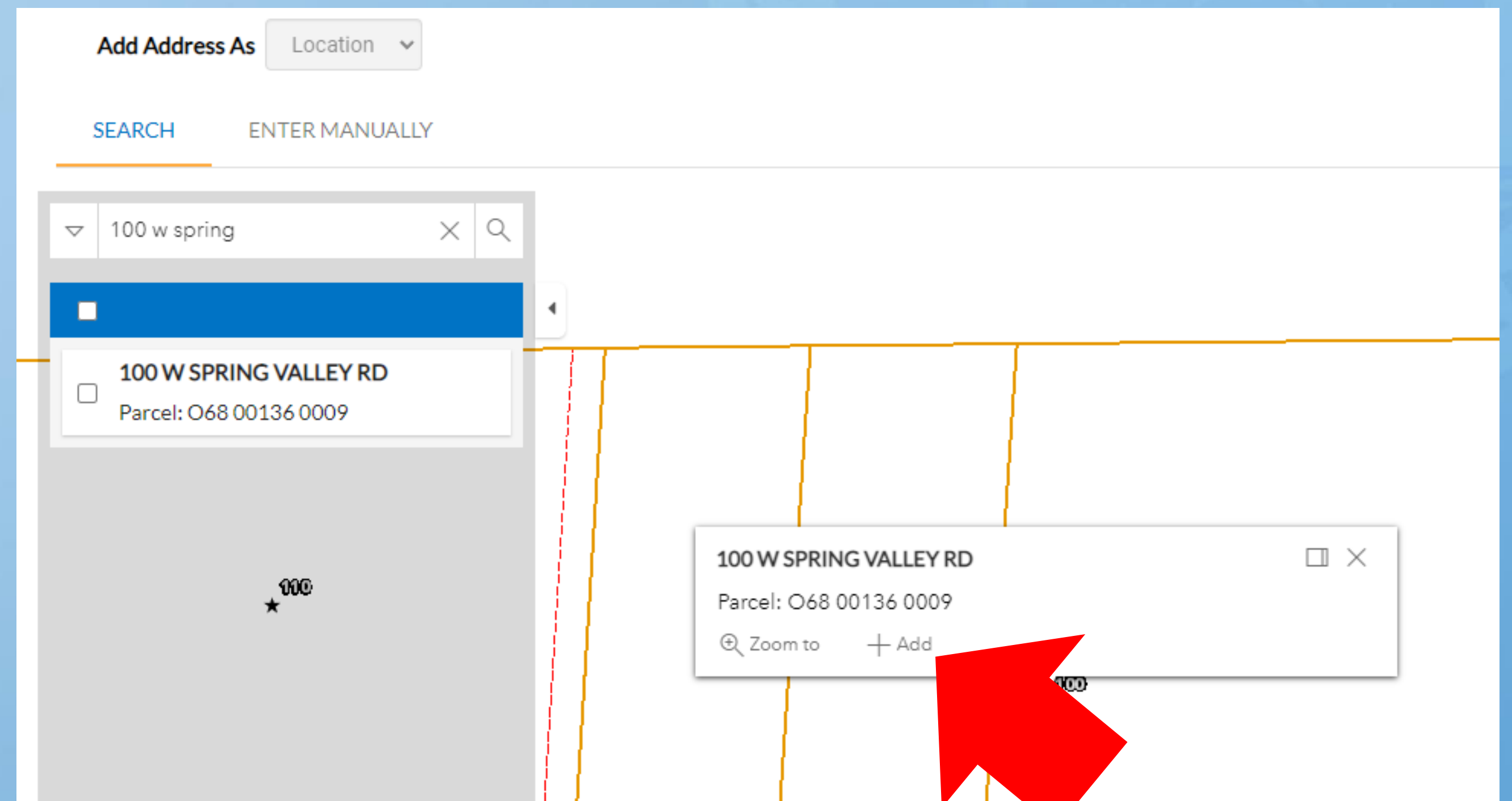
- In the “Address & Parcel Search” fill in your address number and the first few letters of the street name and click the magnifying glass. (Tip: Don’t type the entire address, enter as few letters as possible for better results)
- Click “+ Add” on the map on the right. (If address search doesn’t work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



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 - Accessory Structure - Residential (200 SF or larger) *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 (200 SF or larger) *REQUIRED



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

PERMIT DETAILS

* Permit Type Accessory Structure - Residential

Description

Back Create Template Save Draft Next



Fill out Application


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

Apply for Permit - Accessory Structure - Residential (200 SF or larger) *REQUIRED

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

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

+

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”.

Apply for Permit - Accessory Structure - Residential (200 SF or larger) *REQUIRED

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

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

*Type of Lot
Type of Lot is required.

*Structure Location
Structure Location is required.

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

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

Height of Principle Building (Feet)

*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.

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

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

Contractor

Extra Information

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



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”.

Apply for Permit - Accessory Structure - Residential (200 SF or larger)

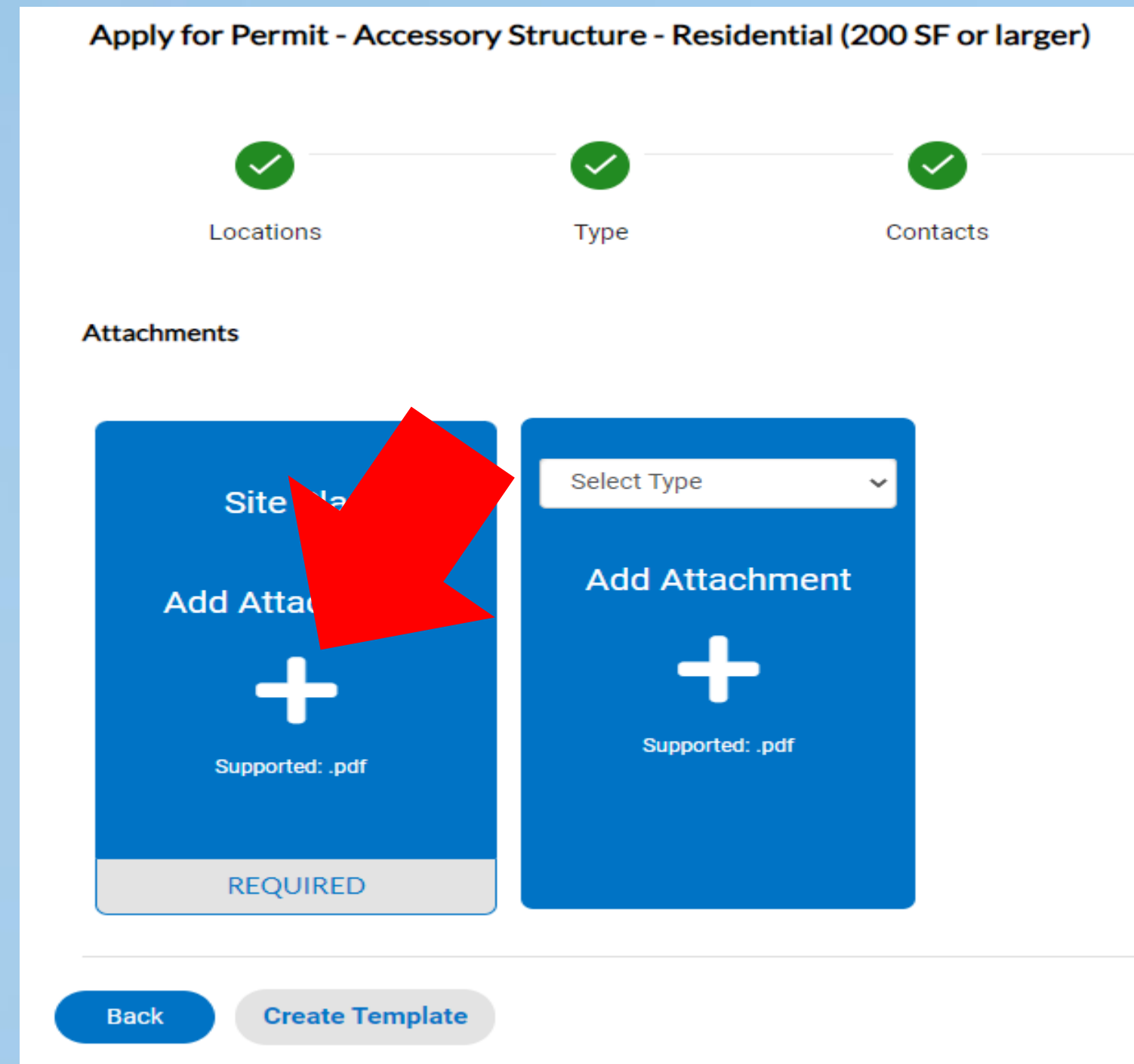
Locations ✓ Type ✓ Contacts ✓

Attachments

Site Plan Add Attachment + Supported: .pdf REQUIRED

Select Type Add Attachment + Supported: .pdf

Back Create Template



Apply for Permit - Accessory Structure - Residential (200 SF or larger) *REQUIRED

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

Submit

Locations

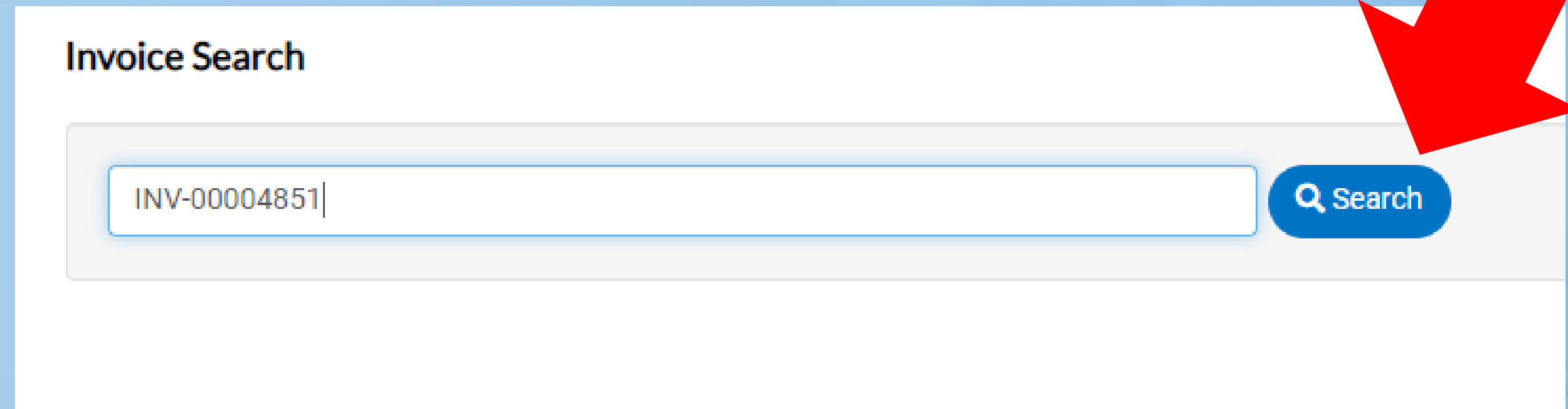
Location	100 W SPRING VALLEY RD, Centerville, OH 45458
Parcel Number	068 00136 0009



City of
Centerville

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.