

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: New Single-Family Residential Home



*City of  
Centerville*

# Table of Contents

- Register for an Account (Page 1-3)
- Fill out Application (Page 4-9)
- Pay Invoice (Page 10)

# 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*

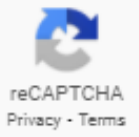


# Register for an Account

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

Registration

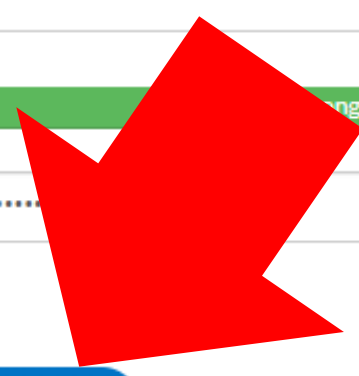
Step 2 of 4: Login information

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

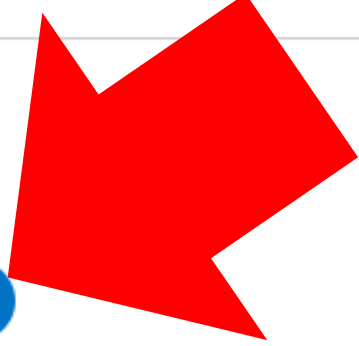
Middle Name

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

Apply for Permit - New Single Family Residential

1 Locations 2 Type

LOCATIONS

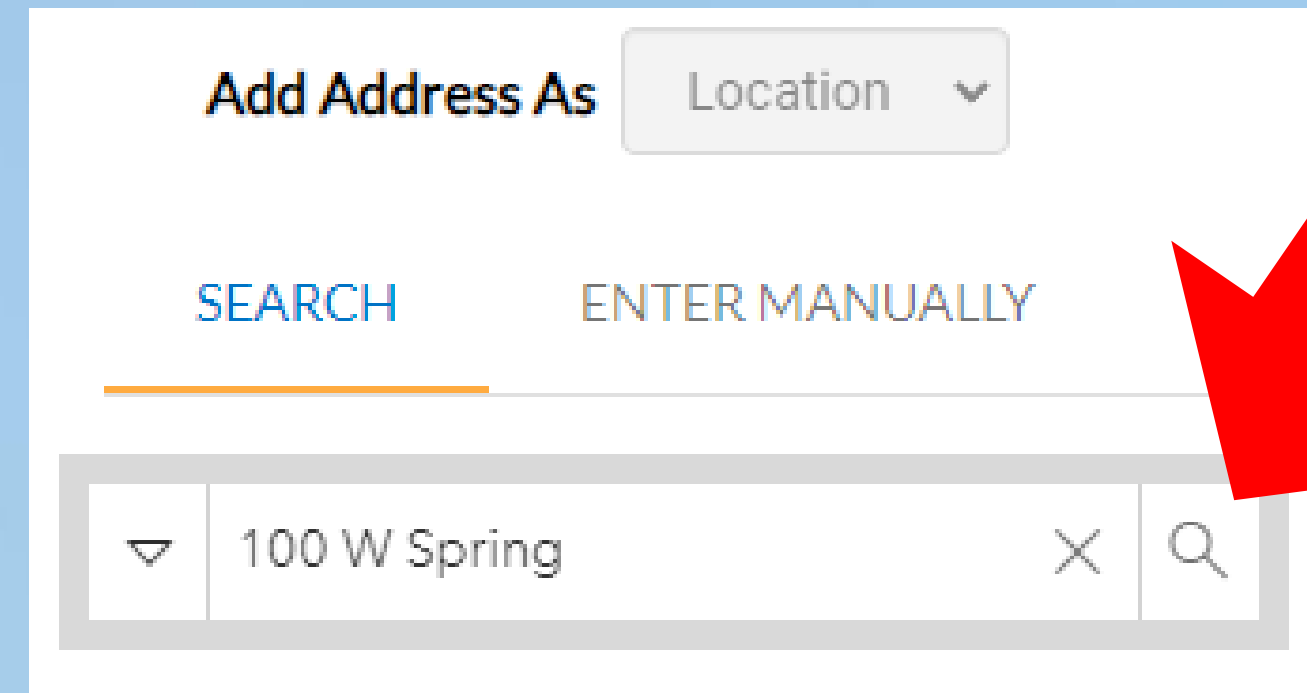
Location

Add Location

+

# Fill out Application

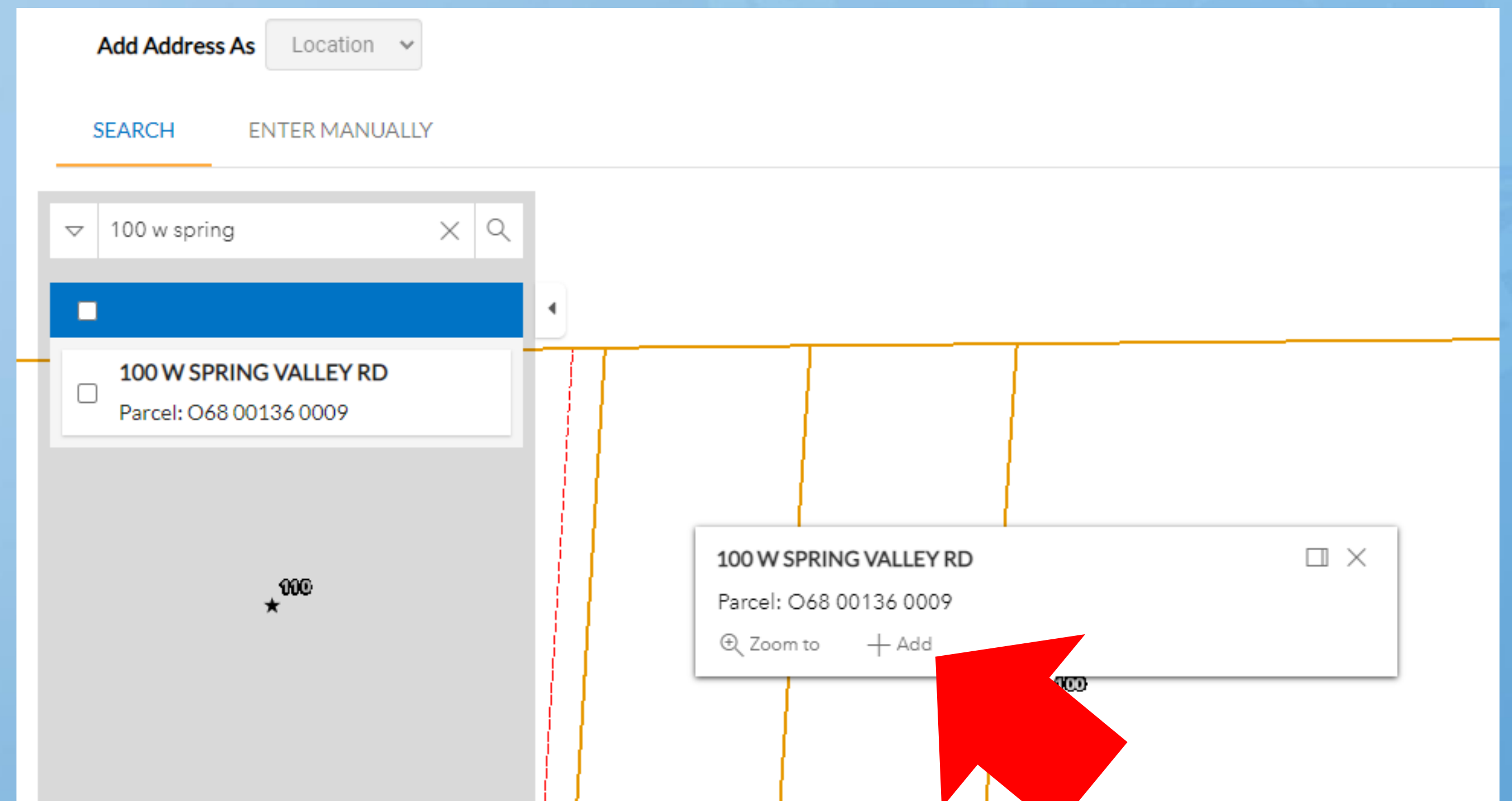
- In the “Address & Parcel Search” fill in your address number and the first few letters of the street name and click the magnifying glass. (Tip: Don’t type the entire address, enter as few letter as possible for better results)
- Click “+ Add” on the map on the right. (If address search doesn’t work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



Add Address As Location

SEARCH ENTER MANUALLY

100 W Spring



Add Address As Location

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 - New Single Family Residential \*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 home in the box labeled “Description”, then click “Next”.

Apply for Permit - New Single Family Residential \*REQUIRED


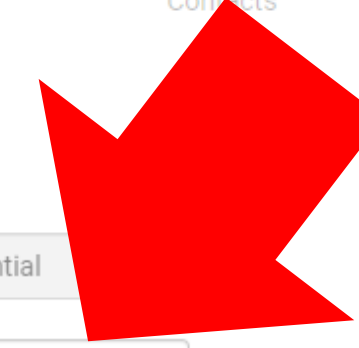
1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

\* Permit Type

Description

Back Create Template Save Draft Next





# Fill out Application


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

Apply for Permit - New Single Family Residential \*REQUIRED

Progress: 1. Locations (✓) 2. 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”.

Apply for Permit - New Single Family Residential \*REQUIRED

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

MORE INFO

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

\*Structure Material


<input checked="" type="checkbox"/>	Natural Wood
<input type="checkbox"/>	Composite Material
<input type="checkbox"/>	Vinyl
<input checked="" type="checkbox"/>	Brick
<input type="checkbox"/>	Concrete
<input type="checkbox"/>	Pavers
<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	EIFS
<input type="checkbox"/>	Other (Specify in Additional Information)

\*Structure Floor Area (Square Feet)

\*Proposed Setback from Property Lines

Proposed Use of Structure

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



# Fill out Application

- Click “Add Attachment” and add any necessary attachments (Site Plan, Building Plans, Elevations, etc...) then click “Next”.

Apply for Permit - New Single Family Residential

Locations ✓ Type ✓

Attachments

click or drag file here  
Add Attachment  
+  
Supported: .pdf

Back Create Template

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

Apply for Permit - New Single Family Residential

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6 \*REQUIRED

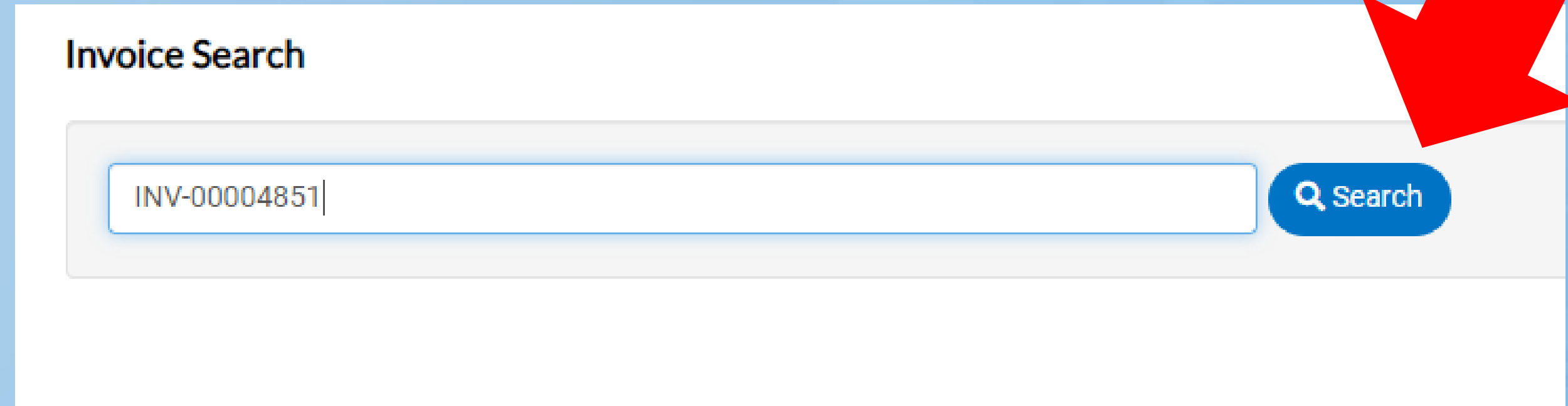
Submit

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". 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.