

City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Temporary Sign



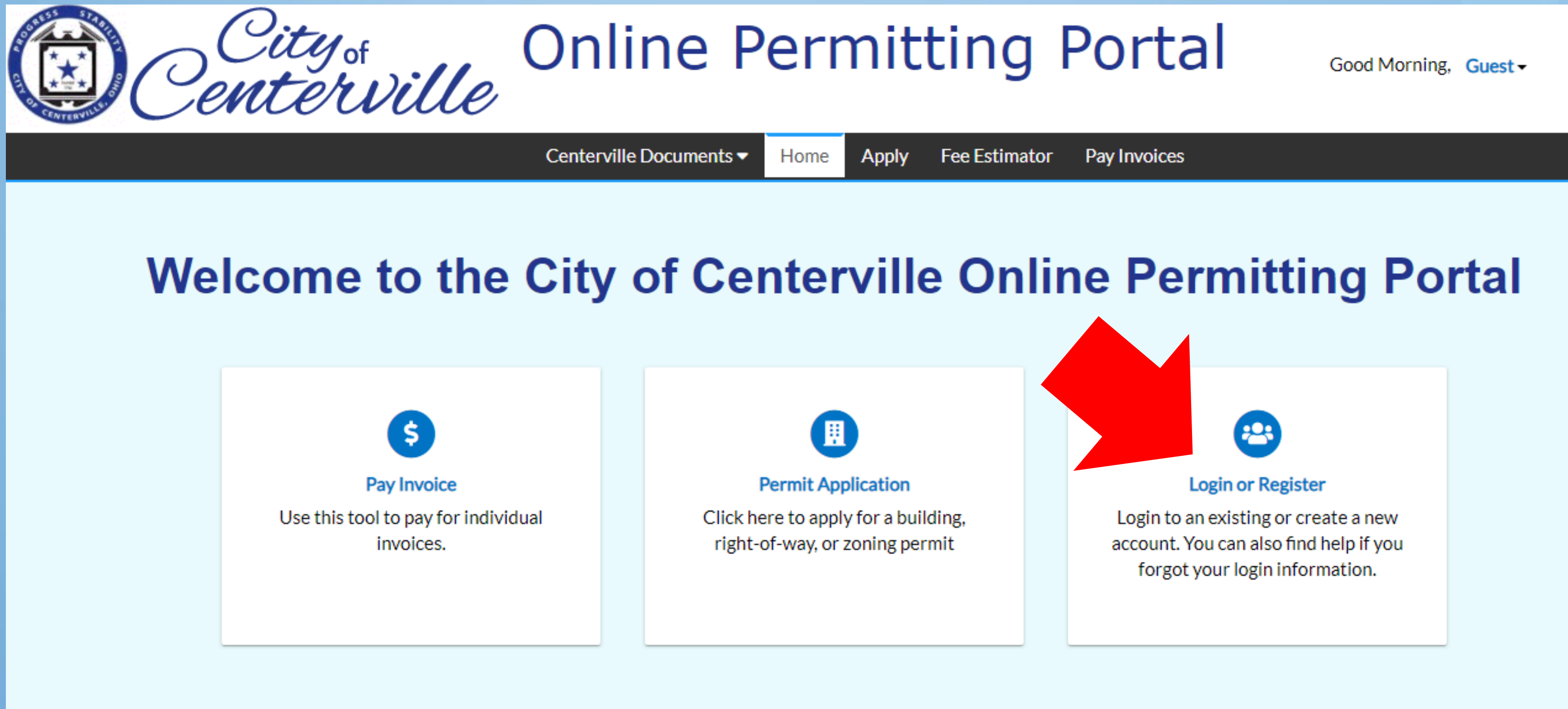
*City of
Centerville*

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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.

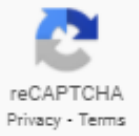
City of Centerville

Register for an Account

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

Registration

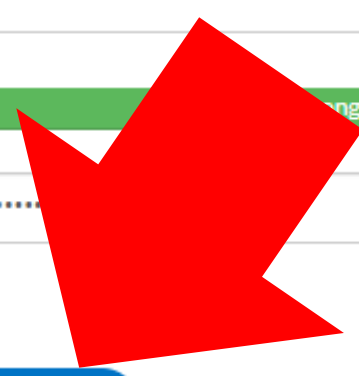
Step 2 of 4: Login information

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

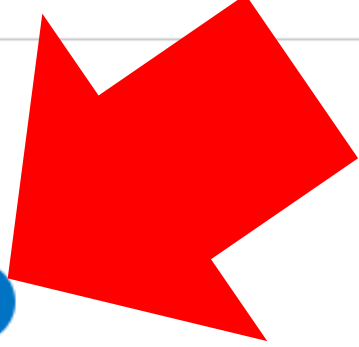
Middle Name

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

- Pick the application that fits your project, if you're unsure what to pick please call the Centerville Development Department at 937-428-4760.
 - [Temporary Ground Sign](#)
 - [Temporary Wall Sign](#)
- Click "Add Location".

Apply for Permit - Sign, Temporary (Ground)

1 Locations 2 Type

LOCATIONS

Location

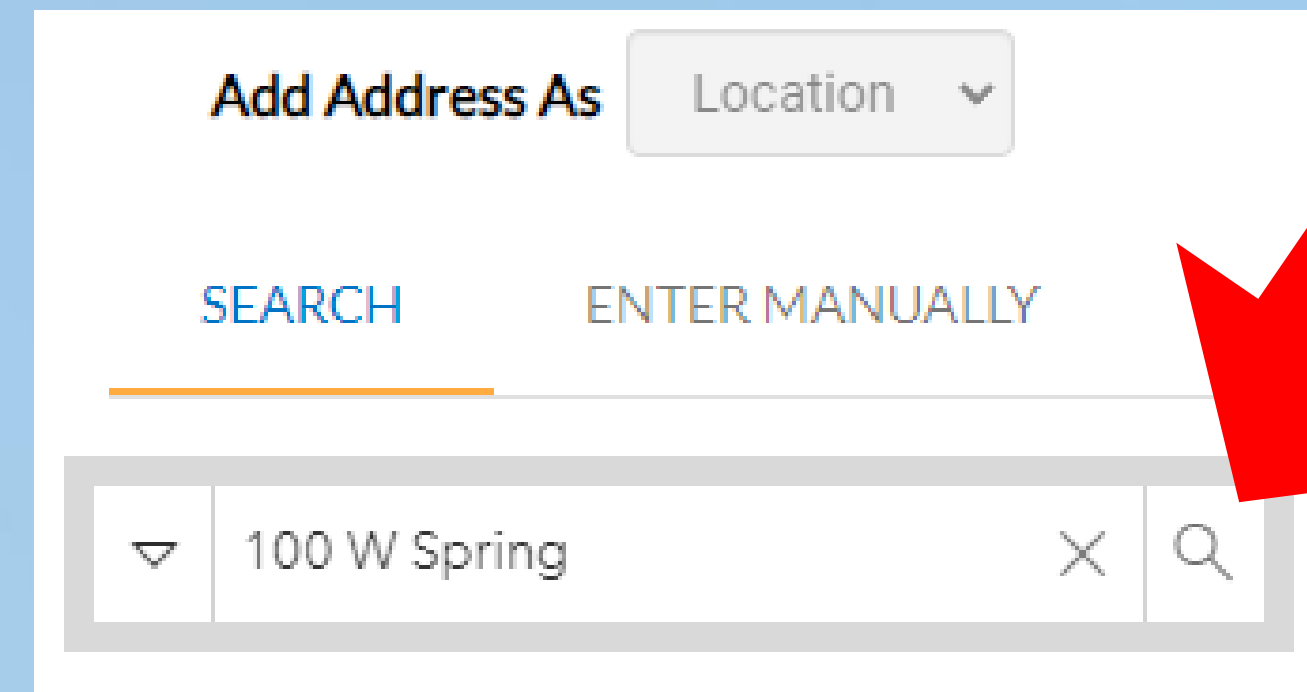
Add Location

+

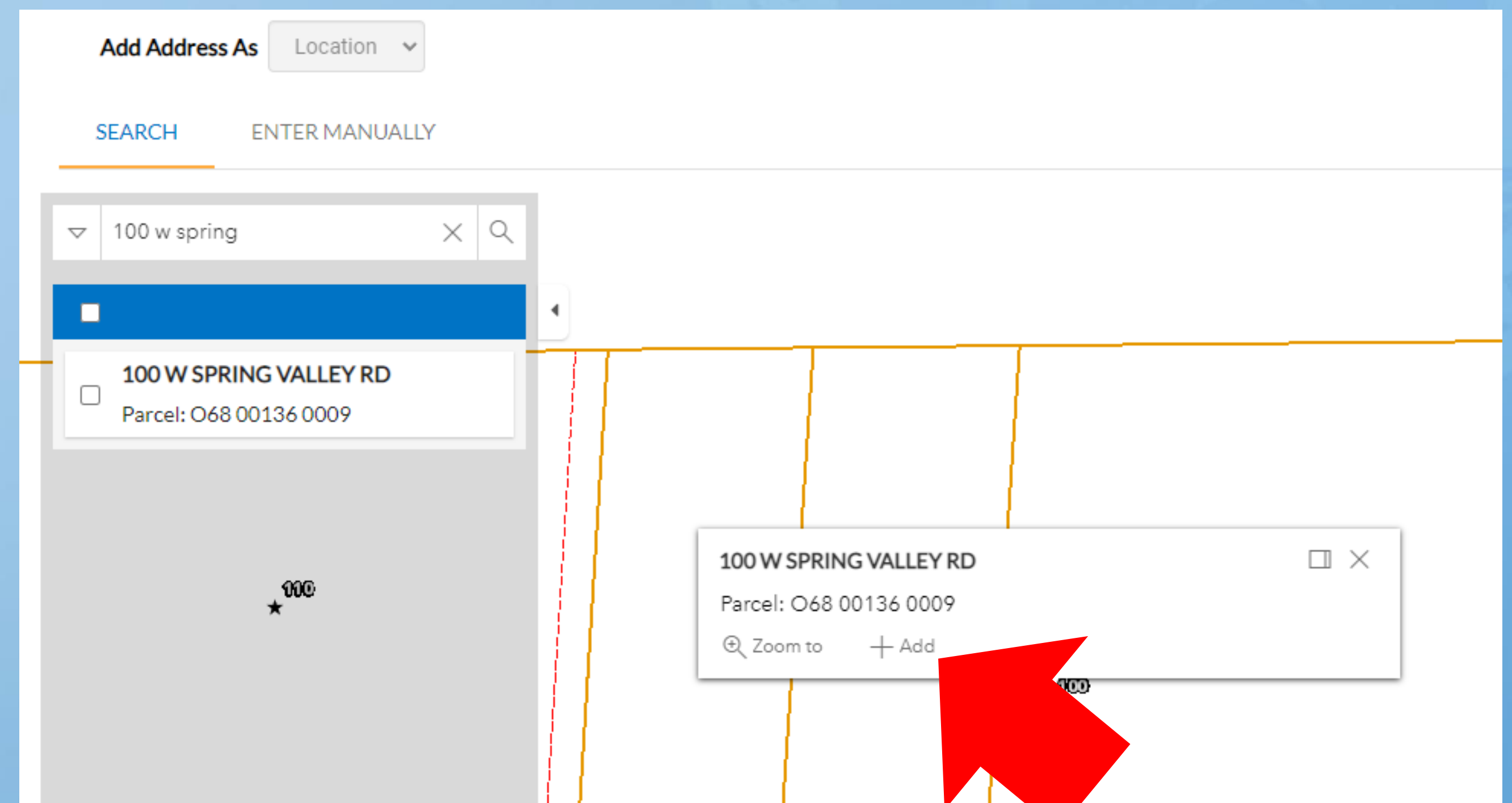
REQUIRED

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 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)



This screenshot shows the top portion of the 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 search results and map view. The search input field now contains '100 w spring'. Below the input field, a list of results is shown, with the first result highlighted in blue: '100 W SPRING VALLEY RD' with the parcel number 'Parcel: O68 00136 0009'. To the right, a map view shows a star icon on the ground. A red arrow points to a callout box on the map that contains the same address and parcel information, along with a 'Zoom to' icon and a '+ Add' button.

Fill out Application

- Click “Next”.

Apply for Permit - Sign, Temporary (Ground) *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 sign in the “Description Box”, then click “Next”.

Apply for Permit - Sign, Temporary (Ground) *REQUIRED

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

PERMIT DETAILS

* Permit Type Sign, Temporary (Ground)

Description 2' x 3' ground sign advertising sale

Back Create Template Save Draft Next

Fill out Application


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

Apply for Permit - Sign, Temporary (Ground) *REQUIRED

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

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”. (Page may look slightly different depending on the permit you’re applying for)

Apply for Permit - Sign, Temporary (Ground) *REQUIRED

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

MORE INFO | Top | Main Menu

Lot Width (Feet)

Building Frontage (Feet)

*Sign Area (Square Feet)

Sign Height (From Ground Level)


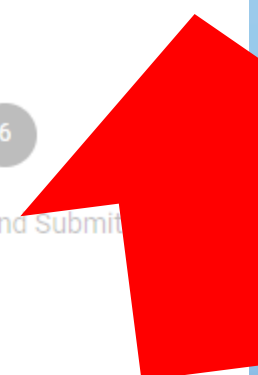
Sign Materials

Temporary Sign Display Date

Temporary Sign Removal Date (30 days max. per yr.)

Extra Information

Back Create Template Save Draft Next



Fill out Application

- Click “Add Attachment” and attach picture/rendering of what the sign will look like, and a site plan showing where it will be located on the property.

Apply for Permit - Sign, Temporary (Ground)

Locations ✓ Type ✓

Attachments

click or drag to upload
Add Attachment
+
Supported: .pdf

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

Apply for Permit - Sign, Temporary (Ground) *REQUIRED

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

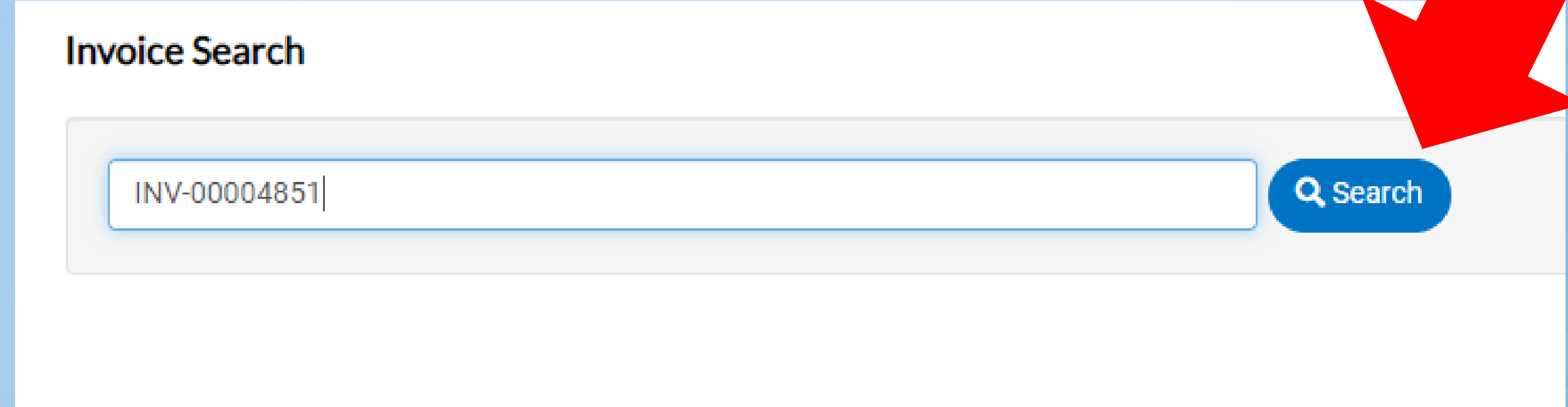
Submit

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 (\$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 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 to the "Search" button.