

City of Centerville Online Permitting Portal

How to Apply for Zoning Verification Letter



*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 and the text 'Online Permitting Portal'. A navigation menu contains '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.

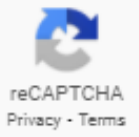
A red arrow points to the 'Login or Register' tile. The City of Centerville logo is visible in the bottom right corner of the page.

Register for an Account

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

Registration

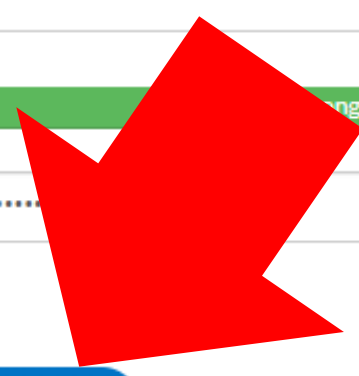
Step 2 of 4: Login information

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

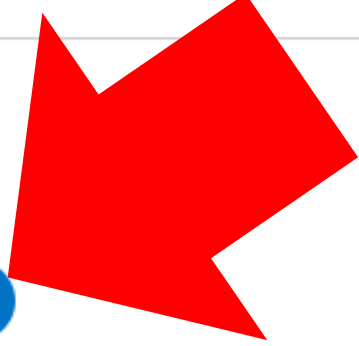
Middle Name

Last Name

Company

* Contact Preference

Additional Contact Information



Register for an Account

- Fill in all required fields and click “Submit”.

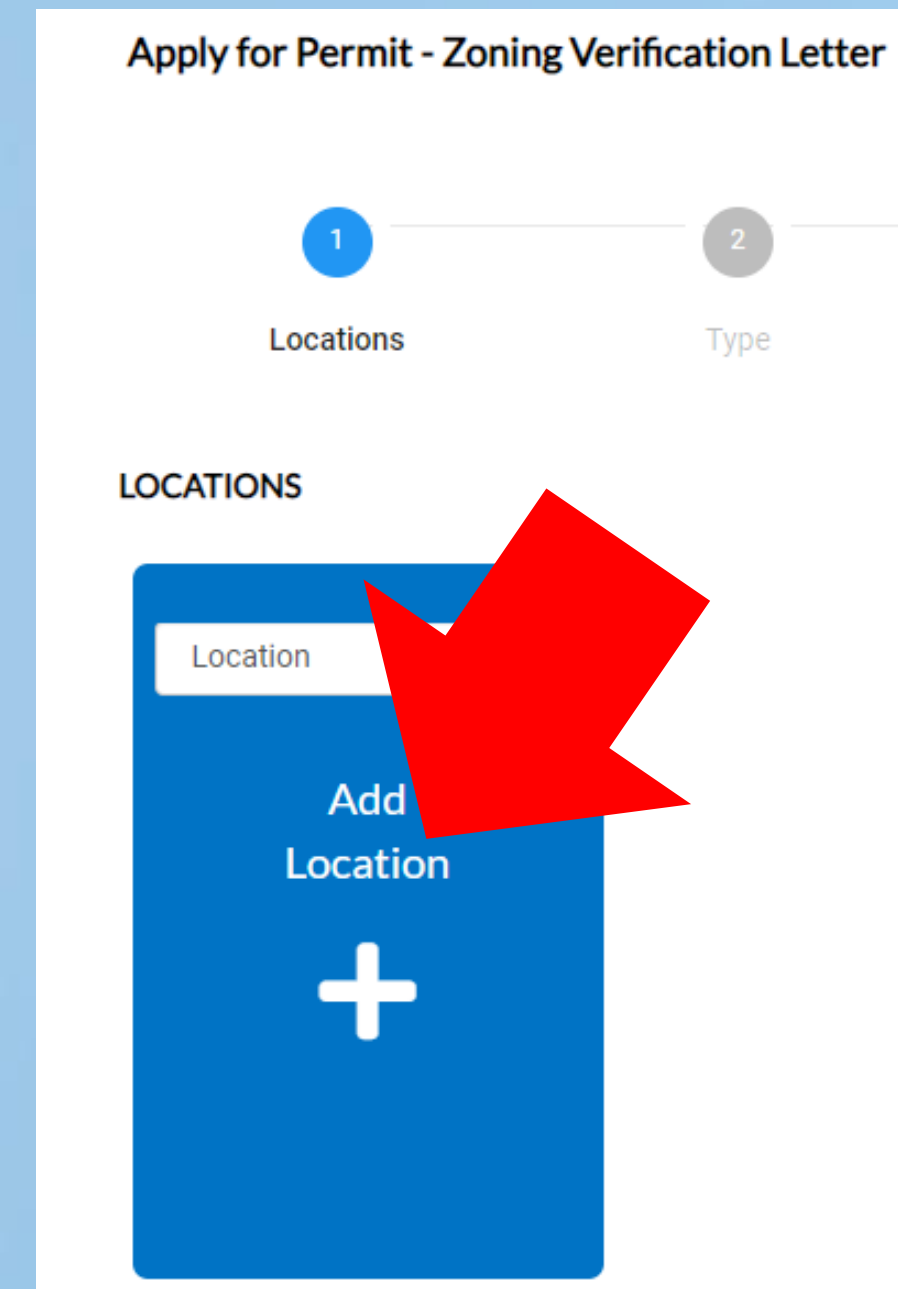
Registration

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"/>

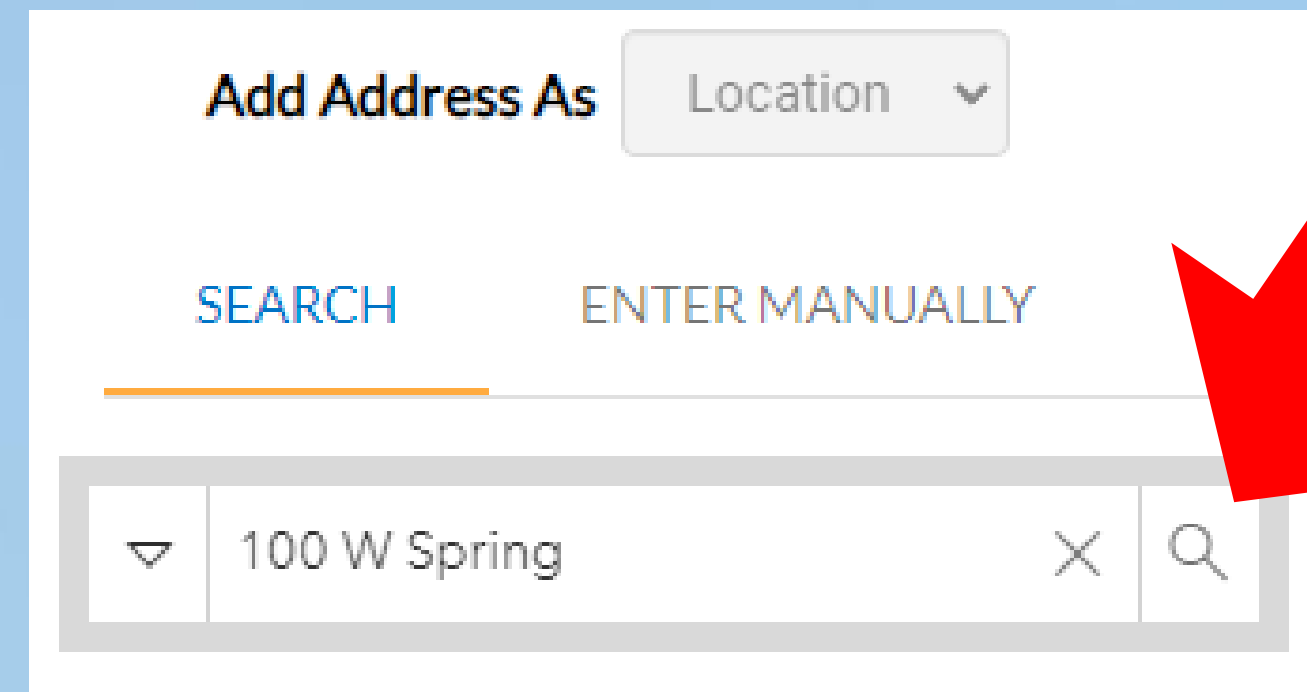
Fill out Application

- To begin the **Zoning Verification Letter** application, click the permit link [here](#).
- Click “Add Location”.

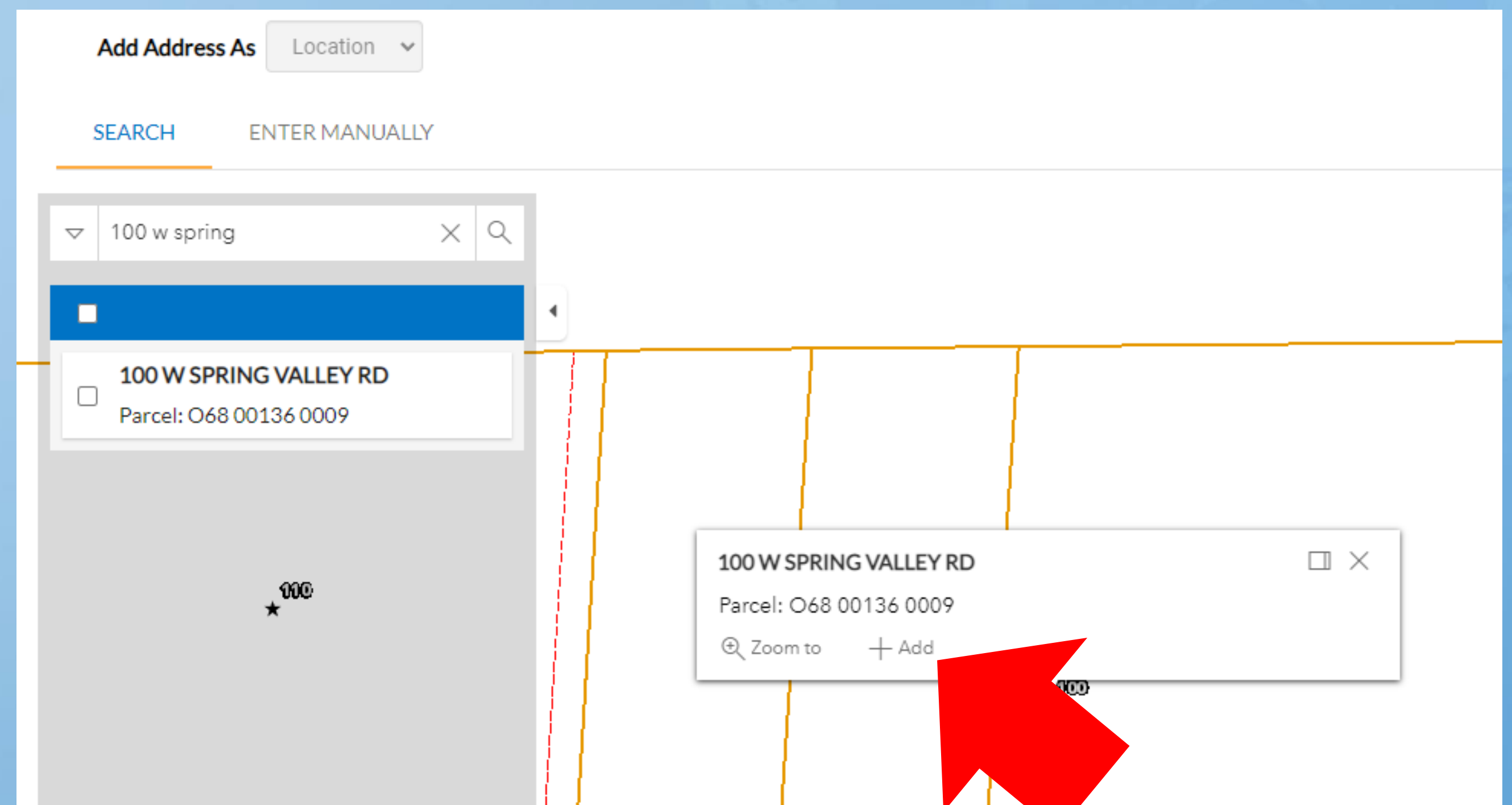


Fill out Application

- 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)



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 with the same address and parcel number. A red arrow points to the '+ Add' button in the bottom right corner of the map view.

Fill out Application

- Click “Next”.

Apply for Permit - Zoning Verification Letter *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 a short description of your request in the box labeled “Description”, then click “Next”.

Apply for Permit - Zoning Verification Letter *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 - Zoning Verification Letter *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

- In the “Extra Information” box fill in any information describing the property you are requesting the zoning verification on, then click “Next”. (address, parcel number, etc...)

Apply for Permit - Zoning Verification Letter *REQUIRED

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


MORE INFO

Type of Business

Extra Information (Employee Number, Hours, Seats)

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

Buttons: Back, Create Template, Save Draft, Next



Fill out Application

- Click “Add Attachment” to add any necessary attachments, then click “Next”.

Apply for Permit - Zoning Verification Letter

Locations ✓ Type ✓

Attachments

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

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

Apply for Permit - Zoning Verification Letter

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

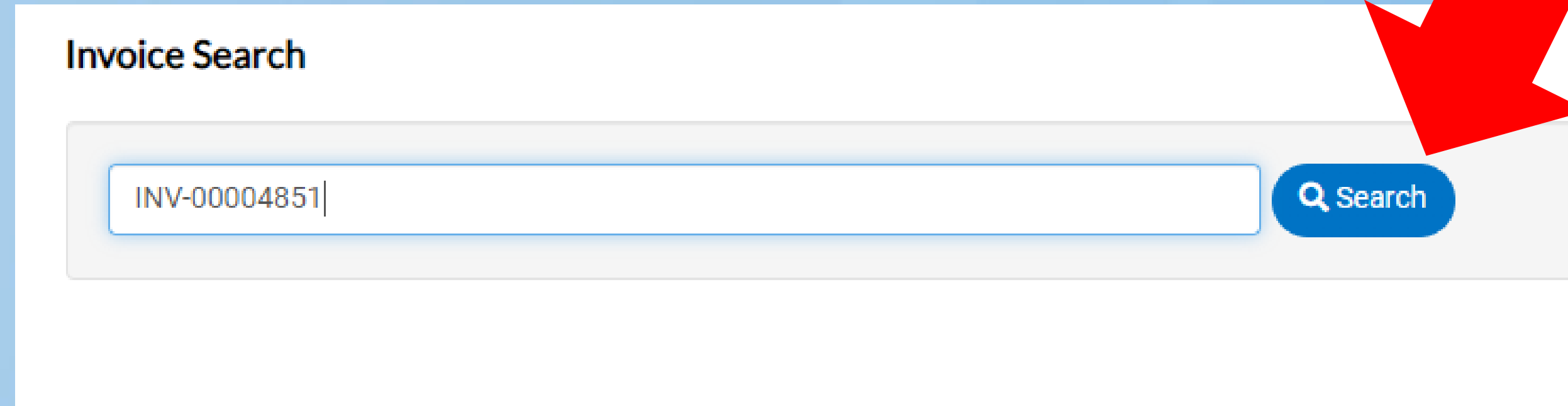
Submit

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 (\$40). Once they email you follow the following 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 search input field containing the text "INV-00004851" and a blue "Search" button with a magnifying glass icon. A large red arrow points from the top right towards the search button.