

# City of Centerville Online Permitting Portal

How to Apply for Zoning Permit: Zoning Review of Planning Commission /  
Board of Architectural Review Plan Approval



*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.

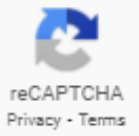
*City of Centerville*

# Register for an Account

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

Registration

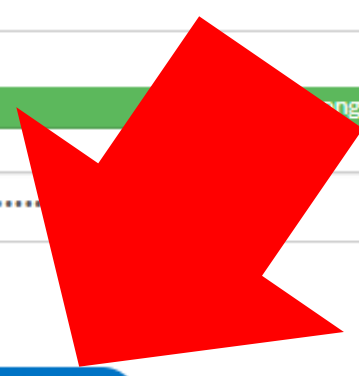
Step 2 of 4: Login information

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

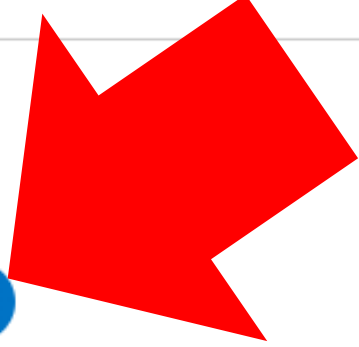
Middle Name

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

Apply for Permit - Zoning Review of PC/BAR Plan Approval

1 Locations 2 Type 3 Contacts

LOCATIONS

Location

Add Location

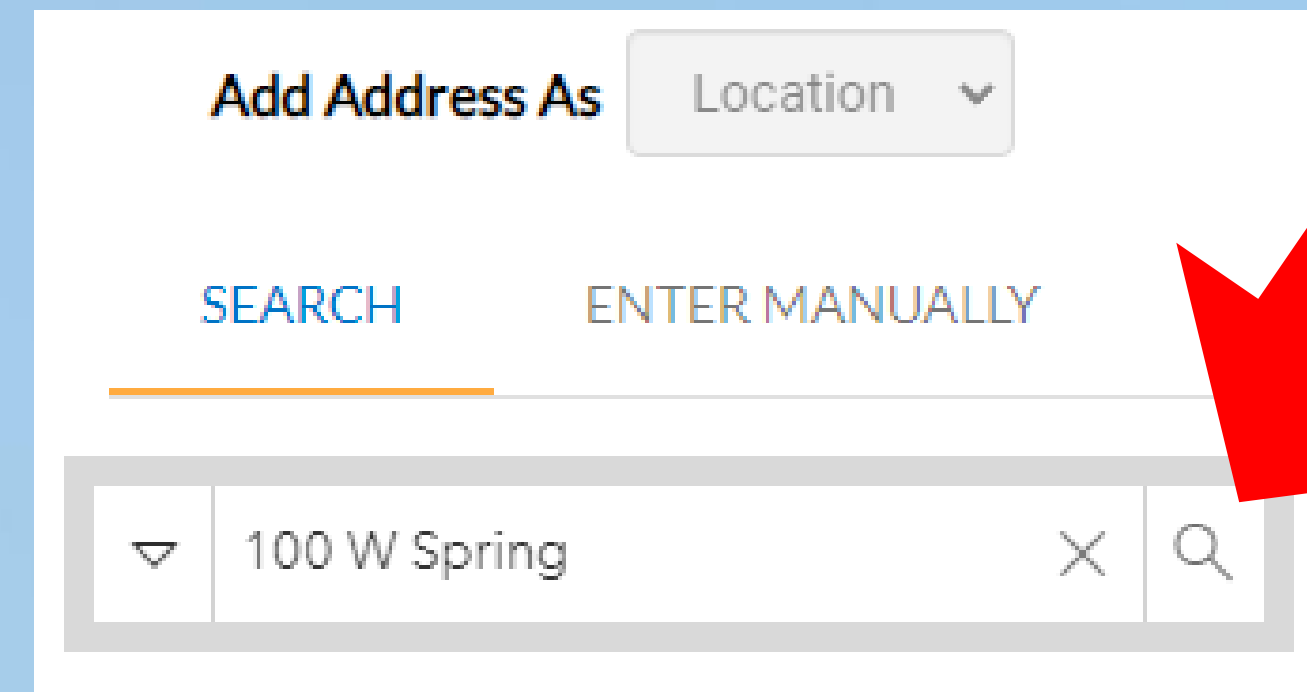
+

REQUIRED

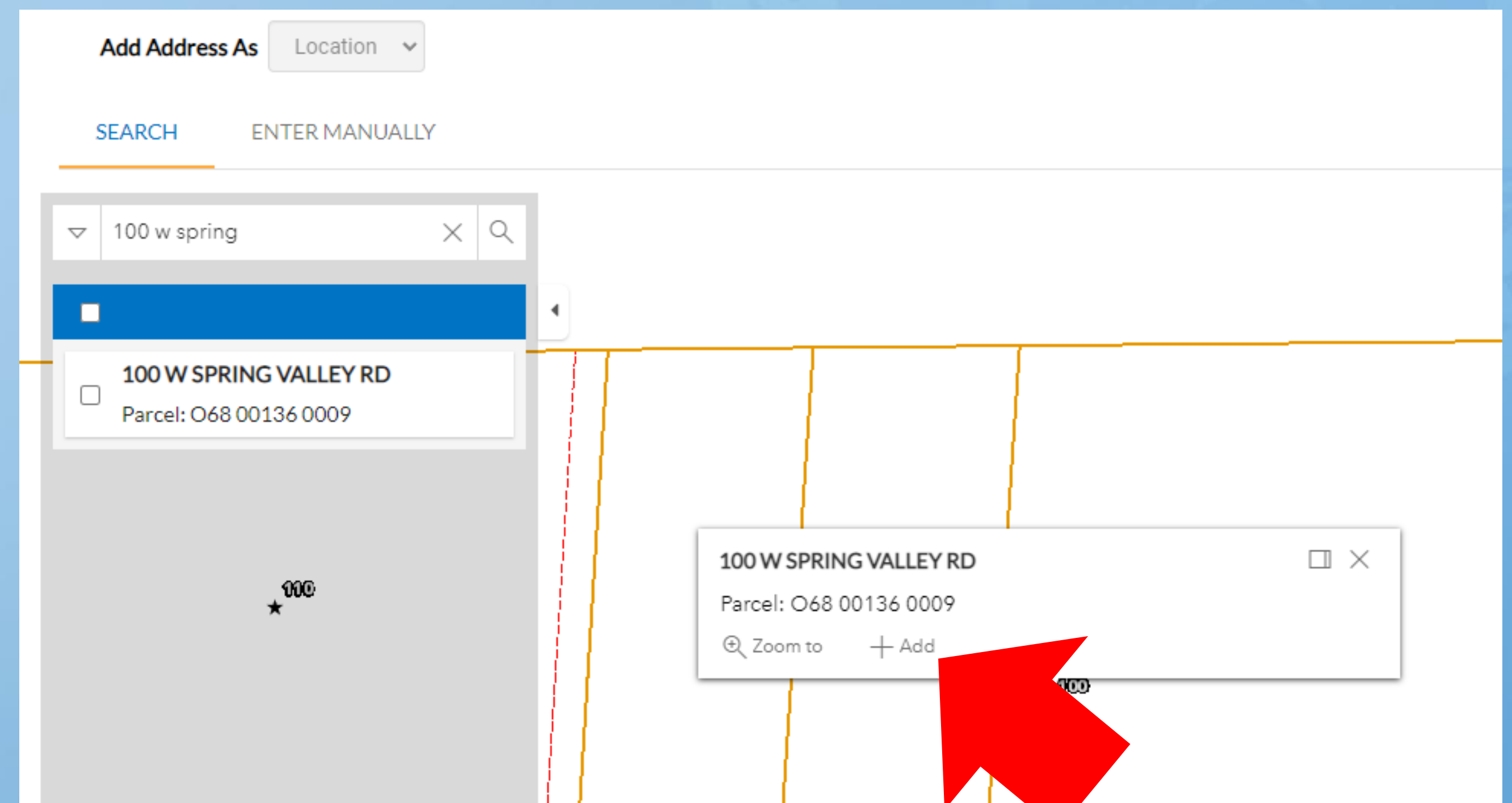


# Fill out Application

- 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 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 address search interface. At the top, there is a label "Add Address As" followed by a dropdown menu currently 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 bar now contains "100 w spring". Below the search bar, 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 a parcel. A red arrow points to a callout box on the map that contains the address "100 W SPRING VALLEY RD", the parcel number "Parcel: O68 00136 0009", and a "+ Add" button.

# Fill out Application

- Click “Next”.

Apply for Permit - Zoning Review of PC/BAR Plan Approval \*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 fence in “Description Box”, then click “Next”.

Apply for Permit - Zoning Review of PC/BAR Plan Approval \*REQUIRED

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

PERMIT DETAILS

\* Permit Type Zoning Review of PC/BAR Plan Approval

Description Zoning Review for new commercial building

Back Create Template Save Draft Next



# Fill out Application


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

Apply for Permit - Zoning Review of PC/BAR Plan Approval \*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”.

Apply for Permit - Zoning Review of PC/BAR Plan Approval \*REQUIRED

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

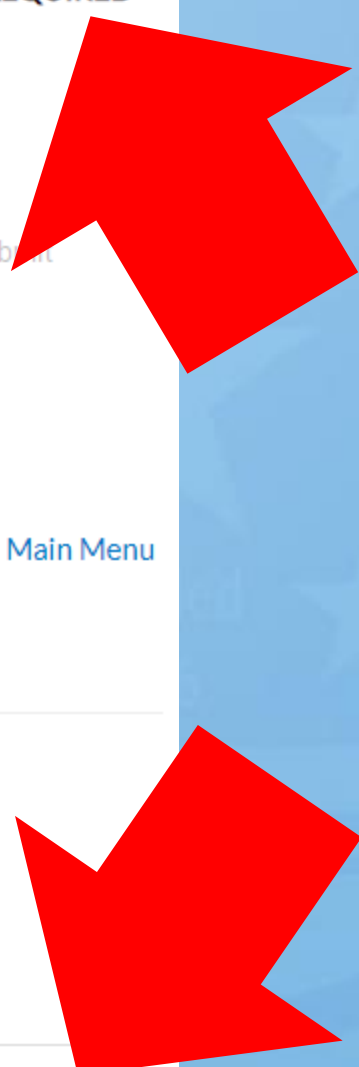
MORE INFO

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

Type of Business

Extra Information (Employee Number, Hours, Seats)

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



# Fill out Application

- Click “Add Attachment” and upload any necessary plans.
- Ensure all information is correct and click “Submit”.

Apply for Permit - Zoning Review of PC/BAR Plan Approval

Locations ✓ Type ✓ Contacts ✓

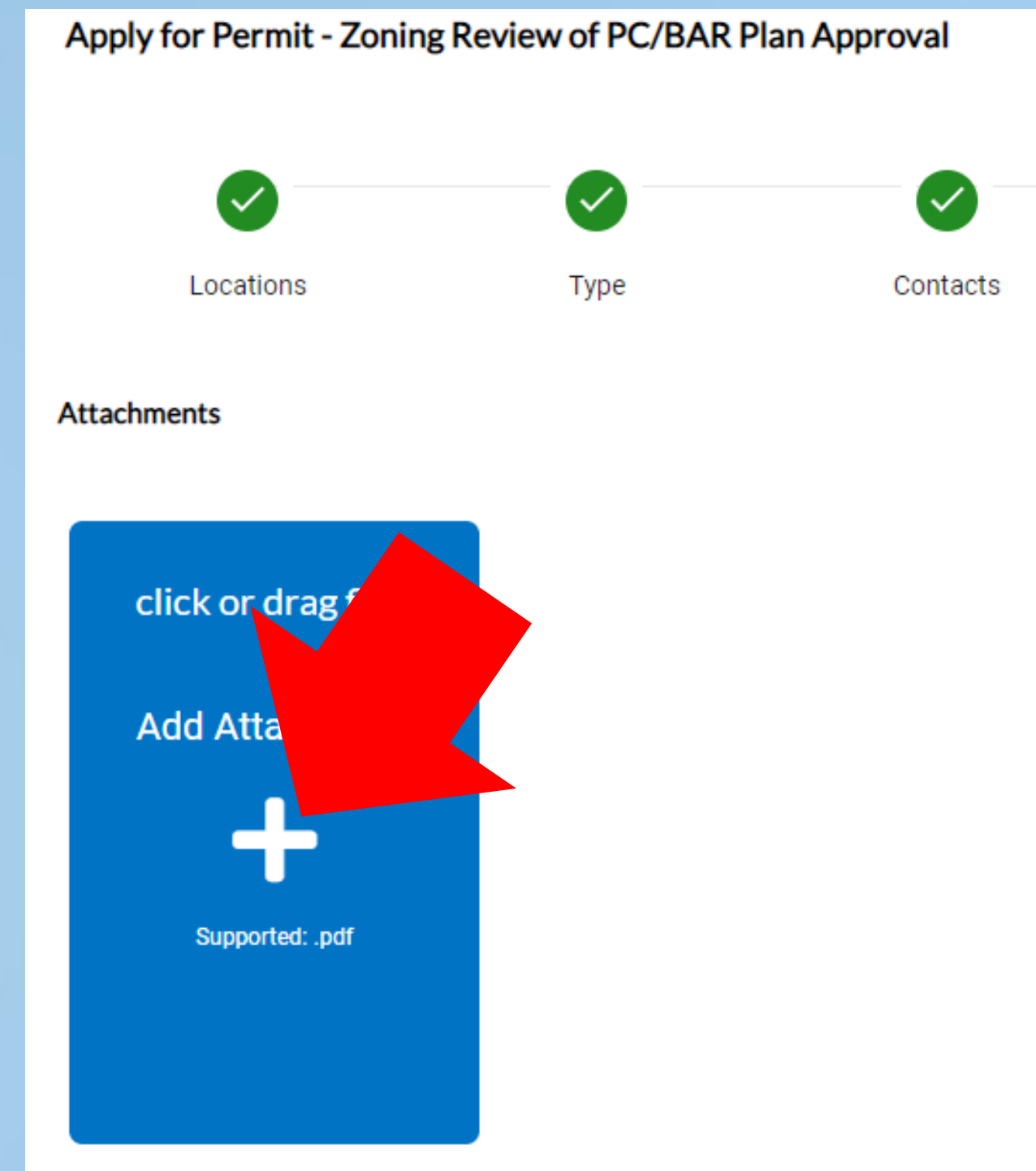
Attachments

click or drag file to upload

Add Attachment

+

Supported: .pdf



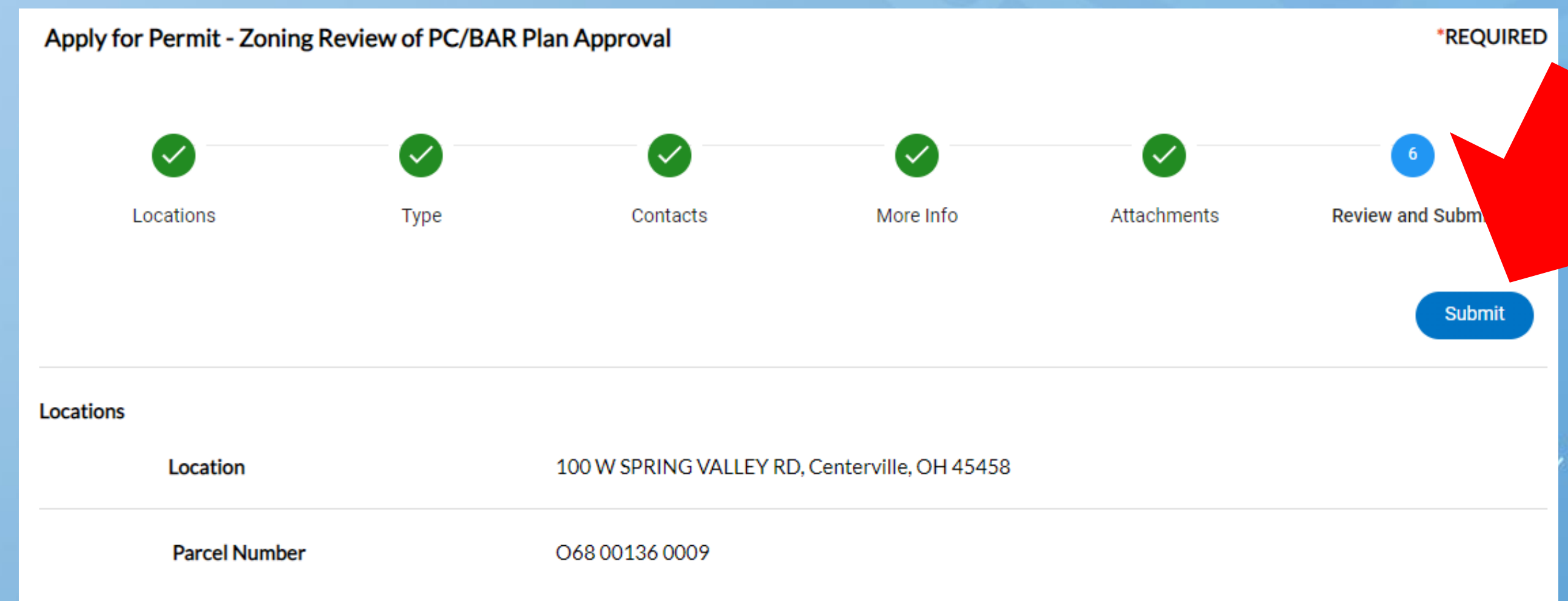
Apply for Permit - Zoning Review of PC/BAR Plan Approval \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ 6

Review and Submit Submit

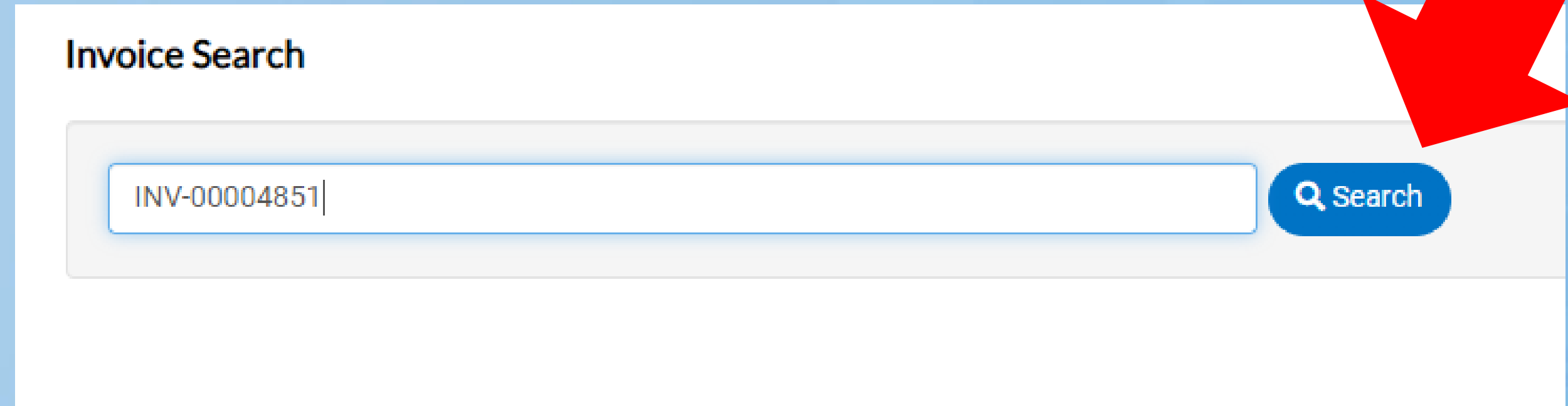
Locations

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 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.