



APPLYING FOR A ZONING PERMIT

- From the City of Beavercreek's website (www.beavercreekohio.gov) click on the **My Portal “Go”** button.

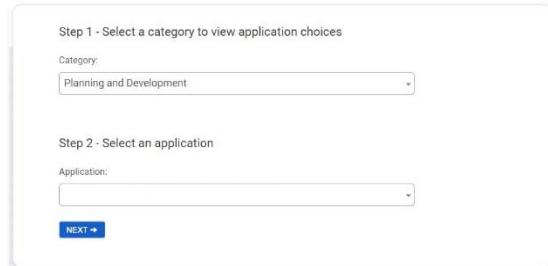


button

- Log In** to your account or **Sign Up** to create a new account. Once logged in you can apply for a permit, pay fees, request an inspection or review previous applications.



- When applying for a permit, click on the “**Apply**” button and select “**Planning and Development**” in Step 1 and then the application type in Step 2.



- Select the permit type. Review the table to ensure the proper permit type is selected. Include a Project Name and Purpose, if desired.

MAKE SURE YOUR PERMIT TYPE IS CORRECT (Check in the above lists.)

Permit Type:*	<input type="text"/>
Project name:	<input type="text"/>
Describe the purpose of the permit:	<input type="text"/>

NEXT →

- Enter the site address.

1 Type 2 Location 3 Details 4 Review

Site location

Please enter the site address. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

Address:	<input type="text"/>
City:	<input type="text"/>
State:	OH
Zip Code:	<input type="text"/>

I want to enter a parcel # instead.

PREVIOUS **NEXT →**

6. Fill out all applicable permit details.

1 Type 2 Location 3 Details 4 Review

Permit details

IMPORTANT: Answers on this window do not automatically save. If you leave or close out of this window, your answers will be lost. The questions required here may determine the cost of permit. Please fill out the form to the best of your knowledge.

7. Review the permit application, make changes if needed, and then click

✓ SAVE AND CONTINUE

8. After saving, a pop up window will appear stating that the application was submitted. Now click on “[Go to my new Permit](#)”.

Your permit application is submitted!

R-00-000

Confirmation email sent to you@youremail.com

Permit Status: Open

The page below outlines the details of your permit application. Please review this page to see if additional documents, site plans, or other information is needed to process your application.

[Go to my new permit](#)

9. Attach any required submittals by clicking on the “[Files](#)” link.

Submittals

REQUIRED SUBMITTALS MUST BE ATTACHED IN ORDER FOR THE PERMIT TO BE REVIEWED. The Greene County GIS website may be useful in creating a basic site plan. The website includes drawing tools. Click on the "Files" link to the right of the Status to upload your attachment.

Submittal	Required	Received	Version	Status	Files
Submitted Application	No	n/a	1	Pending	0 Files
Site Plan: drawn to Standard Engineering scale (e.g. 1'=30') showing the dimensions and shape of the lot, location, and setbacks of existing structures, and the exact location and dimensions of the proposed construction showing setbacks from property lines.	Yes		1	Pending	0 Files
Construction Drawings *Required if the structure exceeds 200 sq.ft.*	Yes		1	Pending	0 Files

10. Fees can be paid online by clicking on the “[Pay Online](#)” button.

Fees

All fees must be paid in order for the permit to be issued. Fee totals below may not reflect all fees, including fees calculated by hourly rates.

Fee	Amount	Paid	Balance	Due Now
New Construction	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

[Pay Online](#)

Once all required submittals have been attached and fees have been paid, your permit application will be reviewed. If you have any questions, please contact the Planning & Development Department at (937) 427-5512.