
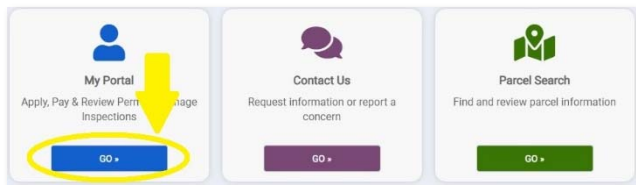
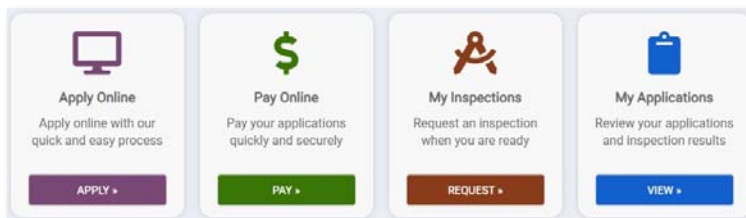


APPLYING FOR A ZONING PERMIT

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

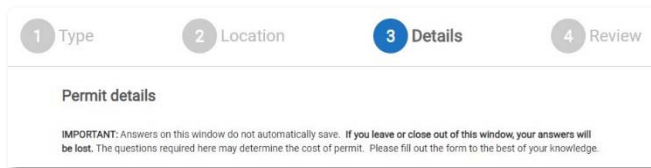



- When applying for a permit, click on the **“Apply”** button and select **“Planning and Development”** in Step 1 and then the application type in Step 2.

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

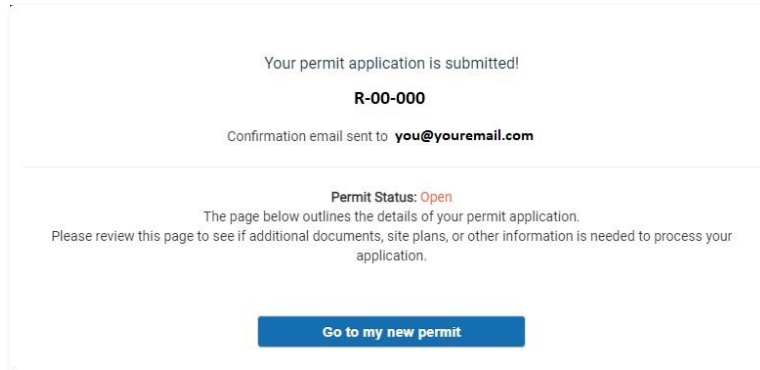
- Enter the site address.

6. Fill out all applicable permit details.




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

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

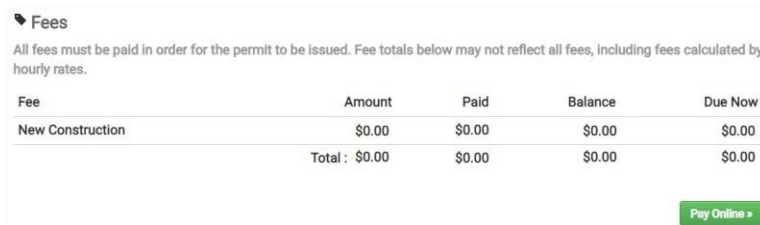


9. Attach any **required** submittals by clicking on the **“Files”** link.



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.



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

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.