

Online Permit Application Walk-Through

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Submitting a New Permit Application

The URL for the Citizen Portal is: www.springdaleoh.portal.iworq.net/portalhome/springdaleoh


To submit a General Permit Application or a Planning / Zoning Permit Application, click on the appropriate “Click Here to Apply” button.

The screenshot displays the City of Springdale Citizen Portal interface. At the top, the City of Springdale logo is visible. Below the header, there are three main sections: General Permit Application, Planning and Zoning Application, and Permit Database. The General Permit Application section features a "Click Here to Apply" button with a document icon, highlighted by a red box. To the right of the button, there is a list of instructions and links. The Planning and Zoning Application section also features a "Click Here to Apply" button with a document icon, highlighted by a red box. To the right of the button, there is a list of instructions and links. The Permit Database section features a "Click to Search" button with a magnifying glass icon, highlighted by a red box. To the right of the button, there is a text box for entering search criteria.

City of Springdale

General Permit Application

Click Here to Apply

Click the  icon to apply for a General permit


- You must submit a completed copy of the Energy Code Compliance checklist (Required by the State of Ohio for all new construction, additions and alterations involving building envelope and/or alterations to mechanical or electrical equipment)

1 Additional information can be found here: <https://www.springdaleoh.portal.iworq.net/permits.aspx>

2 Or Here: <https://www.springdaleoh.portal.iworq.net/permit-application.aspx>

Planning and Zoning Application

Click Here to Apply

Click the  icon to apply for a Planning / Zoning permit


- You must submit a Property Owner Affidavit for every property your Project affects.
- [Click Here to Download the Affidavit](#)

1 Additional information can be found here: <https://www.springdaleoh.portal.iworq.net/planning-commission.aspx>

2 Or Here: <https://www.springdaleoh.portal.iworq.net/board-of-zoning-appeals.aspx>

Permit Database

Click to Search

Click the  icon to search for a permit, view plan review and inspection results, pay fees, and upload additional files.

On the following screen, begin by searching for the property’s address. If you’ve filled out an application before, you can find your name by searching under the “Contractor” section; please note that you will use the “Contractor” search function for yourself, even if you aren’t a contractor. The fields will both begin searching for relevant data as you type. Once you see the property or name you’re looking for, you can simply click on it.

If you cannot find your address or contractor profile, please contact the Building Department at (513)346-5730 for assistance.

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Property Information

Search properties:

✕

SPRINGDALE CITY OF THE

Parcel: 059900310402

11700 SPRINGFIELD PK

Contractor(s)

Search contractors:

✕

No results match your search

After filling in all relevant fields of the application, you may upload any documents that need to accompany your application at the bottom of the page. Please note that the file limit is 25Mb per file, so you may need to submit multiple files to complete your application.

You can then click the “Submit” button to send your application to the Building Department.

Upload Files:

Files No file chosen

What to Expect Next:

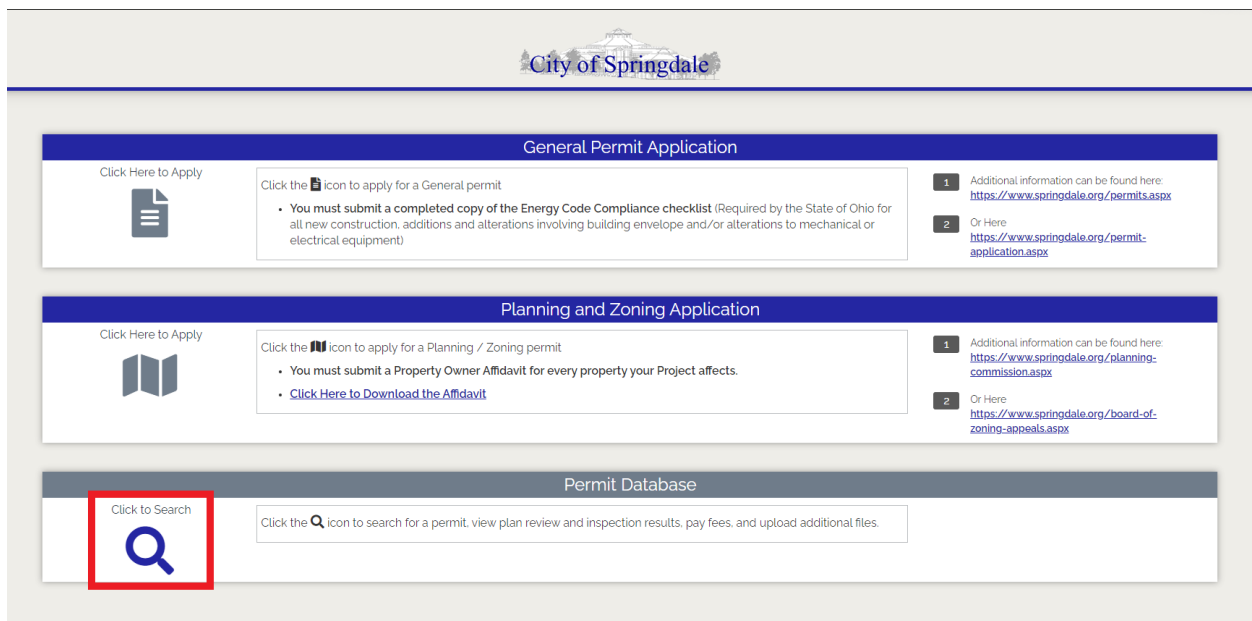
- Your application should be reviewed within 7-10 business days.
- An invoice will be sent to you if and when fees are ready to be paid.
 - Note that a permit will *not* be issued until all applicable fees have been paid.
- A Certificate of Completion or Certificate of Occupancy will be issued once all outstanding fees have been paid and all inspections have been passed.

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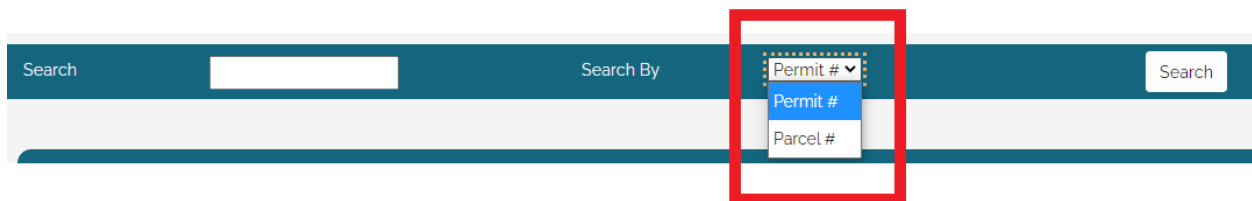
Searching for & Updating an Existing Application

Searching for an Application

You may need to search for an existing permit application in order to schedule an inspection, pay permit fees, or upload additional documents. In order to search for a permit, click on the magnifying glass on the front page of the Citizen's Portal.





Once the Building Department has issued you a permit #, you can search by that; otherwise, you can search by the property's parcel number as well by clicking the drop down pictured below. After putting in the permit or parcel number, click "Search".





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Scheduling an Inspection

To schedule an inspection, click the “Request an Inspection” button after searching for the associated permit.

PERMIT #	PRIMARY CONTRACTOR	PARCEL #	PROJECT NAME	REQUEST AN INSPECTION	VIEW
				 Request An Inspection	 View

You will be presented with fields to fill out as seen below. You’ll need to be sure to enter your access code (issued by Building Department), your contact information, requested date and timeframe (AM or PM), the type of inspection, and any other comments that you may have. Once you’ve entered all of the information, you can click “Submit” to send to the Building Department for consideration.

PERMIT #	PRIMARY CONTRACTOR	PARCEL #	PROJECT NAME	REQUEST AN INSPECTION	VIEW
				 Request An Inspection	 View

Contractor Access Code:

999999

Requested By:

John Smith

Phone #:


999-999-9999

Email:

jsmith@email.com


Requested Date:

01/28/2021




Requested Time:

PM




Type:

BD Building Rougl



Comments:









Submit

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Paying Permit Fees

Once you've searched for your permit, click the "View" button.

PERMIT #	PRIMARY CONTRACTOR	PARCEL #	PROJECT NAME	REQUEST AN INSPECTION	VIEW
				 Request An Inspection	 View

If there are fees that apply to your permit, you will see them toward the bottom of the page. Click "Submit Payment" to proceed.

Fees:

Alterations to F, S, H, U Buildings Permit Fee:	\$828.00
Alterations to Other Systems:	\$366.80

Total Fees:	\$1,194.80
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Amount Due:	\$1,194.80
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Submit Payment

Uploaded Files:

0 files have been uploaded

Files No file chosen

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On the next page, you will be able to select which fees that you'd like to pay. The default setting will have all eligible fees selected for payment. Once you've made your selection, click "Select Fees".

ONLINE PAYMENT

Welcome to CITY OF SPRINGDALE Online Payment Center

Payment to:

CITY OF SPRINGDALE

11700 SPRINGFIELD PIKE

CINCINNATI, OH 45246-2312

USA

Select fees to pay

	Fee	Amount	Unpaid
✓	Alterations to F, S, H, U Buildings Permit Fee	\$828.00	\$828.00
✓	Alterations to Other Systems	\$368.00	\$368.00
✓	OBBS Fee 3% Commercial	\$35.88	\$35.88

SELECT FEES

Payments through this website are made to CITY OF SPRINGDALE through iWorQ.com's payment manager and lbx.com's secure payment processing.

[Refund Policy](#)

[Privacy Policy](#)

From there, you will be taken through prompts to fill out your personal and payment information and to securely submit your payment.

Please note that your payment will be subject to a fee charged by our payment processor.

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Uploading Additional Files

When you are viewing your permit details, you can also upload additional documents as needed to the Building Department. Click “Choose Files” to browse your device for the file(s) you wish to upload.

Fees:

Alterations to F, S, H, U Buildings Permit Fee:	\$828.00
Alterations to Other Systems:	\$366.80
Total Fees:	\$1,194.80
Amount Due:	\$1,194.80

[Submit Payment](#)

Uploaded Files:

0 files have been uploaded

Files [Choose Files](#) No file chosen

Once valid files have been chosen, an “Upload” button will appear. Click it to submit your documents.

Uploaded Files:

0 files have been uploaded

Files

[Remove 1 files](#)

- Screenshot 2020-12-31 134846.png 27 KB

[Choose Files](#) No file chosen

[Upload](#)

After uploading, you will be notified that the upload has been successful. At this point, the Building Department has received the files.