



## Community Development Department BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • [www.dublin.ca.gov](http://www.dublin.ca.gov)

### “OVER-THE-COUNTER” RESIDENTIAL PERMITS

All permitting is available 24 hours, seven days a week through the City's CSS portal, <https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home>. Permits are processed during normal business hours (8AM to 5PM), Monday through Friday.

Please note, although we can assist at the counter, all submittals must be through the CSS portal. Staff are available to walk you through the submittal process should you need assistance.

#### Permit Types

The following may be permitted online without a full plan review:

- Bathroom remodel (no layout changes)
- Electrical circuits or panel upgrade
- Electrical Vehicle Chargers Garage
- Energy Storage Systems
- Fireplace Insert
- Gas line replacement or repair
- Heating and air conditioner installation
- Kitchen remodel (no layout changes)
- Lawn sprinkler controllers
- Photovoltaic (solar) roof-mounted system
- Pool removal
- Re-roof
- Solar water heating system
- Water and sewer pipe replacement or repair (inside dwelling)
- Water heater replacement
- Water softener installation
- Window replacement (no layout changes)

#### Submittal Instructions

To submit for a permit the following information must be completed and sent electronically to <https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home>.

- Complete the [Permit Application Form](#)
- City of Dublin Business License must be current.

- Complete the energy form required for furnace, water heater, window replacement, and re-roof projects.

Re-Roof - Energy Form (prescriptive)

<https://www.energy.ca.gov/filebrowser/download/5003>

**(Page 1, 2, 4, and 12 only)**

Water Heater - Energy Form (prescriptive)

<https://www.energy.ca.gov/filebrowser/download/5003>

**(Page 1, 2, 11, and 12 only)**

Window - Energy Form (prescriptive)

<https://www.energy.ca.gov/filebrowser/download/5003>

**(Page 1, 2, 5, 6, 7, 8, 9 and 12 only)**

HVAC Alteration - Energy Form (prescriptive)

<https://www.energy.ca.gov/filebrowser/download/5003>

**(Page 1, 2, 11 and 12 only)**

#### Resources

Review the handouts below for helpful information on technical submittal requirements, mechanical, plumbing and electrical code regulations.

- [Residential Bathroom Remodel](#)
- [Residential Kitchen Remodel](#)
- [Residential Furnace in Attic](#)
- [Residential Water Heaters](#)
- [Residential Photovoltaic System](#)
- [Residential EV Chargers](#)

## Permit Issuance

A notification will be sent within three business days on the status of the permit through CSS or by email from Permit Technician staff. Fees can be paid through CSS or at the Building Counter and issuance will be through CSS.

Please print the necessary documents (permit record, approved forms and inspection record card).

## Inspections

When you are ready for your inspection(s) please do so from your project in CSS.

Online inspections can be scheduled each day up until 5:00 AM the day of your inspection. The inspection record card, the permit and all required energy form(s) must be presented to the City Building Inspector before each inspection.

Please note, when inspectors schedule their routes each morning (Mon-Fri) the applicant will receive an email notification with the start time of the 2-hour inspection window.

## Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on submittal information, building fees, and inspections. Project information such as valuation cost and scope of work will necessary to provide estimates on fees.