

## “OVER-THE-COUNTER” COMMERCIAL 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

- Water heater replacement in the same location (except tankless)
- Water and sewer (inside building) piping repair
- Water softener installation
- Electrical service replacement (in-kind)
- HVAC replacement in the same location (under 400lbs)
- Gas line repair
- Re-roof

### 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>.

1. A completed permit application worksheet. [Permit Application Form](#)
2. City of Dublin Business License - Must be current
3. Title-24 energy forms for commercial HVAC system replacements, Re-roofs and Water heater replacements; all under the 2025 California Codes; Climate Zone: 12.
4. Manufacturer's specifications for HVAC system replacements, and product listing for commercial re-roofs are required to accompany permit applications.

### Resources

Review the handouts below for helpful information on energy regulations.

- [Nonresidential Re-roofing](#)

### City Business License

Contractor's business license must be valid with the City. Applications and renewals will be through the HdL Portal: <https://dublin.hdlgov.com/>

For business license assistance please email or call:

- Email Support: [Dublin@HdLGov.com](mailto:Dublin@HdLGov.com)
- Phone Support: (925) 359-2952

### 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. If you do not receive an email notification, your 2-hour inspection window will start at the time of the inspection slot you scheduled (8 AM or 11 AM).

### 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.