



WHERE DO I START?

The City of Dublin has resources available to assist you with opening a business in Dublin. This brochure contains information to guide you through the Planning requirements. Once you have reviewed this brochure, please contact other City departments to review their specific requirements.

1) Review Zoning and Parking Requirements Before Selecting a Location

When choosing a location for your business, first review the zoning and parking requirements. Zoning information can be found in Chapter 8.12 of the Dublin Zoning Ordinance and parking requirements can be found in Chapter 8.76 (starting on page 76-21).

If your business site is located in a Planned Development (PD) Zoning District, please consult with a Planner on the permitted or conditionally permitted uses.

It is also helpful to review the Zoning Map on the City's website under the Planning Division page (Maps and Property Reports) to see where zoning districts are located, or the GIS Map for more complete information about a particular site. Some businesses are conditionally permitted, therefore requiring a Conditional Use Permit (CUP) or a Minor Use Permit (MUP). The typical processing time for a CUP is typically 3 to 6 months.

Please refer to the CUP and MUP Guidelines in the Zoning Ordinance

(Chapter 8.100 and 8.102) for further information, or refer to the CUP Guidelines brochure.

2) Exterior or Interior Improvements

If you plan on making exterior improvements to your business site, a Site Development Review (SDR) will be necessary. Please view the SDR Guidelines (Chapter 8.104) in the Zoning Ordinance for further information, or refer to the SDR Guidelines brochure. All alterations and modifications, including interior improvements, will require a building permit issued by the Building Division.

3) Signage Requirements

Please refer to the Sign Regulations (Chapter 8.84) of the Dublin Zoning Ordinance, or check with the Planning Division to review the applicable signage requirements. To apply for a sign permit, contact the Planning Division. Once you have obtained a Planning permit, you are ready to apply for a building permit from the Building Division.

4) City Departments and Other Agencies

In addition to Planning review, most businesses require approvals from other City departments and agencies, including the Dublin San Ramon Services District, provider of Dublin's sewer and water service. Please contact the other departments and agencies (listed on back) for their specific requirements and fees.

5) Business License Requirements

Licenses are required for home-based businesses, businesses operating in the City from a commercial property, and businesses outside of the City but conducting business within the City limits.

In order to conduct business in the City of Dublin, a license is required. Applications are available online at www.dublin.ca.gov/businesslicense or from the Community Development Department, located on the first floor of Civic Center. In approving

the license, the City provides a regulatory review of the zoning and conducts an on-site inspection.

6) Fees

Fees may apply depending on your project. Following are some actions where fee collection occurs:

- Business License
- Site Development Review Application
- Sign Permit
- Conditional Use Permit or Minor Use Permit
- Building permit (exterior/interior improvements)
- Connection fees for water/sewer (DSRSD)

When contemplating a business in Dublin, please check with the various departments and agencies regarding fees.

VISIT THE PLANNING WEBPAGE

Visit the City of Dublin's website to access the Planning Division webpage: www.dublin.ca.gov/planning.

The Planning Division webpage will have links available to the following:

- Dublin Zoning Ordinance
- Dublin Zoning Map
- Maps and Property Reports: Interactive Map, Geographic Information System (GIS)
- Planning Forms and Applications
- Planning Brochures

If you would like to meet with a Planner to discuss any of the information in this brochure, the Public Counter is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (closed 12:00-1:00 p.m.), located on the first floor of the Dublin Civic Center. If you would like to schedule an appointment to meet with a Planner, please contact the Planning Division at 925-833-6610.