

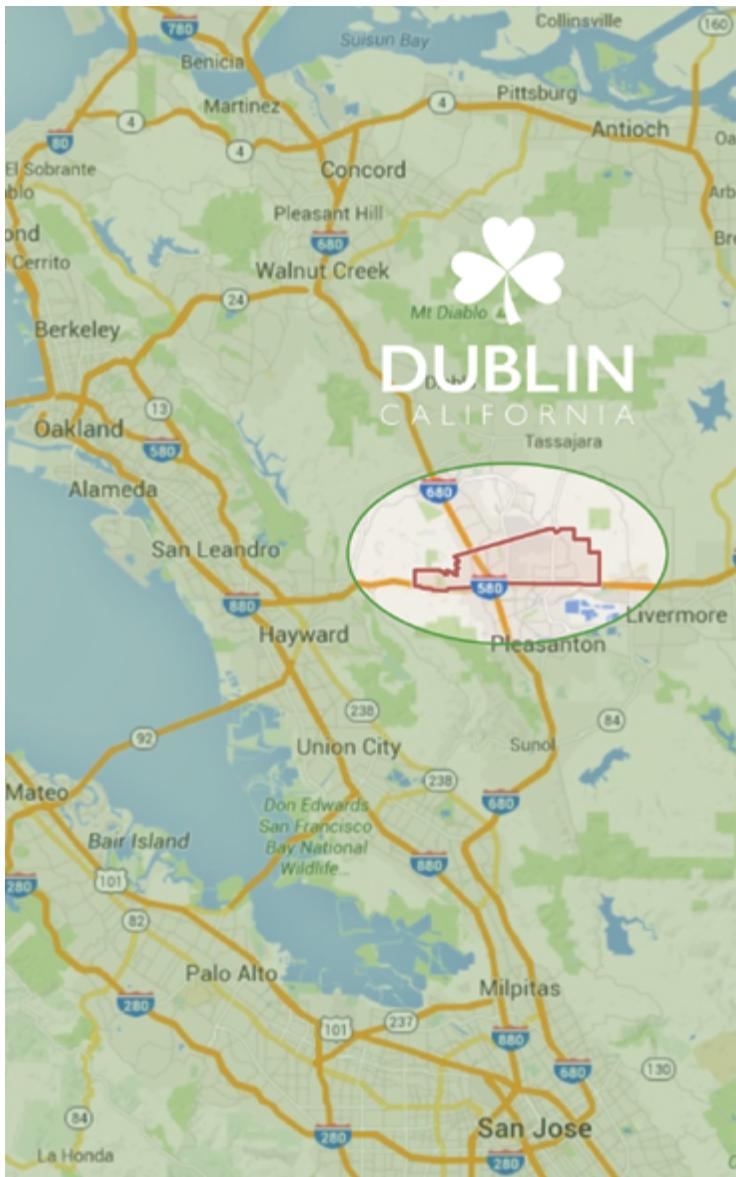


HOW TO START A BUSINESS

YOUR GUIDE TO GROWING A BUSINESS IN DUBLIN, CALIFORNIA



DUBLIN
CALIFORNIA



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Welcome to Dublin, California, where business opportunities, restaurants, the arts, shopping, and recreation options are outstanding. Location has a lot to do with Dublin's success, situated just 35 miles from San Francisco, 18 miles from Oakland, and 30 miles from the heart of the Silicon Valley.

Today, more than 2,100 companies call Dublin home. Business start-ups are on the rise, from mom-and-pops and entrepreneurs, to large corporate tenants and Fortune 500 companies, plus everything in between. With Dublin's close proximity to Silicon Valley and the San Joaquin Valley, as well as our skilled workforce, there's a concentration on the technology sector and an emphasis on innovation.

This guide walks you through the steps of locating your business in our friendly community, plus useful incentives and local agency resources to help you get your business started. Opportunities are growing in our New American Backyard – join the Dublin business community and start growing your business today!

STEP 1: DEVELOP A BUSINESS PLAN

A business plan is the first step to starting a successful business. This plan will help you evaluate your business model, estimate costs, and determine the strengths and weaknesses of your proposal. A business plan is usually required to apply for a commercial loan and it will establish a road map for your business future.

HELPFUL HINT: GET HELP

East Bay Small Business Development Center (SBDC) offers seminars and free one-on-one counseling on all aspects of small business management including business plans, accounting systems, and financing.

At **Service Corps of Retired Executives (SCORE)**, retired business professionals volunteer to provide free counseling to individuals starting small businesses.

U.S. Small Business Administration (SBA) has excellent resources that provide another level of detail for people starting a business.

WHO TO CONTACT

[City of Dublin Office of Economic Development](#)

The City of Dublin's website includes demographic information and resources to help develop your business.

925-833-6650 voice

925-493-8256 text

[email](#)

[East Bay Small Business Development Center \(SBDC\)](#)

25800 Carlos Bee Blvd., VBT 346
Hayward, CA 94542
510-885-4806

[U.S. Small Business Administration \(SBA\)](#)

San Francisco District Office
455 Market Street, 6th Floor
San Francisco, CA 94105
415-744-6820

[Service Corps of Retired Executives \(SCORE\)](#)

492 9th Street, Suite 350
Oakland, CA 94607
510-273-6611



STEP 2: STRUCTURE YOUR BUSINESS

It is important to determine the structure of your business for operating and business reporting purposes. Will you operate your business as a sole proprietor, partnership (two or more owners), or corporation (one or more stockholders/officers)?

If you are a sole proprietor, no formation documents are required to be filed with the Secretary of State. It is optional for partnerships to file with the State of California.

If you are starting a corporation, a limited liability company (LLC), or a limited partnership (LP), you must contact the office of the California Secretary of State. They can supply you with all the information and forms you need to start this process.



WHO TO CONTACT

California Secretary of State – Sacramento Office

1500 11th Street
Sacramento, CA 945814
916-653-6814

STEP 3: LOCATION, LOCATION, LOCATION

Finding the right location for your business is key. An online property search tool listing Dublin locations is available at www.LoopNet.com. In addition, City of Dublin Economic Development staff is available to assist you with a personalized search of available locations.

Before signing a building/property lease or purchase agreement, contact the City of Dublin Planning and Building Divisions to determine the zoning and permits required of the site.

Not all spaces are suitable for certain types of business uses. City zoning and building codes exist to protect you and your neighbors from incompatible uses. For example, commercial and/or industrial uses are often kept apart from residential areas.

Some uses may require building code upgrades, which can be costly. Certain kinds of businesses may require a use permit and a public hearing in order to comply with the City's zoning regulations. All permit fees are separate and in addition to the business license fee. Planning and Building Division staff can also inform you of any reviews, permits, or fees that may be necessary for your proposed location.

HOW DO I KNOW IF A LOCATION IS ZONED FOR WHAT I WANT TO DO?

To determine the zoning for a location, new businesses should contact the Planning Division at planningpermits@dublin.ca.gov, 925-833-6610, or by visiting the Planning Division at Dublin Civic Center, open Monday through Friday, 8:00 a.m. to 5:00 p.m. Please note, an appointment must be made to see a planner from 12:00 p.m. to 1:00 p.m.

It is recommended that you confirm if your business is allowed in the proposed location and obtain any required planning approvals from the Planning Division **before** filling out a business license form, purchasing property or signing lease agreements.



WHO TO CONTACT

City of Dublin Office of Economic Development

The City of Dublin's website includes demographic information and resources to help develop your business.

925-833-6650 voice

925-493-8256 text

[email](#)

City of Dublin Planning Division

925-833-6610

City of Dublin Building and Safety Division

925-833-6620

STEP 4: REGISTER A FICTITIOUS NAME

If you create a name for your business that is different than your own legal name, you need to register the Fictitious Business Name with Alameda County Clerk-Recorder's Office. This step needs to be completed before obtaining a business license from the City of Dublin; plus, many banks require this statement before approval of a business loan or a business account.

Also, public notices announcing your new business name must be posted for four weeks in the local newspaper as an advertisement to complete the registration process.



WHO TO CONTACT

Alameda County Clerk – Recorder's Office

7600 Dublin Blvd., Suite 160
Dublin, CA 94568
510-272-6362

LOCAL NEWSPAPERS

San Jose Mercury News

4 North Second Street
San Jose, CA 95190
408-920-5111

East Bay Times

175 Lennon Lane, Suite 100
Walnut Creek, CA 94598
800-598-4637

The Independent

2250 First Street
Livermore, CA 94550
925-447-8700

STEP 5: TAX REPORTING

All businesses are required to file both state and federal tax returns. Many small businesses need an Employer Identification Number (EIN), even if they do not have employees. Businesses may also need a Tax Identification Number (TIN) for tax, employment, and other purposes. Contact the state Franchise Tax Board and the federal Internal Revenue Service to learn more about specific requirements.

Will you sell a product? The California Board of Equalization can help you to determine whether you need a Seller's Permit. You may also be required to collect sales tax. To do so, the Board of Equalization will need to issue you a resale number in order to report that sales tax.

Whether self-employed or an employer with one or more employees, you must also pay Social Security taxes.



WHO TO CONTACT

Internal Revenue Services, Oakland Office

1301 Clay Street
Oakland, CA 94612
510-907-5000

California Franchise Tax Board

1515 Clay Street, Suite 305
Oakland, CA 94612
800-852-5711

Social Security Administration

800-772-1213

State Board of Equalization

1515 Clay Street, Suite 303
Oakland, CA 94612
510-622-4100

STEP 6: APPLY FOR A BUSINESS LICENSE

All entities and persons doing business in the City of Dublin (including subcontractors) are required to have a current business license. Most businesses (the primary exception being nonprofit organizations) pay a registration fee and CASP fee according to the City's [master fee schedule](#), for their business license in Dublin. Business license fees are adjusted annually.

The City's business licenses are subject to renewal once a year if your business continues to conduct business within the City of Dublin.

The City of Dublin offers three types of Business Licenses as outlined below:

- **Commercial** = Commercial location in the City of Dublin
- **Home Occupation** = Residence in the City of Dublin
- **Outside City** = Doing business in Dublin, but office not located within the City of Dublin

The [Business License Application](#) is now online and the process is automated electronically.

For more information, please email businesslicense@dublin.ca.gov.



STEP 7: DUBLIN PERMITS AND LICENSES

Your business may require planning or building permits as part of your application approval, depending on your business type and/or if you are making improvements to a building. Permit fees may vary depending on the size and location of the project. The permit technicians at the City's Community Development Department will be happy to meet with you to discuss your project and provide you with a fee estimate.

POLICE PERMIT FORMS AND APPLICATIONS

Dublin Police Services requires the following businesses to obtain a police permit before operating in Dublin:

- Massage establishments and technicians
- Sidewalk vendors
- Commercial peddlers
- Taxicab owners and drivers

Please note: Forms and applications must be submitted in person to Dublin Police Services for review unless otherwise noted.

Permit applications are [online](#).

BUILDING PERMITS AND CERTIFICATE OF OCCUPANCY

To ensure public safety, your business must be located in a building constructed appropriately for your use. A building permit is also required for most interior improvements, modifications, replacement construction, additions, or remodeling. Any changes to a building must comply with the federal [Americans with Disabilities Act \(ADA\)](#). Building Permits are how the City of Dublin ensures construction is safe for occupancy and use. A Building Permit is needed for all new construction in Dublin. A [Permit Application Worksheet](#) must be completed for all work requiring a permit. A certificate of occupancy will be given once the building permit has been issued and the City of Dublin ensures that the building is safe for occupancy and use.

Please note: As part of the tenant improvement review, Public Works will assess the project's waste disposal requirements. If a new waste enclosure is proposed—or if upgrades or additions to an existing enclosure are needed—a separate building permit will be required.

PLANNING PERMITS

A planning permit may be required for façade improvements or to ensure the use is compatible with the zoning ordinance. It is recommended that you confirm if your business is allowed in the proposed location and obtain any required planning approvals from the Planning Division before filling out a business license form, purchasing property or signing lease agreements. Contact the Planning Division at planningpermits@dublin.ca.gov to discuss your plans and whether a planning permit will be required.

WHO TO CONTACT

POLICE PERMIT FORMS AND APPLICATIONS

Dublin Police Services
6361 Clark Avenue
Dublin, CA 94568
925-833-6670

BUILDING PERMITS

City of Dublin Building Division

FIRE CODE PERMITS
City of Dublin Fire Prevention Bureau
925-833-6606

PLANNING PERMITS

City of Dublin Planning Division
925-833-6610

PUBLIC WORKS PERMITS

City of Dublin Engineering Division
100 Civic Plaza
Dublin, CA 94568
925-833-6620
Fax: 925-833-6628
Office Hours:
Monday - Friday
8:00 a.m. - 5:00 p.m.
925-833-6630
[email](#)



FIRE CODE PERMITS

Fire Code [permits](#) from the Alameda County Fire Department (ACFD) are required if you want to conduct specific activities and practices. Use of hazardous substances or materials may require additional review and/or permits.

SIGN PERMITS

If your business would like to display a sign that is visible from outside a building, a sign permit is required. Permits are needed for both permanent and temporary signs such as building and window signs and banners.

You will need to obtain a Zoning Clearance from the Planning Division to assure your sign is compliant. Please also consult with the Building Division as some permanent signs require a building permit.

The permit process is simple. To apply for a permit:

1. Submit the appropriate sign application through the [CSS portal](#);
2. provide a site plan and/or photograph, where applicable; and
3. submit these materials and the application fee through the [CSS portal](#).

ENCROACHMENT PERMITS

An [encroachment permit](#) from the Engineering Division is required for any construction within the public right of way (i.e., public sidewalk). Examples of work requiring an encroachment permit would include (but are not limited to):

- Closure of minor streets for a block party or special event.
- Construction or widening of a driveway approach.
- Installation of a drain through the curb.
- Replacement of a sidewalk, driveway approach, or curb ramp.
- Trenching in the street for a utility repair.

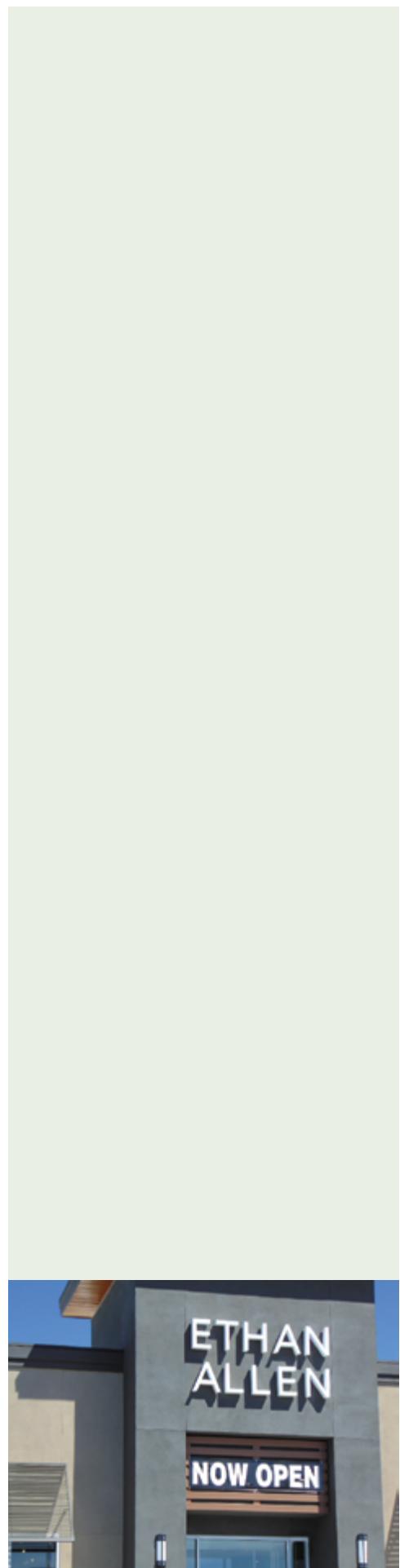
GRADING AND SITWORK PERMITS

A [grading or sitework permit](#) may be required for work on private property which includes (but is not limited to):

- Excavation or movement of dirt
- Installation or alteration of drainage
- Installation of site improvements (e.g., sidewalks or significant landscaping)
- Paving

The fee for a grading or sitework permit is the actual cost of permit processing, plan checking, and inspection, and a deposit may be required.

Additional Public Works permits may be required depending on the scope of the project.



STEP 8: OTHER AGENCY PERMITS AND LICENSES

Depending on the type of business, you may be required to obtain permits or licenses from the following county, state, or federal agencies. Please contact these individual agencies directly, if applicable.

ALCOHOL BEVERAGE CONTROL (ABC) LICENSE

If your business will sell, exchange, or otherwise dispose of alcohol beverages, you will need to have a regulatory permit or license from ABC.

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS LICENSE

Many professional businesses such as accountants, engineers, doctors, and dentists require a State License from the California Department of Consumer Affairs. Businesses such as cosmetologists, security services, and auto repairs are also required to obtain a State License.

CONTRACTOR'S LICENSE

Construction is one of the largest industries in California's diverse economy. The Contractors State License Board (CSLB) receives and processes applications for new licenses, additional classifications, changes of license records, and license renewals. An application for Original Contractor's License can be obtained from any CSLB office, by telephone, or online.

Important Note About Contractors: If your project requires work by contractors, ensure they meet the following requirements:

- They must carry valid insurance appropriate to their work.
- They must be a licensed contractor with the State of California.
- They must hold an active City of Dublin business license.

Working with compliant contractors helps prevent delays and ensures the quality and safety of your project.

HELPFUL HINT: BECOMING A CONTRACTOR

When testing for your Contractor's License, be sure to study beyond what you need to pass the test. Continue upgrading your skills in your craft and in business matters. Read the educational articles in each issue of the California Licensed Contractor, a free newsletter you will receive when licensed.

Take advantage of other educational opportunities as they arise because by mastering both your craft and your business, you can work toward success!

WHO TO CONTACT

ABC (Alameda County)

District Office
510-622-4970

California Department of Consumer Affairs

800-952-5210

Contractors State License Board (CSLB)

800-321-2752

City of Dublin Planning Division

925-833-6610



DAY CARE CENTER AND FAMILY CARE HOME LICENSE

Licensing of commercial day care centers and family day care homes in California are regulated by the [California Department of Social Services](#).

All commercial day care centers operating in Dublin require a [Day Care Center Zoning Clearance](#) from the Planning Division. In addition, commercial day care centers require a business license. Family day care homes are considered a residential use of property and no permits or business licenses are required.

DUBLIN SAN RAMON SERVICES DISTRICT (DSRSD) – WATER AND WASTEWATER

The Dublin San Ramon Services District provides water and wastewater services within the City of Dublin. Most building alterations require DSRSD-approved and stamped plans. Zoning, expansions or business type changes may also trigger a capacity review that may result in additional charges. Business should connect with DSRSD staff while evaluating different business locations within Dublin and before submitting any permits. Questions can be directed to plansubmittals@dsrdsd.com.

IMPORT/EXPORT PERMIT

If your business will involve the import or export of products from other countries, you may need to obtain an import/export permit from the United States Customs Service.

RESTAURANTS, FOOD VENDORS, SALONS, AND TATTOO PARLORS

A health inspection is required for restaurants and food vendors, as well as salons and tattoo parlors. Contact the Alameda County Environmental Health Department to arrange for an inspection, or to request information or advice regarding health and environmental safety issues.

RETAIL AND WHOLESALE BUSINESS PERMITS

If your business will involve sales, you will need to obtain a Seller's Permit from the State Board of Equalization.

OTHER PERMITS AND LICENSES

To determine what other regional, state, and federal permits and licenses your business may need, contact the State's "CalGOLD Business Permits Made Simple" office.

WHO TO CONTACT

California Department of Social Services

1515 Clay Street, Suite 1102
Oakland, CA 94612
510-622-2602

Dublin San Ramon Services District (DSRSD)

7051 Dublin Boulevard
Dublin, CA 94568
925-828-0515

United States Customs Service

415-782-9376

Alameda County Environmental Health Department

1131 Harbor Bay Parkway
Alameda, CA 94502
510-567-6700

State Board of Equalization

510-622-4100

CalGOLD Business Permits

Made Simple
[email](#)



STEP 9: IF YOU HAVE EMPLOYEES

If you hire employees, be sure to register with the California Employment Development Department. They will provide you with the necessary forms and answer any questions you may have regarding your responsibilities. As an employer, the State requires you to do the following:

- Withhold State income tax
- Withhold State disability insurance
- Pay unemployment tax
- Pay for any unemployment training costs

You must also register with the Internal Revenue Service (IRS) in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the type of forms used and due dates for these forms. Peruse the IRS' Employer's Tax Guide to learn more about your Federal tax responsibilities.

As an employer, you're required to carry workers' compensation insurance. You may obtain this insurance through your own insurance agent or the State Compensation Insurance Fund of California (SCIF). The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier. Please contact their Bay Area – Pleasanton office for more details.

The State also has strict requirements for workplace safety and health. Contact the California Occupational Safety and Health Act (Cal-OSHA) to learn more.

HELPFUL HINT: GET CONNECTED

The **Tri-Valley Career Center (TVCC)** offers resources and guidance to job seekers, employers, and small business owners. Whether you are a job seeker anticipating the next step in your current career, branching out in a new direction, or a business owner or hiring manager looking for your next great team member, TVCC collaborates with education, community service, and economic development partners to develop programs and employment services that meet our region's needs.

The **East Bay Economic Development Alliance (EDA)** is a regional business-focused organization that offers information, such as research facts and figures and annual economic forecasts, to aid you in your business.

WHO TO CONTACT

Employment Development Department (EDD)
Oakland Employment Tax Office
7700 Edgewater Drive, Suite 100
Oakland, CA 94621
888-745-3886

Tri-Valley Career Center (TVCC)
5860 Owens Drive, 3rd Floor
Pleasanton, CA 94588
925-416-5100

East Bay Economic Development Alliance (East Bay EDA)
1221 Oak Street, Suite 555
Oakland, CA 94612
510-272-6843

State Compensation Insurance Fund (SCIF)
5880 Owens Drive
Pleasanton, CA 94588
925-523-5000

Cal-OSHA
1515 Clay Street, Suite 1103
Oakland, CA 94612
510-622-2891



STEP 10: GOING GREEN

BUSINESS WASTE REDUCTION, RECYCLING, AND COMPOSTING

Amador Valley Industries (AVI) provides compost, recycling, and garbage collection services to businesses in Dublin. Compost service is provided at 50% of the cost of garbage service, and recycling service is provided at 25% of the cost of garbage service. Any questions regarding rates, collection schedules, and related issues should be directed to AVI.

Under California State law, SB 1383, businesses and residents must keep food and other compostable materials out of landfills to reduce emissions that contribute to climate change. Under the law, businesses in Dublin are required to have compost and recycling service, have the correct indoor bins, and sort materials into the correct compost, recycling, and garbage containers. In addition, some businesses such as grocery stores, food distributors, and large restaurants must recover and donate surplus edible food. StopWaste and AVI offer resources to help your business comply with SB 1383. Under SB 1383, Tier 1 and Tier 2 businesses (typically grocery stores, hospitals, large restaurants, and public schools) are required to recover excess edible food for donation. For information on Tier 1 and Tier 2 businesses and resources on how to donate edible food, visit www.stopwaste.org/rules/donate-surplus-food. AVI can assist your business with waste assessments to determine service needs, cost and savings estimates, program set up, and staff training in English, Spanish, or Mandarin, as well as other resources.

FOOD SERVICE BUSINESSES

If you are in the food service industry, PG&E has a food service technology center in Pleasanton. There are many services available for free that can help your business save money, including training and design assistance to help your restaurant be energy smart, and more. More information is available [here](#).

In addition to properly sorting organics and recyclables under SB 1383, the following mandates may also apply to your restaurant. Please visit [our website](#) for more information on the mandates and for a compliance guide.

AB 827: Front of House Recycling Stations

AB 827 requires the provision of compost, recycling, and garbage sorting opportunities for customers on site. The receptacles must be visible, easily accessible, and labeled and colored coded (green for compost, blue for recycling, and gray for garbage) for easy identification.

AB 1276: Single-Use Foodware Accessories and Standard Condiments on Request

AB 1276 requires retail food facilities and food delivery platforms to only provide foodware accessories and condiments on request of the customer. It allows for self-service accessory stations. Bundling of single-use accessories or condiments is prohibited.

WHO TO CONTACT

City of Dublin Environmental & Sustainability Division

Department of Public Works

100 Civic Plaza
Dublin, CA 94568
925-833-6630

Food Service Technology Center

1075 Serpentine Lane Suite B
Pleasanton, CA 944566
925-866-2844

Amador Valley Industries (AVI)

Customer Service Center

6175 Southfront Road
Livermore, CA 94551
925-479-9545
[email](#)

StopWaste

1537 Webster Street
Oakland, CA 94612
StopWaste Helpline:
510-891-6575
[email](#)

Bay Area Green Business

Program

Regional Contact:
Lawrence Nussbaum
206-948-2535
[email](#)

Alameda County Small Business Hazardous Waste Program

1-877-STOPWASTE (786-7927)
[email](#)



Dublin Municipal Code Chapter 5.34: Disposable Food Serviceware

Dublin Municipal Code Chapter 5.34 requires restaurants and food/drink vendors that offer prepared food using disposable food serviceware to use serviceware that is either compostable or recyclable. The use of disposable food serviceware manufactured with expanded polystyrene or foam is prohibited.

CONSTRUCTION AND DEMOLITION SERVICES

The City of Dublin requires all construction and demolition (C&D) projects recycle at least 65% of the waste for remodels or tenant improvements, and 75% of the waste for new construction generated on a job site, excluding asphalt and concrete debris, of which 100% must be recycled. The City's [municipal code](#) has specific procedures for complying with these requirements. For questions or additional information, please contact the Building Division at 925-833-6620.

AVI is also the exclusive service provider for construction and demolition debris collection. There are a few exceptions where a contractor may use their own dumpsters, but generally you must contract with AVI for your C&D dumpster. View the [Municipal Code, Section 5.32.130](#).

BAY AREA GREEN BUSINESS PROGRAM

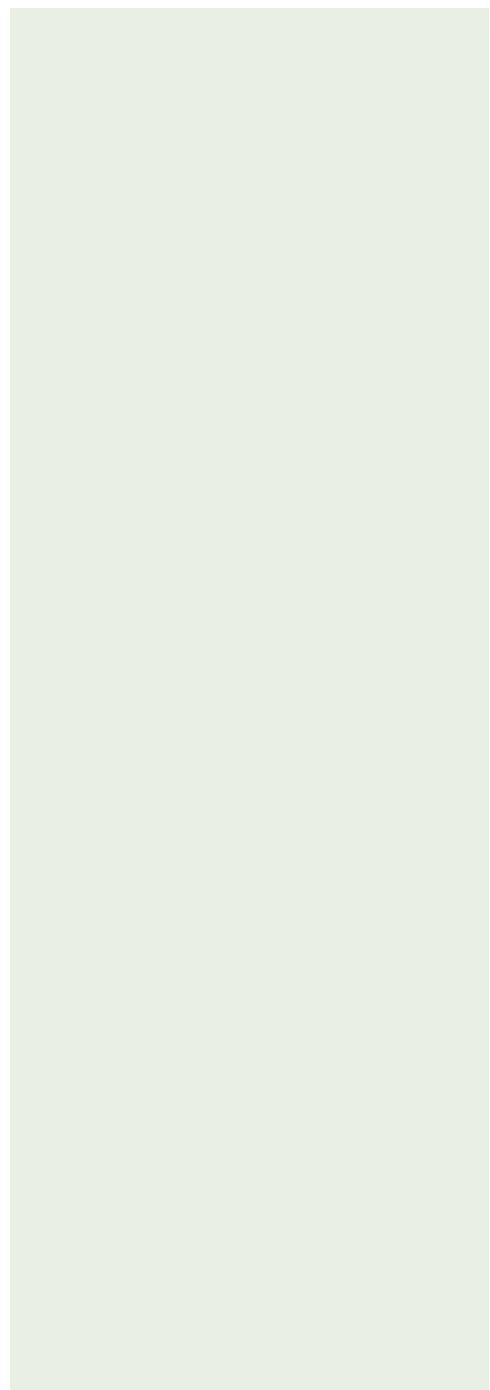
The Bay Area Green Business Program certifies businesses as a Green Business if they meet the program's standards, and helps businesses get recognized for their efforts. Businesses that have taken steps towards operating more environmentally responsibly tend to enjoy higher efficiency, a better bottom line, and a marketing edge over the competition. The Green Business Certification also provides public recognition for these efforts, including a listing in the Green Business Directory, press coverage and special recognition, window decals, and promotion materials. Get started by visiting the [Alameda County Green Business Program website](#).

GOT UNWANTED STUFF?

Search Stopwaste's [RE:Source Guide](#) for nearby reuse, repair, recycling, and safe disposal options.

ALAMEDA COUNTY SMALL BUSINESS HAZARDOUS WASTE DISPOSAL SERVICES

If your business has leftover hazardous materials, you may be eligible for a service to safely dispose of these items at reasonable, affordable rates. Businesses that qualify as "small quantity generators" can dispose of hazardous materials safely, conveniently, and in ways that protect our environment. Visit the Alameda County Small Business Hazardous Waste Program [website](#).



AVA COMMUNITY ENERGY – YOUR ENERGY PROVIDER

The City of Dublin has partnered with Ava Community Energy (formerly known as East Bay Community Energy) since 2018. Ava Community Energy (Ava) is a not-for-profit public agency that provides electricity to every jurisdiction in Alameda County plus the cities of Tracy, Stockton, and Lathrop. Electricity is delivered through Pacific Gas & Electric's (PG&E) distribution system and PG&E provides billing to customers.

In support of Dublin's *Climate Action Plan 2030 and Beyond*, Dublin City Council approved Ava's Renewable 100 electricity as the default electricity for all accounts in Dublin. Renewable 100 is 100% greenhouse gas emission-free and is 100% renewable power. For more information on Ava, including incentive programs and the rate structure, visit their [website](#) or contact them at 1-833-699-3223.

STORMWATER POLLUTION PREVENTION

The City of Dublin is required to ensure all businesses that can cause or contribute to stormwater pollution implement good housekeeping practice to keep pollutants out of the storm drain system. Many businesses in Dublin are inspected approximately once every five years, as required by the Municipal Regional Stormwater NPDES Permit, to ensure that good housekeeping practices are being used. To find out how your business can prevent stormwater pollution, visit the City's Environmental & Sustainability Division [website](#). The website offers a business self-inspection checklist and other resources to help your business protect local creeks and San Francisco Bay.

HELPFUL HINT:

FREE ASSISTANCE FROM CITY AGENCIES

- On-site audits are available through PG&E, Dublin San Ramon Services District (DSRSD), and Amador Valley Industries (AVI).
- Updates on new technologies and resources can help you with your sustainability efforts.



WHO TO CONTACT

Ava Community Energy

1999 Harrison St., Suite 800
Oakland, CA 94612
1-833-699-3223

INCENTIVES AND OTHER USEFUL PROGRAMS

The City of Dublin has made economic development a top priority. To that end, the City has developed a number of incentives at www.dublin.ca.gov/incentives to assist in the attraction of new businesses. Please visit our website for a description of our incentives. Following are some of the most recently developed programs:

COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

The City offers a [Commercial Façade Improvement Grant Program](#) for commercial businesses located in the Downtown Dublin and a portion of Dublin Boulevard. This program helps property owners with the cost of improving their building's appearance.

EB5 INVESTOR PROGRAM

The City of Dublin can assist your participation in the Immigrant Investor Program. This federal program promotes job creation and capital investment by foreign investors. Learn more at www.uscis.gov/eb-5.

Fee DEFERRAL PROGRAM

The City offers two Fee Deferral Programs, one for non-residential development and another for multi-family residential projects within the City's Transit Districts.

HOTEL INCENTIVE PROGRAM

The City Council established a hotel incentive program to encourage the development of new hotels, as well as promote reinvestment in existing hotels in the City of Dublin. To be eligible for the program, a hotel must have 125 or more rooms and meet a four star (first class)/three star (comfort new hotel) or four diamond (first class)/three diamond (comfort new hotel) hotel rating or higher under the rating criteria established by the American Automobile Association (AAA), JD Power and Associates, or comparable hotel rating entity.

PACE FINANCING FOR ENERGY UPGRADES

The City of Dublin participates in the Property Assessed Clean Energy (PACE) program, a state-authorized financing tool that helps commercial property owners fund energy efficiency, renewable energy, water conservation, and seismic upgrades. Through this program, property owners can access long-term, low-interest financing—with no upfront costs—repaid through their property tax bill. PACE financing is available for a wide range of eligible improvements, including solar panels, battery storage, HVAC systems, lighting, water-saving fixtures, and more. This voluntary program supports Dublin's sustainability goals while also driving local economic growth. To learn more visit our [website](#).



SALES TAX REIMBURSEMENT PROGRAM

For businesses that generate more than \$10 million in taxable sales, the City has developed a program to help offset investments in improvements to the site or building that the business proposes to occupy. For more information on the program, please review the Program Fact Sheet on the City's [Business Incentive page](#).

SEWER CAPACITY ASSISTANCE PROGRAM

The City of Dublin, in partnership with Dublin San Ramon Services District (DSRSD), offers the Sewer Capacity Assistance Program to support businesses facing the cost of new or expanded sewer capacity. The program provides financial incentives to help offset DSRSD connection fees, with award amounts based on factors such as business type and location.

SMALL BUSINESS ASSISTANCE PROGRAM

The City offers a [Small Business Assistance Program](#) to assist Dublin-based businesses with the cost of complying with federal, state, and local laws relating to disability access requirements, trash enclosures, sewer connections, and other such obligations imposed on small businesses.

STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM (SCIP)

Dublin promotes participation in the SCIP financing program that enables developers to pay most impact fees and finance public improvements through tax-exempt bond issuance proceeds. The SCIP program has assisted communities and developers throughout California to finance over \$150.2 million in impact fees since 2003. For more information, visit their [website](#).

Please feel free to contact the Office of Economic Development at 925-833-6650 if you have any questions about City programs.



OTHER RESOURCES

Here are additional things to keep in mind when doing business in Dublin and as your business grows:

DISCOVER DUBLIN! SHOP LOCAL

The City partners with the Dublin Chamber of Commerce for the “Discover Dublin! Shop Local” social media campaign to encourage and increase shopping at Dublin businesses throughout the year.

When customers support Dublin businesses, our local economy grows. This enables the City to provide our residents with valuable programs and services, beautiful parks, and safe roads.



Visit the Discover Dublin [Facebook page](#) to learn about upcoming retail and business events, as well as information about new businesses in town. If you would like the Discover Dublin page to feature your business in an upcoming post, please contact the City's Office of Economic Development at economic.development@dublin.ca.gov.

The City of Dublin also offers “Discover Dublin! Shop Local” promotional items to all local businesses to advertise support of the program. Interested businesses should contact the City at 925-833-6650.

LET'S PUT DUBLIN ON THE MAP! WITH GOOGLE

The City of Dublin has partnered with Google to help local small businesses grow their presence online through the “Let’s Put Dublin on the Map! With Google” program. Through free instruction, resources, tips, and tools, “Let’s Put Dublin on the Map!” empowers businesses to connect with the 97% of consumers who research local products and services online before making a purchase.



Want to learn more about getting your business online? Visit the [Google My Business](#) page or email the City: economic.development@dublin.ca.gov.

COMMUTER RESOURCES

511 Rideshare is a free service to help commuters find other drivers to carpool or vanpool to work. Qualifying carpools can cross Bay Area toll bridges for free during commute hours and may qualify for additional financial incentives or subsidies. For more information, visit www.511.org.

Go Tri-Valley pays up to half the fare (up to \$5) for rideshare trips with UBER or Lyft that start and end in Dublin, Pleasanton, and Livermore. For more information, visit their [website](#).

WHO TO CONTACT

GET INVOLVED WITH THE BUSINESS COMMUNITY!

Dublin Chamber of Commerce

6300 Village Parkway, Suite 200
Dublin, CA 94568
925-828-6200
email



ALAMEDA COUNTY LIBRARY

The Alameda County Library offers many resources to new businesses, including subscription databases and web links that can deliver marketing research, company and competitor information, business statistics and demographics, and more. To access the information from home, visit the [Alameda County Library website](#), go to “Research,” and choose “Business and Investments” from the drop-down menu. You will need to obtain an Alameda County Library Card or an e-card.

WHO TO CONTACT

Alameda County Library

200 Civic Plaza
Dublin, CA 94568
925-803-7252

GARBAGE AND RECYCLING SERVICES

Amador Valley Industries (AVI)

Contact AVI to arrange for garbage collection services.
6175 Southfront Road
Livermore, CA 94551
925-479-9545
Fax: 925-454-0782
[email](#)

UTILITIES

Dublin San Ramon Services District (DSRSD)

DSRSD provides water and waste water services in a safe, efficient, and environmentally responsible manner.
7051 Dublin Boulevard
Dublin, CA 94568
925-828-0515

Pacific Gas and Electric (PG&E)

Gas and electric service in Dublin is provided by PG&E.
800-468-4743





City of Dublin
Office of Economic Development
100 Civic Plaza
Dublin, CA 94568
925-833-6650 voice
925-493-8256 text
www.dublin.ca.gov