



## 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)

### E-MAIL BASED RESIDENTIAL PERMITS

Online permits for residential maintenance and replacement type permits are now offered via email in an effort to improve customer service and streamline the permitting process.

Online permitting is available 24 hours, seven days a week by using the email [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov). Please note, permits are processed during normal business hours (8AM to 5PM), Monday through Friday.

#### Permit Types

- The following may be permitted online:
- Bathroom remodel (no layout changes)
- Electrical circuits or panel upgrade
- Electrical Vehicle Chargers Garage
- Fireplace Insert
- Gas line replacement or repair
- Heating and air conditioner installation
- Kitchen remodel (no layout changes)
- Landscaping permit (lighting, firepit, BBQ)
- 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 [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov).

- Complete the [Permit Application Form](#) if you are a CA licensed contractor.
- 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

An email notification will be sent within three business days on the status of the permit. Once the

application is approved notification will be sent with instructions on fee payment.

**Note:** You must have an account set up with citizen services in order to process online permits. Refer to the [Citizen Services](#) link for instructions.

Instructions will be emailed when payment confirmation has been completed. You will also be instructed to print the necessary documents (permit record, approved forms and inspection record card).

### **Inspections**

When you are ready for your inspection(s) please use the City's electronic [online inspections](#) scheduling system.

Online inspections can be scheduled each day up until 10:00 p.m. the day before you would like 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.

### **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.