



Community Development Department Building & Safety Division

Online Residential Permits

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

Online permitting is available 24 hours, seven days a week. However, permits are processed only until 5:00 p.m., Monday through Friday.

Permit Types

The following may be permitted online:

- Water heater replacement in the same location(except tankless)
- Water and sewer (inside dwelling) piping repair
- Gas line repair
- Lawn sprinkler controllers
- Water softener installation
- Furnace replacement in the same location
- Air conditioner in the same location

Submittal Instructions

To submit for a permit the following information must be completed and sent electronically to permits@dublin.ca.gov.

1. A completed permit application worksheet. Complete these forms if you are the property owner:
[Permit Application Form](#)
[Notice to Property Owner Form](#)
Copy of Property Owner's driver's license
2. Complete these forms if you are a CA licensed contractor:
[Permit Application Form](#)
City of Dublin Business License - Must be current
3. Complete energy forms for water heater, furnace and air conditioner replacements:

[Water Heater - Energy Form](#) - Required for water heater replacements only

[HVAC Alteration - Energy Form](#) - Required for furnace replacements only

Resources

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

- [Residential Water Heaters](#)
- [Furnace in Attic](#)

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.