



Community Development Department Planning Division

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6610 • www.dublin.ca.gov

E-Mail Based Planning Applications

Online submittal of Planning applications is now offered via email to improve customer service and streamline the application process.

Applications may be submitted 24 hours, seven days a week by using the following e-mail address: permits@dublin.ca.gov. Please note, applications are processed during normal business hours (8:00 a.m. to 5:00 p.m.), Monday through Friday.

Application Types

The following application types are available online:

- COVID-19 Relief Temporary Use Permit
- Site Development Review Waiver
- Temporary Use Permit
- Zoning Clearance (Auto-Related Uses):
 - Automobile/Vehicle Brokerage
 - Automobile/Vehicle Rental
 - Automobile/Vehicle Repair
 - Automobile/Vehicle Sales and Service
 - Auto-Related Uses in Scarlett Court Overlay District
- Zoning Clearance (Misc.)
 - Cottage Food Operations
 - Day Care Center
 - Recreation Facility/Indoor
 - Temporary Promotional Searchlights
 - Tobacco Retailer
- Zoning Clearance (Signs)
 - Apartment Community Promotional Banner
 - Automobile/Vehicle Sales Flags
 - Coming Soon Promotional
 - Grand Opening/Going Out of Business
 - Permanent
 - Promotional Balloon
 - Promotional Banner

For other Planning application types, please contact the Planning Division at: permits@dublin.ca.gov and a Planner will provide you with the necessary forms and instructions for submitting electronically.

Submittal Instructions

To submit an application, go to [Applications and Forms](#), complete the application (including any required application materials), and attach it to an e-mail that is addressed to: permits@dublin.ca.gov.

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

Resources

Links to the Dublin Zoning Ordinance and Fee Schedule are provided below.

[Zoning Ordinance](#)

[Fee Schedule](#)

Application Approval Process

An email notification about the status of your application will be sent within three business days. Once the application is ready to be approved, notification will be sent with instructions on fee payment. Payment is required prior to application approval.

Instructions will be emailed when payment confirmation has been completed. You will also be instructed to print the approval documents.

Questions

Contact the **Planning Division** at **(925) 833-6610** with questions or inquiries on submittal requirements.