



## City of Dublin

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Fire Prevention [firepermits@dublin.ca.gov](mailto:firepermits@dublin.ca.gov)

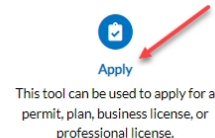
## Citizen Self Service—Searching for an Application

The Citizen Self-Service (CSS) Portal gives customers several methods for finding online applications. This guide walks you through applying from the [Home Page Tiles](#) and the [Top Menu Banner](#).

**\*\*You must be logged in to your CSS account to apply for any permit, plan, or license.**

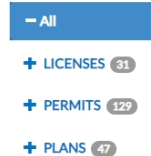
### From the Home Page Tiles

1. Click the **Apply** tile on the Home page.



- a. **OPTION 1** – Click the **Show Categories** link and then “All” will reveal categories to further organize the online applications into their appropriate subheadings. Clicking these items will display available applications in the results window.

 [Show Categories](#)

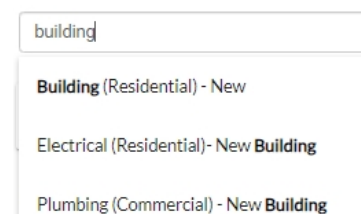


- b. **OPTION 2** – Selecting one of the tabs at the top will display all applications for that main category in alphabetical order.



- c. **OPTION 3** --If you know the name of the application, typing in the search box will reveal an auto-populated drop-down list of the applications including what you typed.

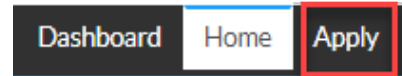
### Application Assistant



# Citizen Self Service—Searching for an Application

From the “Apply” button on the Banner

1. Click the **Apply** button on the banner.



2. A menu will open with 3 categories: Permits, Plans, and Licenses.
  - a. Beneath the categories will list 5 of the available applications.
  - b. At the bottom of the list will be an option to view “All” the applications in that category.
  - c. The number in parenthesis next to the “All” refers to the number of available applications in that category.
  - d. If you see the application you are looking for in the list of 5 you can go ahead and click on it and the application will open.
  - e. If you do not see the application you need, click the “All” option at the bottom to open the full list of applications in the category.

## PERMITS

- › Banners on Poles
- › Building (Residential) - Accessory
- › Building (Residential) - Addition
- › Building (Residential) - Alteration
- › Building (Residential) - Multi-Family Dwelling
- › All (129) ←

## PLANS

- › Site Design Plan Review - Preliminary
- › Site Design Plan Review - Neighborhood Conservation
- › Administrative Adjustment - Setbacks
- › Variance - Setbacks
- › Historic Preservation - Administrative Approval
- › All (47) ←

## LICENSES

- › Amusement Device Registration
- › Amusement Class J Distribution
- › Carnival/Circus
- › Closing Out Sale
- › Fortune Telling
- › All (31) ←