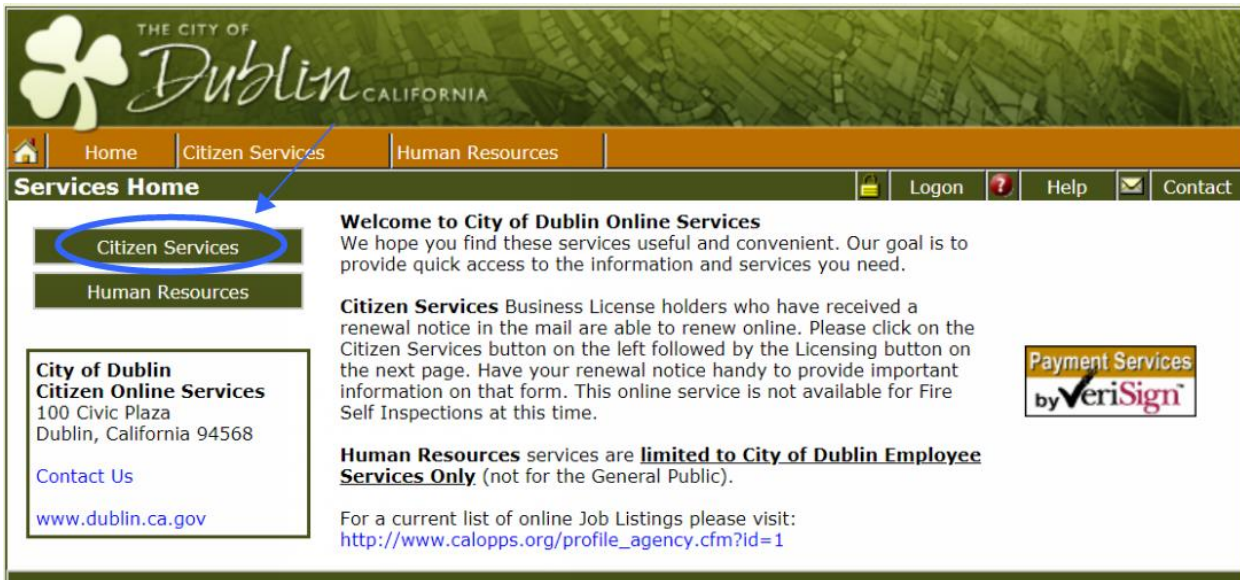


Creating a User Account in Citizen Services

Creating a user account with City of Dublin allows the customer to pay for permit fees, review permit application status, and schedule inspections. Follow the simple steps below to create a new account in Citizen Services.

STEP 1 – ACCESS TO THE WEBSITE THROUGH CITIZEN SERVICES

- ▶ Go to the website- <https://citizenservices.dublin.ca.gov/>
- ▶ Click on Citizen Services button



THE CITY OF
Dublin CALIFORNIA

Home Citizen Services Human Resources

Services Home Logon Help Contact

Citizen Services
Human Resources

**City of Dublin
Citizen Online Services**
100 Civic Plaza
Dublin, California 94568
[Contact Us](#)
www.dublin.ca.gov

Welcome to City of Dublin Online Services
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.


Citizen Services Business License holders who have received a renewal notice in the mail are able to renew online. Please click on the Citizen Services button on the left followed by the Licensing button on the next page. Have your renewal notice handy to provide important information on that form. This online service is not available for Fire Self Inspections at this time.

Human Resources services are **limited to City of Dublin Employee Services Only** (not for the General Public).

For a current list of online Job Listings please visit:
http://www.calopps.org/profile_agency.cfm?id=1

Payment Services
by VeriSign

- ▶ Choose Permits and Inspections



THE CITY OF
Dublin CALIFORNIA

Home Citizen Services Human Resources

Citizen Services Help Contact

Permits & Inspections
Licensing

**City of Dublin
Citizen Online Services**
100 Civic Plaza
Dublin, California 94568
[Contact Us](#)

Welcome to City of Dublin Citizen Services
These services allow some Licensing customers instant access to their Business License Renewal. At this time, we are only able to offer limited access to those that have received a renewal notice in the mail. Please have your notice handy when renewing online. The letter includes important information you will need for the online renewal.

If you have questions about your Business License, please email [Business License Help](#) or call (925)833-6610. For general information regarding Business Licenses, please visit our website: <http://www.dublin.ca.gov/businesslicense>

In addition, these services also allow customers to gain access to view building permit records/history. Coming soon you will be able to schedule building inspections and apply for certain types of over-the-counter permits.

If you have questions about the Permit Information, please email [Building Permit Help](#) or call (925)-833-6620. For general information regarding Building Permits, please visit our website: <http://www.dublin.ca.gov/index.aspx?nid=114>

Please select a service from the menu on the left to begin.

► Click on New Users

THE CITY OF
Dublin CALIFORNIA

Home Citizen Services Human Resources

▲ Permits & Inspections: Permits and Inspections Logon Help Contact

Permits Inquiry

Parcels Inquiry

**City of Dublin
Citizen Services
On-Line Permitting**
100 Civic Plaza
Dublin, California 94568
(925) 833-6620
Technical Support

Welcome to the City of Dublin On-Line Permitting Services! These services allow users to view information on building permit records / history since 2010, check the status of current plan checks, view plan check comments, view inspection results and allows registered users to schedule online inspections. For a complete history of permits please visit the Building & Safety Division at 100 Civic Plaza, Dublin, CA 94568

Coming soon: Apply and pay fees for certain types of over-the-counter permits. Please select a service from the menu on the left to begin.

Please Log-on or Register...

Registered Users Please Logon Here.

New Users New? Register Here.

Email Log-on Forgot your User Name or Password?

STEP 2 – CREATE ACCOUNT

► Enter in all the information in the required fields marked with an asterisk and click “Next Step”

THE CITY OF
Dublin CALIFORNIA

Home Citizen Services Human Resources

New User Help Contact

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

Name
First Name Last Name*

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: (209) 555-1212 or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

Select a **Password***

Repeat **Password***

► Review and confirm account info and click “Register” when completed.

THE CITY OF
Dublin CALIFORNIA

Home Citizen Services Human Resources

New User Help Contact

Please **check your information carefully** before clicking the register button. **If you need to make changes to information shown below, [click here](#) now.**

Name: [REDACTED]

Address: [REDACTED], CA [REDACTED]

Phone Number: ([REDACTED]) [REDACTED]-[REDACTED]

Email Address: [REDACTED]@outlook.com

Username: [REDACTED]

Password: Hidden

Register

STEP 3 – COMPLETED

► Finished. When ready you may access Permit or Parcel Inquiries, Schedule Inspections or Pay Permit Fees.