

To Check Application Tracking and Schedule an Inspection on the Dublin Web Site

1. Go to: <https://egov.dublin.oh.us/Click2GovBP/SelectPermit.jsp>
2. City Government, City Departments, Public Service – Building Standards.
3. City of Dublin Online Building Permits.
4. ***To Check Status of Permit:*** Select Permit # : 08 200XXX, Submit. Plan Tracking Status. Under Review Services tab, is the date plans were issued to the City of Dublin. Building Review is the date the Division of Building received your permit. Action Summary Date is the date the plans were completed if there is an APP or DIS. **APP – Plans were Approved. DIS – Plans were disapproved. REV – Plans are Under Review. COM – Plans are Completed.** Each set of Plans will be reviewed by Building Standard, Engineer, Planning. If no review is required for this division, then **NRR** will be added (No Review Required). Review Completed is the administrative out process.
5. ***To Schedule an Inspection:***
 - Repeat Steps 1-3.
 - Schedule an Inspection. Enter Application # 08 200XXX, Submit.
 - Schedule an Inspection. Click on highlighted area under Str / Seq / Permit. Click on requested inspection. If the option is not available, click on Schedule an Inspection not on this list. Please know what type of inspection you are scheduling. You can refer to your Building Inspection Card. Scheduling the wrong inspection could create a re-inspection fee of \$135.00, or could delay your inspection schedule by one business day.
Click on date requested. Add any comments, contact information in Comments to Inspector. **Please limit the amount of comments.**
 - Click on Continue. You can either “Schedule another inspection” or click “Finish”.
 - To cancel this inspection, select “cancel an Inspection”. Once you cancel an inspection, you can reschedule by choosing “Schedule an Inspection” and choosing another available date. Please note: **Any inspections that are cancelled after 6:00 am on the requested date, must be called into the office at 410-4670 between 8-4 M, T, W, & F. 9:30-4 on Th.** (There will be a re-inspection fee of \$135.00 if you do not notify the office prior to the inspection.) Requests for inspection by two different inspectors on the same day will not be honored.

You will not be allowed to schedule an inspection if there are any of the following:

- **Contractor Registration is expired**
- **Re-inspection fee is not paid**
- **Any revision fees are not paid**
- **Permits have not been issued or approved**