



## Development Plan Review and Permitting Process

The following information is a general overview of the City of Dublin's Plan Review Process. It is intended to provide open communication and responsiveness in the development review process from initial plan submittal to the permitting and construction phases. This information applies to all new developments as well as significant expansion or remodeling of existing buildings or improved sites.

### **Primary Contacts**

#### **Planning and Development Department:**

- City Planner – Sharon Eveland, [evelands@dublinga.org](mailto:evelands@dublinga.org), 478-277-5070
- Building Inspector – Alan Scarbrough, [scarbrougha@dublinga.org](mailto:scarbrougha@dublinga.org), 478-277-5070
- Admin Assistant – Cindy Phillips, [phillips@dublinga.org](mailto:phillips@dublinga.org), 478-277-5070

#### **Engineering Department:**

- Engineering Director – Matthew Bradshaw, [bradshawm@dublinga.org](mailto:bradshawm@dublinga.org), 478-277-5045
- City Engineer – James Ivey, [iveyj@dublinga.org](mailto:iveyj@dublinga.org), 478-296-1009

#### **Fire Department:**

- Fire Inspector – Matthew Mallette, [mallettem@dublinga.org](mailto:mallettem@dublinga.org), 478-410-5416

### **Development Review Process**

Developers should anticipate 30-90 days from initial plan submittal to issuance of building permits, depending on the size and scope of the plan and both in-house and, when applicable, external review queues (GWSCC, GDOT, State Fire Marshall, etc). The only external review the City coordinates is the one by GWSCC. All required forms are available on the City's website and in-person in the Planning and Development Department at City Hall.

### ***EDGE Pre-submittal Meeting***

The City of Dublin will provide a pre-development meeting with developers and contractors to review preliminary site plans and address questions or comments from all parties. This meeting is referred to as the EDGE meeting (Encouraging Development and Growth Efficiency). While not mandatory, the EDGE meeting is highly encouraged as it can facilitate the plan review process and help to avoid unnecessary delays. The meeting can be conducted virtually or in-person and representatives from multiple city departments are available during the meeting, including Planning and Development (includes zoning and inspections), Engineering, Fire Inspection, Utilities (Water, Sewer, Gas), Public Works, and Police.

### ***Zoning and Plan Review***

Developers must submit the required application with the applicable fee payment to the Planning and Development (P&D) Administrative Assistant. The Zoning and Plan Review is done in two phases.

- Phase One – Review/approval of the civil/site plans. The civil/site plans must be submitted with the application and must also show the required setbacks. The City Planner will review for zoning compliance and the Engineering Department will review/approve the civil/site. Any issues with either zoning or the civil/site plans will be communicated with the developer's designated point-of-contact.
  - For projects that involved disturbing one (1) acre or more of land, a Land Disturbance Permit must be obtained. Currently, this process involves the submittal of the required plans to the City, which will then submit those plans to GSWCC for review/approval. This process can run concurrently with the Plan Review process.
- Phase Two – Review of Building Plans. After the zoning and civil/site plan are signed off on, the developer will submit the building plans for review by the Building Inspector and Fire Inspector. Any issues with the building plans will be communicated with the developer's designated point-of-contact.
  - State Fire Marshall requirement – For projects that require the State Fire Marshall to review/approve, the plans submitted must be those signed/approved by the State Fire Marshall. Building Plan review will not commence without that approval.
- Phase Three – Once all plans are approved, the developer must submit the New Utility Service Application.

Unless otherwise communicated during an EDGE meeting, all plans must be signed and sealed by a engineer registered in the State of Georgia.

### ***Building/Trades Permit Process***

After the Zoning and Plan Review Application has been approved, the general contractor must submit the building permit application to the P&D Admin Assistant. Staff will calculate the permit fees and notify the general contractor of the permit fee cost. Once the permit fee is paid, the contractor(s) may pick up the permit(s).

In September 2025, the City made changes to the permit fee schedule, and implementation of the new fee schedule required a change to the permitting process. For projects that involve both building and trades, the trades contractors must be listed on the application at the time of submittal and all new construction and major renovation (classified as those exceeding \$75,000) project permits will be calculated as one fee and the general contractor will be required to pay that fee. Separate physical trades permits will be issued and all permits will be provided to the general contractor when payment is made.

### ***Submission Information***

Electronic submission of the plans is preferred but three (3) hard copies each of the civil/site plans and the building plans will be required upon final approval. Electronic submissions should be sent to [phillipsc@dublinga.org](mailto:phillipsc@dublinga.org) and reference the plan type, development name, and address in the subject line.

Hard Copies and USB drives can be mailed to:  
Dublin City Hall  
Planning & Development Department  
100 S. Church St  
PO Box 690  
Dubin, GA 31040

### **Fees**

The fee schedule may be viewed on the P&D page of the City's website at [www.cityofdublin.org](http://www.cityofdublin.org) or may be obtained from the P&D Admin Assistant. Payments may be made by cash, or credit card but cash or credit card payments must be made in person.

- Zoning Review – Depends on development type.
- Plan Review – Depends on whether it is new construction or a renovation and the total square footage
- Building Permits – Depends on a variety of factors, including whether it is new construction or remodels. All new construction and major renovations will be calculated using a formula that takes into account square footage and the IBC's average cost per square foot as well as a city-determined multiplier.
- Water/Sewer Tap Fees and Meter Fees – Based on tap size and meter quantity and size.
- Capital Recovery Fees – Based on ERU and development type.

The Zoning and Plan Review fees must be submitted before staff will begin the review process. Building/Trades permit fees must be paid before any permits are issued. Capital Recovery and tap fees must be paid prior to the connection to the city's utility systems, however, meter fees must be paid in advance before a meter will be ordered.

### **Inspections**

City inspectors shall be granted full access to the development site once permits are issued. Inspections may be scheduled at the request of both contractors and inspectors throughout the construction process. All inspections will be scheduled through the Planning and Development Department by calling 478-277-2070, emailing [phillipsc@dublinga.org](mailto:phillipsc@dublinga.org), or coming in person to the P&D Department in City Hall. Failure to call for inspections will result in a penalty being assessed. Re-inspections required because of work done improperly will result in a penalty being assessed. These penalties can be found on the fee schedule.

The Engineering Department will inspect utility construction and ROW improvements and the Fire Inspector will inspect for life/fire safety requirements. Those inspections can be scheduled by contacting those respective areas (see primary contact information on page 1 of this document.)

### **Certificate of Occupancy**

The Building Inspector will issue a CO once construction is complete and satisfactory for all necessary divisions including Building Inspection, Fire Inspection, and Engineering. No COs will be issued if there are any outstanding fees or penalties due to the City.