



Explanation of Fee Schedule and Permit Process Changes – Effective October 8, 2025

In September of 2025, the City Council approved the creation of a new fee schedule for development permits. This process initially began to bring the City into compliance with HB 461, which specifies how municipalities can charge for building permits, and resulted in a complete overhaul of how the City processes and assesses costs for building-related permits. On October 7, 2025, the Planning and Development Department issued a temporary pause on the issuance of permits in order to finalize the necessary updates in the permitting system with respect to fee calculation changes and new permits/fees. This letter is intended to provide an overview of those changes.

The most important thing to understand is that the new law prohibits municipalities from using valuation in determining permit fees unless it involves a major renovation valued at \$75,000 or higher or it is new construction (this includes additions).

For projects that do not meet the requirements of the law for the use of valuation and for all stand-alone trade permits, the City has chosen to utilize a per inspection fee model. These types of permits will be issued with an initial \$170 fee that will cover the first two inspections. Any additional inspections required beyond that will result in an \$85 fee per required inspection. The additional inspection fees must be paid before the additional inspections can be scheduled.

For new construction or major renovation projects that are not trades only, the City will be using a formula that involves the square footage of the project, the average price per square foot as listed in the most recent ICC building valuation data, and a modifier set by the City that is calculated based on the formula recommended by the ICC. Moving forward, the City will use the most recent version of the ICC building valuation data, which is updated every six months, and it will review and consider adjusting the modifier on an annual basis.

Additionally, the City established new fees for zoning, plan reviews, and TCOs and also changed how it charges for signs. The fee schedule can be found on the P&D department's website here: [Planning & Development - City of Dublin.](#)

From a process standpoint, P&D has modified the building permit application and will now use a single form for building permits. Additionally, P&D has also implemented a formal process for zoning and plan review, and as previously stated, also established fees for those items. A full explanation of that process can also be found on the department's website and you are encouraged to review that document. However, the most important part of the new permitting process to understand is that for new construction and major renovation projects, the general contractor will be required to submit all subcontractor information at the time the permit application is submitted and the fee will be calculated as a single fee, for which the general contractor will be required to pay. If any of the subcontractors on the permit are invalid in the

system (such as having expired business license or state professional license), the P&D Administrative Assistant will reach out to general contractor, who will be responsible for communication with the subcontractor and getting them into compliance. Once the application is processed and the general contractor pays the required fee, all the building and trades permits will be provided to the general contractor. (Projects that are trades only will still be submitted and paid for by the trades contractors.)

Finally, the City will begin enforcing the established penalties for failure to call for inspections and for repeated reinspections that result from work not being properly done and corrected after the first notice of failure. The City understands that this is a shift from past practice and will work with the contractors and construction companies in a graceful and cooperative manner as we implement these changes. Moving forward, contractors are required to call for all inspections, regardless of the type of project.

If you have any questions, your best point of contact would be Sharon Eveland, City Planner, who may best be reached via email at evelands@dublinga.org.

The City and the P&D staff appreciate your understanding and your patience as we all learn to adjust to these new fees and procedures.

Thank you,

City of Dublin and the Planning & Development Department.