Introduction

Paperless. Convenient. Trackable.

As of December 9, 2019, all planning and permit applications will be processed online using the citizens' access portal instead of paper applications.

The City of Dublin launched a new program to improve the permit and plan application process. The program utilizes the Accela and ePlan/ProjectDox platforms, which makes it easy for businesses, contractors, and citizens to submit applications online and track their progress. This replaces the time-consuming mail-in or walk-in process for submitting applications.

To access the new Accela Citizens' Access Portal program please visit: https://aca3.accela.com/dublinoh/default.aspx

Below is a quick guide to show you how to apply for a Garage Sale Permit through the Planning Division – Enforcement. For additional help please contact the Planning Division at 614-410-4600.

Please note: unlike other Planning applications, applying for a Garage Sale Permit does NOT require you to create an account. While you are able to create an account, it is not required.

Applying for a Garage Sale Permit

To apply for a Garage Sale Permit please first navigate to: https://aca3.accela.com/dublinoh/default.aspx.

Step 1: Navigate to the 'Enforcement,' tab at the top of the page. Next, click 'Enter a Request,' read the General Disclaimer and check the related box. Finally click 'Continue Application.'

City of **Dublin**
OHIO, USA

Planning, Zoning, Code Enforcement: 614-410-4600

Building: 614-410-4670

Go to ProjectDox/ePlan

Register for an Account   Reports (1) ▼   Login

Search...   🔍 ▾

Note: Click "Enter a Request", Accept the Disclaimer, "Click Enforcement Applications" for the following: Short Term Rental, Garage Sale, Peddler/Solicitor, and Home Occupation.

Home   Building   Planning   **Enforcement**   Contractor Registration

Enter a Request   Search Records

Online Application

Welcome to the Online Code Enforcement System. Using this system, you can submit an application for a Code Enforcement Permit or a Request to investigate a complaint. You may also search the agency enforcement cases from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

Step 2: Select the 'Record Type,' or application type you would like to apply for. The applications are sorted under their associated Applications or Complaints. If you cannot find your application type you can search for it in the search bar. Select either 'Garage Sale Permit – Group' or 'Garage Sale – Individual' under the 'Enforcement Application dropdown arrow. Once you have selected the application type you would like to apply for, click 'Continue Application.'

If you are unsure which application type to apply for, please contact Planning at (614)-410-4600.

Note: Click "Enter a Request", Accept the Disclaimer, "Click Enforcement Applications" for the following: Short Term Rental, Garage Sale, Peddler/Solicitor, and Home Occupation.

Home	Building	Planning	Enforcement	Contractor Registration

Enter a Request   Search Records

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[   ] ▽   **Search**

▼ Enforcement Application
   ○ Garage Sale Permit - Group
   ○ Garage Sale Permit - Individual
   ○ Group Fundraising
   ○ Home Occupation Permits
   ○ Peddler/Solicitor Permit
   ○ Short Term Rental Annual Registration

▼ Enforcement Complaint
   ○ Animal Violation
   ○ Grass & Weeds
   ○ Miscellaneous
   ○ Nuisance
   ○ Property Maintenance Violation
   ○ Short Term Rental Complaint
   ○ Sign Violation
   ○ Trash & Debris
   ○ Trash Can Violation
   ○ Vehicle Violation

▼ Zoning Complaint
   ○ Zoning Inspection - Complaint Sign

Please select the application type you are applying for from the dropdown menus or search it using the search box.

Continue Application »

Step 3 (Individual): Fill in the address associated with the application you are applying for. Once you've entered either the address, click 'Search,' to ensure the information is filled in correctly. Please note: under the 'Street Name' box, only list the street name, do not include any additional information (Dr, St, Ln, etc.).

Fill in the 'Sale Information,' providing information on how many signs are needed (which will affect the price of the fee) and when the garage sale will be occurring. Once you've completed the page click 'Continue Application.'

Home	Building	Planning	**Enforcement**	Contractor Registration

Enter a Request	Search Records

Garage Sale Permit - Individual

1 Required Information	2 Review	3 Pay Fees	4 Submit

Step 1: Required Information > Please Complete All Fields

Please review Dublin Codified Ordinances Sections 119.02 and 119.03 for requirements.

REMEMBER: You must order and pay for all signs at the time of permit purchase

Subsequent orders will be required to purchase a new Garage sale permit and sign.

Show Map

* indicates a required field.

Address

* Street No.:

* Street Name:

Search   **Clear**

Sale Information

GARAGE SALE INFORMATION

* Contact Name:

* Telephone Number:

E-Mail:

* Number of Signs: ($)

* Sale Start Date: MM/DD/YYYY

* Sale End Date: MM/DD/YYYY

Continue Application »

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Step 3 (Group): Fill in the address associated with the representative applying for the group permit. Once you've entered either the address, click 'Search,' to ensure the information is filled in correctly. Under 'List all addresses included in the garage sale' box, please only include the Street Number and Street Name.

Fill in the 'Sale Information,' providing information on how many signs are needed (which will affect the price of the fee) and when the garage sale will be occurring. Once you've completed the page click 'Continue Application.'

Home	Building	Planning	**Enforcement**	Contractor Registration

Enter a Request	Search Records

Garage Sale Permit - Group

1 Required Information	2 Review	3 Pay Fees	4 Submit

Step 1: Required Information > Please Complete All Fields

Please review Dublin Codified Ordinances Sections 119.02 and 119.03 for requirements.

REMEMBER: You must order and pay for all signs at the time of permit purchase

Subsequent orders will be required to purchase a new Garage sale permit and sign.

Show Map

* indicates a required field.

Address

_____

* Street No.:
[   ]

* Street Name:
[   ]

Search   **Clear**

Sale Information

_____

GROUP GARAGE SALE INFORMATION

* Contact Name: [   ]

* Telephone Number: [   ]

* E-Mail: [   ]

* Number of Homes: ($)   ⊘ [   ]   Each

* List all addresses included in the garage sale. Note: The field can accommodate up to 200 addresses.:   [   ]

* Number of Signs: ($)   ⊘ [   ]   Each

* Sale Start Date: ⊘ [MM/DD/YYYY] 📅

* Sale End Date: [MM/DD/YYYY] 📅

Continue Application »

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Step 4: Please review the page to ensure all the information provided is correct. If something is wrong click 'Edit,' to go back and correct the related information. Once all the information is correct, click 'Continue Application.'

Home   Building   Planning   **Enforcement**   Contractor Registration

Enter a Request   Search Records

Garage Sale Permit - Individual

| 1 Required Information | 2 Review | 3 Pay Fees | 4 Submit |

Step 2:Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or accept the certification at the bottom of the page and click "Continue Application" to move on.

Record Type

Garage Sale Permit

Address   Edit

5200 EMERALD

Sale Information

GARAGE SALE INFORMATION   Edit

Contact Name:	Applicant
Telephone Number:	614-410-4600
E-Mail:	applicant@dublin.oh.us
Number of Signs:	2
Sale Start Date:	10/06/2023
Sale End Date:	10/08/2023

Continue Application »

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EVERYTHING GROWS HERE.

Step 5: The next page will highlight your preliminary fees. There is nothing to do on this page, click 'Continue' to pay the fee. *If you believe there is something incorrect about the fee, please reach out to our Planning Division at (614)-410-4600.*

| Home | Building | Planning | **Enforcement** | Contractor Registration |

| Enter a Request | Search Records |

Garage Sale Permit - Individual

| 1 Required Information | 2 Review | 3 Pay Fees | 4 Submit |

Step 3:Pay Fees

Listed below are preliminary fees based upon the information you've entered.

Application Fees

Fees	Qty.	Amount
Garage Sale - Individual	1	$5.00
Garage Sale - Individual Signs	1	$2.00

TOTAL FEES: $7.00

Continue Application »

Step 6: Please fill out the required information to process the fee and complete your application. There is NO cash option available, all fees are to be paid online through our portal, with either a Credit Card or Bank Account. Click 'Submit Payment' to complete and submit application.

Home   Building   Planning   **Enforcement**   Contractor Registration

Enter a Request   Search Records

Garage Sale Permit - Individual

1 Required Information	2 Review	3 Pay Fees	4 Submit

Step 3: Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:
- Credit Card
- Bank Account

Use the dropdown menu to change the payment type.

*indicates a required field.

Payment Options

Amount to be charged: $7.00

⦿ Pay with Credit Card
◯ Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⑦

--Select-- ▼   [   ]   [   ]

* Name on Card: * Exp. Date:

[   ]   01▼   2023▼

Credit Card Holder Information:

Country:

United States ▼

* Street Address:

[   ]

* City: * State: * Zip:

[   ]   --Select--▼   [   ]

* Phone:

[   ]

E-mail:

[   ]

Submit Payment »

EVERYTHING GROWS HERE.

Step 7: You have now submitted your Garage Sale Permit. Please see the below boxes to view your Record Number. In this example, the record number is ENF-2023-01000. If you have any questions on the application, please call the Planning Division at (614)-410-4600 and reference your below record number.

Pick up purchased garage sale signs on Monday – Friday between 8 am – 5 pm at **5200 Emerald Parkway – The Development Building**. *Please enter the door facing Coffman Park and ring the bell. We prefer that you bring your receipt with you when picking up your signs.*

Logged in as:City of Dublin   Collections (0)   Reports (1) ▼   Account Management   Logout

Note: Enforcement tab includes the following:
Short Term Rental, Garage Sale, Peddler/Solicitor, and Home Occupation.

Search...

Home   Building   Planning   **Enforcement**   Contractor Registration

Create an Application   Search Cases

Garage Sale Permit - Individual

1 Required Information	2 Review	3 Pay Fees	4 Submit

Step 4:Record Issuance

✓ Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is ENF-2023-01061.

View Record Details » (You must post the record in the work area.)

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