Need Assistance? Contact Sara Tom in Engineering at tom@dsrsd.com or (925) 875-2256.

How To: Apply for the Dental Facility Compliance Report

1. Visit our Citizen Self Service website.
2. Click on the "Log in or Register" tile to create an account. Please use your dental office's main email address if possible. Write down your username and password for your records.
3. Once you have created the account please log in and click on "Apply".
4. The Application Assistant page will open. Type the word Dental in the search bar and from the results choose "Permit – Dental Facility Compliance Report" and click the Apply button.
5. Click on "Add Location" and type in the address number and street name (i.e. "8265 Village", don't at type of street). The main parcel/address should show up. Click "Add" as seen in image below. Note that the map loads slowly. Click the blue Next button on the bottom right of screen.
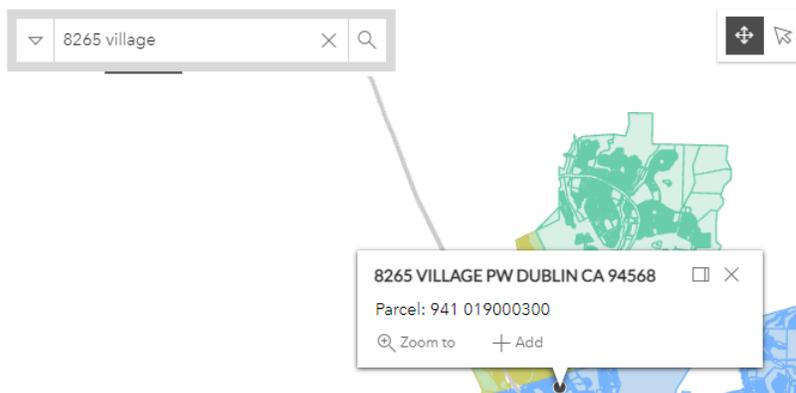
6. On Permit Details page description, you can put "new dentist taking over office."
7. On the Contacts page put yourself as the owner. You can manually add your contact info on next page.
8. The next page will step you through the form. Please enter all pertinent information including the best management practices listed on the page and click Next.
9. No attachments needed on the next page. We will ask for you to email us the proof of purchase and installation for your amalgam separator and will add to your permit ourselves.
10. Fill out the signature page and click Submit. Once we receive your application, we will review and send you an invoice and the permit for your records.