



Preapproved ADU Plan — Approval Process

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*****IMPORTANT NOTE:** This process is for design professionals (vendors) interested in obtaining preapproval of an ADU plan for future use by a homeowner. This process is not for property owners looking to obtain a permit to construct an ADU on their property. Those interested in obtaining a permit to construct an ADU on their property should refer to our [ADU Plan – Permit Process](#) handout.

Step One. Review the City's ADU regulations

Prior to preparing and submitting plans to the Building Department for approval of non-site-specific ADU plans, vendors should become familiarized with the City ADU regulations located within Chapter 5 (Section 5.03.010) of the Ontario Development Code, which can be found on the City's website here: www.ontarioca.gov/planning/applications. While on the webpage, scroll down to Development Code, click on 'Chapters, References & Downtown Design Guidelines', then click 'Download File' next to Chapter 5: Zoning and Land Use.

Should you have any questions on our standards, please contact the Planning Department at (909) 395-2036 or by email at PlanningCounter@ontarioca.gov.

Step Two. Prepare ADU plans that are not site-specific

Once you have reviewed our ADU regulations and discussed your questions with City Staff, you'll need to prepare ADU plans that are non-site-specific, including, but not limited to, architectural plans, structural drawings, and calculations per requirements listed in the [ADU Plan Submittal Requirements](#) handout.

Step Three. Schedule a Preliminary Preapproved ADU meeting with the Building Department

To schedule a meeting, email BuildingCounter@ontarioca.gov with the Subject Line stating, "Preliminary Preapproved ADU Meeting Request." During the meeting, you will discuss the plans and submittal process with City staff.

Step Four. Submit plans and pay fees

After the Preliminary Preapproved ADU meeting, instructions to submit for a plan check of all required plans and supporting documents will be provided to the applicant. Once all items listed in the [Adu Plan Submittal Requirements](#) handout are submitted to the Building Department through the City's [Citizen Portal Access](#) website, plans may then be reviewed by the following City departments: Building, Planning, Engineering, Fire, and Ontario Municipal Utilities Company (OMUC). ADU plan checks may take up to 30 days to review upon initial submittal. Subsequent reviews, if necessary, are likely to require less time than the initial review time. These time frames are based on submitting complete and accurate plans.

Plan check fees apply to ADU plans that are non-site-specific and are due at the time of submittal.

IMPORTANT: You will need to update and resubmit your plans when the City adopts new building codes, building policies, or zoning changes that apply to the plans.

Step Five. Get a listing on this webpage

Upon approval of the plans, your business name, contact information, and brief description of the size/type of approved ADU plan will be listed on this webpage for homeowners to contact you, should they wish to discuss use of the plans.