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| COO Logo Building Dept | **CITY OF ONTARIO** **BUILDING DEPARTMENT**303 East B StreetOntario, CA 91764Ph (909)395-2023, Fax (909)395-2180 | **INFORMATION BULLETIN****300**Effective: 9 / 12 / 2023 Revised: - / - / - |
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| **INDUSTRIAL / COMMERCIAL / MULTI-FAMILY PLAN SUBMITTAL REQUIREMENTS** |

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| Starting July 1, 2023, all permit applications for the Building Department will be required to be submitted digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>. For Digital Submittals Instructions see Information Bulletin 109 on Building Department website under Applications/Forms - <https://www.ontarioca.gov/Building/Applications>. **C:\Users\GANDA\Desktop\Clipart 4.pngTHE FOLLOWING SHALL BE PROVIDED AT INITIAL SUBMITTAL:** 1. Complete Architectural/Structural/Mechanical/Plumbing/Electrical plans, stamped and signed by registered design professional.

**Exception:** Mechanical/Plumbing/Electrical plans may be signed by a licensed contractor that prepared them (Design Build Contractor). 1. Structural calculations stamped and signed by engineer.
2. Soil / geotechnical report.
3. Energy calculations signed by the designer that prepared them.
4. Solar PV plan & battery storage plan when required per energy calculation.
5. Prefabricated truss plan & calculation (if applicable).
6. On Site Security Lighting plans including photometric to be routed to the Police Departments.
7. Landscape plans to be routed to Landscape Department.
8. Trash enclosure plans and structural calculations to be routed to Solid Waste Department.
9. Site Wall / Fence and Gate plans and structural calculations.
10. Storefront and Glazing plans and structural calculations.
11. Roof Access Ladder & Stair plans and structural calculations.
12. Methane Mitigation plan for project located in the Ontario Ranch area (if applicable).
13. All departments’ Conditions of Approval printed on plan.
14. Acoustical Analysis when required by the Development Advisory Board (DAB).

**DEFERRED SUBMITTALS:**Deferred submittals must be approved first by Building Official via email request. Once deferred submittal request approved by Building Official, submit the email approval at initial submittal. Deferred submittal items must be shown on the cover sheet of the plan clearly. Solar PV plan & Battery Storage plan when required per energy calculation cannot be listed as deferred submittal items.Please keep in mind that all deferred submittals must be submitted with the architect/engineer of record approval stamp, and with enough time for plan check staff to review and approve them as well. Also understand that every deferred submittal has the capability to stop job if it is not approved and, on the jobsite, when that part of the project is ready for inspection. **PLAN REVIEW PROCESS:**1. Applicant submits a building permit application with plans and supporting documents to the Building Department digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>.
2. Permit specialist validates the submittal package and assigns an application tracking number once plan check fee paid.
3. The submittal package is then routed for a concurrent plan review to the following Departments:
4. Building Department
5. Planning Department
6. Engineering Department
7. Fire Department
8. Landscape
9. Public Work
10. Police Department
11. OMUC Environmental
12. OMUC Water Quality
13. IPA / Broadband
14. It is important that the applicant/engineer coordinates their submittals such that corrections from each plan review department are incorporated on each set of plans. Plans will not be allowed to be resubmitted until all reviewing departments have completed their review and address all their corrections.
15. After the plan is reviewed and approved by all departments, the Building Department coordinates the final approval process and permit creation.

**RESUBMITTAL REQUIREMENTS:**1. Resubmit previous plans and supporting documents including the correction list from each reviewing department.
2. Submit new plans and new supporting documents.
3. Provide a separate Response Letter for each department that has correction list.
4. Plans and supporting documents will be routed to the other reviewing departments for recheck.
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