



**CITY OF ONTARIO
BUILDING DEPARTMENT**
303 East B Street
Ontario, CA 91764
Ph (909)395-2023, Fax (909)395-2180

**INFORMATION
BULLETIN**
502
Effective: 10 / 07 / 2024
Revised: -

ROUGH GRADING SUBMITTAL REQUIREMENTS

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>.

ROUGH GRADING SUBMITTAL REQUIREMENTS:

1. Grading permit application completed (for first submittal).
2. Rough grading plans (prepared, stamped, and signed by a licensed civil engineer).
3. Erosion and Sediment Control Plan for sites with a disturbed area less than one acre.
4. Water Quality Management Plan (WQMP).
5. Storm Water Pollution Prevention Plan (SWPPP) for sites with disturbed area of one acre or greater.
6. Soil/geology report dated within the last 12 months.
7. Hydrology/hydraulic calculation (if applicable).
8. Preliminary Methane Assessment Report (if applicable).
9. Conditions of Approval printed on plan.
10. For resubmittal include previous submittal plans, correction list, and plan check correction responses.



ROUGH GRADING PLAN REVIEW PROCESS:

1. Applicant submits a grading permit application with rough grading plan and supporting documents to 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:

Departments Reviewing Rough Grading Plan						
	Building	Planning	Engineering	Landscape	Utilities Engineering	IPA/Broadband
Rough Grading	✓	✓	✓	✓	✓	✓

4. 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.**
5. After the rough grading plan is reviewed and approved by all departments, the Building Department coordinates the final approval process and permit creation.

Approved by: JAMES CARO (Building Official Director)

Date:

10-7-24

Prepared by: SETIAWAN GANDA (Senior Plan Check Engineer)