



Accessory Dwelling Unit (ADU) — Permit Process

303 East B Street, Ontario, California 91764 Phone: 909.395.2023 / buildingcounter@ontarioca.gov

Step One. Visit or contact our Planning & Engineering Departments

Prior to preparing and submitting plans to the Building Department for a permit to construct an ADU, visit or contact the Planning and Engineering Department counters to get information on ADU regulations and development standards, such as:

- Square footage of ADU.
- Height of ADU
- Building location on property
- Existing utilities/easements & utility requirements (water, sewer, etc.)

Planning Department: (909) 395-2036 / PlanningCounter@ontarioca.gov

Engineering Department: (909) 395-2025 / EngCounter@ontarioca.gov

Step Two. Create your conceptual site plan

Once you have reviewed our ADU regulations and consulted with City Staff, prepare a conceptual site plan on 8.5" x 11" or larger page size for the property that illustrates at a minimum the following:

- All existing buildings on the property
- Proposed location and size of the ADU
- Location of front, side and rear property lines
- All building setbacks to property lines and distance between buildings as well as existing utility information.

Step Three. Departments review conceptual site plan

Provide the conceptual site plan to the Planning and Engineering Departments. Staff will review the plan to ensure compliance of ADU regulations and development standards. Staff will confirm if the conceptual site plan is compliant with our regulations, at which time the applicant can begin to prepare construction plans and calculations for the building permit application submittal, as specified in Step Four below.

Step Four. Prepare construction plans and calculations

See the [ADU Plan Submittal Requirements](#) handout, which details the plans and calculations needed to obtain a permit to construct an ADU. This includes architectural, mechanical, electrical, plumbing, structural, energy, photovoltaic and energy storage system (when applicable) plans and calculations as noted in the handout.

Step Five. Apply for building permits

A completed [Building Permit Application](#) along with all items listed in the all items listed in the [ADU Plan Submittal Requirements](#) handout are then to be submitted electronically to the Building Department through the City's [Citizen Portal Access](#) website for plan check review. Plans may be reviewed by the Building, Planning, Engineering and additional departments. An encroachment permit may be needed if the project includes any work within the public right-of-way. Once the plans are approved by all departments, the building permit is ready to be issued by the Building Department.

Step Six. Pay for building permits

Prior to building permit issuance, all building fees shall be paid, and if applicable, school district fees, development impact fees (DIF) and encroachment permit fees. School district fees may be applicable depending on the type of ADU to be permitted. DIF are required if the new ADU is 750 square feet or larger and charged proportionately in relation to the square footage of the primary dwelling unit. After all fees are paid, the City will issue the building permit to start construction.

Step Seven. Certificate of occupancy

Completed onsite construction is inspected by the Building and Planning Departments. Any improvements in the public right-of-way such as utility connections, will be inspected by the Engineering Department.