



ADU PLAN SUBMITTAL REQUIREMENTS

DIGITAL SUBMITTAL:

NOTE: Upload all plans, and documents to Citizen Portal Access <https://automation.ontarioca.gov/OnlinePermits>

PLANS DRAWN DIGITALLY ON 18" X 24" OR LARGER PAGE SIZE, MUST BE SCALED & DRAWN ON BASIC DRAFTING PRACTICES, AND SHALL INCLUDE THE FOLLOWING: ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, STRUCTURAL, ENERGY, PHOTOVOLTAIC AND ENERGY STORAGE SYSTEM (WHEN APPLICABLE). *****FOR PROJECTS UTILIZING PREAPPROVED ADU PLANS, THE BUILDING PERMIT APPLICATION WORK DESCRIPTION SECTION AND COVER SHEET OF THE ADU PLANS MUST INCLUDE: (1) THE PERMIT NUMBER FOR THE INITIAL PREAPPROVAL OF THE ADU AND (2) THE FOLLOWING TEXT – "PREAPPROVED ADU PLANS" (i.e. PREAPPROVED ADU PLANS – B202401234).**

1. Architectural Plans with the followings:
 - Site plan showing streets, property lines, fire separation set back, structures, etc. (See below for Site Plan Requirements) ***
 - Floor plan with dimensions, wall legend, window/door schedule, plumbing & electrical fixture layout, etc.
 - Elevation plan with exterior wall and roof material information.
 - Roof plan showing roof slopes, roof covering material, roof vent with sizing, etc.
 - Architectural Section Details showing complete roof and wall assemblies.

2. Mechanical Plans showing location of mechanical units, duct layout with size, condensate line (primary & secondary), etc.
Note: Mechanical plans can be prepared by Unlicensed person.

3. Electrical Plans with the followings:
 - Single line diagram (Only when the service is feeding a sub-panel).
 - Panel schedule or electrical load calculation per Annex D of Current California Electrical Code (Only when main service panel board is less than 200 amps).
 - Power plan layout with conductor's size, type and protection size (Breaker or Fuse).
 Note: Electrical plans can be prepared by Unlicensed person.

4. Plumbing Plans with the followings:
 - Sewer/Building drain plans with trap, vent sizing and material callouts. Point of connection must also be shown on the plans. (Plan view only).
 - Potable water supply plan with material callouts. Point of connection must also be shown on the plans (Plan view only).
 - Gas line plumbing plan with sizing justification. Type of material, develop length and BTU's must be shown on the plans (Plan view only).
 Note: Plumbing plans can be prepared by Unlicensed person.

5. Structural Plans with the followings: (Plans must be prepared, stamped, and signed by a license design professional if the structure does not comply with limitation of conventional framing as prescribed by current California Residential Code).
 - Foundation plan showing layout, hold-downs, size, lateral resisting elements, etc.
 - Framing plan showing beams, joist, lateral resisting elements, etc.
 - Structural details that are properly keyed in on foundation and framing plans.
 - Structural calculation prepared by a license design professional. (If applicable).

6. Complete truss package with truss profile and layout. Must be stamped and signed by responsible design professional and with letter of review from the building Engineer/Architect of Record. This is NOT allowed to be deferred.

7. Energy Calculation with CF-1R and MF-1R copied on the plans.

8. Photovoltaic Plans with complete electrical plans, structural detailing, and calculation, if necessary. This is NOT allowed to be deferred when it is required by energy calculation.

9. Energy Storage System Plans with complete electrical plans, structural detailing, and calculation if necessary. This is NOT allowed to be deferred when it is required by energy calculation.

10. A Property Line Survey may be required for new construction within 5 feet of property lines, at the Building Department's request.

***Note: Site Plan not required for submittal of a

Site Plan Requirements. The following minimum information shall be provided on an owner-provided site plan drawn to scale. Additional information may be requested on a case-by-case basis.

- Size and location of all structures onsite.
- Dimensions to property lines.
 - The ADU shall maintain a minimum setback of 4 feet to property lines.
- Dimensions to other structures onsite measured eave-to-eave.
- Access into the site (driveway).
- Location of all trees onsite.
- All addresses on each unit.
- Vicinity map demonstrating whether the property is located within on-half mile walking distance of a public transit stop.
- Location and size of electrical service panel and sub-panels.
- Location of proposed heating / cooling equipment per energy documentation serving the dwelling.
 - Associated mechanical equipment (AC condenser / heat pump) shall maintain be screened from public view.
- Location of proposed water heater per energy documentation serving the dwelling
- Sewer line route and connections.
- Location of onsite water and sewer and its connection to a public main.
- Location of any onsite easements labeled with dimensions.
- Site drainage away from new foundation and direct site drainage to a storm sewer conveyance system, public street, or other approved point of collection.
 - Show relative or actual elevation points, slope, and/or direction of flow.

Landscape Requirements. The following minimum information below shall be provided within the site plan discussed above. Additional information may be requested on a case-by-case basis.

- Note for Parkways: Parkways shall be planted with a low water use plant material less than 18" high without fruit, thorns, or spines. The parkway shall be planted with spacing equal to the mature diameter of the plant except for an 8' diameter of shredded bark mulch only is recommended under a street tree. No paving or loose material such as gravel, pebbles, or stones may be used in the parkway. The property owner shall maintain the parkway, including watering with automatic irrigation and trimming all vegetation, including trees, to provide a clearance of 8' above the ground.
- Note for Front yards: Front yards shall be planted with living landscape materials to equal 55% of the front yard. The front yard is the face of the house wall to the sidewalk or property line. 45% of the front yard may be hardscape and includes the driveway, porch, walkways, and gravel or decomposed granite areas. Decorative rock or gravel may be used at a maximum of 5% of the landscape area.
 - Low water-use plants less than 18" high:
 - Arctotis, Fragaria, Thyme, Kurapia, Honeysuckle, Sage Leaf Rockrose, Rosemary, Blue Chalk Sticks, Ice Plant, Juniper Bar Harbor, or similar.
 - California Natives such as Salvia mellifera, Mahonia repens, Achillea, Dudleya, Zauschneria, or Erigeron glaucus.
 - Low water using, warm season turfgrass or meadow grass such as St. Augustine, Buffalo Grass, or Agrostis pallens (San Diego Bent Grass) may also be used but uses more water than shrubs but much less than a traditional grass lawn.
- Tree Preservation:
 - Heritage trees shall be protected in place. Replacement and mitigation for removed trees shall be per the Development Code Tree Preservation Policy and Protection Measures, Section 6.05.020.
 - The site plan shall include existing tree locations near the proposed ADU, and the tree genus and species should be identified.
 - Identify if trees are to remain or if they are to be removed if impacted by construction. (No grading shall occur within the tree protection zone (1' per 1" of trunk diameter).
 - Show replacement trees on-site to equal trunk diameter removed if trees are removed. (1-24" box tree for each 1.5" of trunk diameter, 1-36" box tree for each 2.5" trunk diameter, etc.).
 - Add City of Ontario Tree Protection Notes to plans.
- Irrigation Notes:
 - Add note; Contractor to verify existing irrigation system within construction area. Repair or replace any missing irrigation components to match. Repair irrigation to prevent any runoff or overspray on to paving.
 - Include the following Statement: "I agree to comply with the requirements of the prescriptive compliance option to the MWEL0 (Model Water Efficiency Landscape Ordinance)."
- For Garage Conversion ADU Site Plan, provide an in-grade landscape planter (no containers or on-grade planter systems), minimum 3' wide along the length of the new addition; note for permanent irrigation. Plant foundation shrubs such as Ligustrum japonica from 5-gallon containers spaced 3' in the center. Include permanent irrigation such as inline subsurface dripline.