



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

INFORMATION  
BULLETIN  
**300**  
Effective: 1 / 1 / 2014  
Revised: 2 / 18 / 2016

## INDUSTRIAL/COMMERCIAL/MULTI-FAMILY PLAN SUBMITTAL REQUIREMENTS

### NUMBER OF SETS OF PLANS AND OTHER INFORMATION REQUIRED AT INITIAL SUBMITTAL:

- a. Four sets of architectural/structural/mechanical/plumbing/electrical plans, wet-stamped and signed by architect or engineer (one set each will be routed to Planning, Engineering and Fire Departments).  
**Exception:** Mechanical/plumbing/electrical plans may be wet-signed by a licensed contractor that prepared them.
- b. One set of structural calculation and soil report (if any) wet-stamped and signed by an engineer.
- c. One set of energy calculations wet-signed by the designer that prepared them.
- d. One set of prefabricated truss plan and calculation if used.
- e. One set of acoustical analysis when required by the Development Advisory Board (DAB).



### TO BE SUBMITTED SEPARATELY FROM ARCHITECTURAL/STRUCTURAL PLANS:

- a. One set of site security lighting plans including photometric to be routed to the Police Department.
- b. One set of landscape plans to be routed to Landscape Department.
- c. One additional set of trash enclosure plans to be routed to Utilities Department.

### TO BE SUBMITTED SEPARATELY FROM OR WITH THE ARCHITECTURAL AND STRUCTURAL DRAWINGS:

- a. Two sets of site walls plans as specified by the DAB approved site plan, together with one set of structural calculation wet-stamped and signed by an engineer.
- b. One set of electrical plans with site plans for light pole bases, and one set of structural calculation. Plans shall be wet-signed by the designer and calculation shall be wet-stamped and signed by an engineer.

### ARCHITECTURAL/STRUCTURAL PLANS, DRAWN ON 18" X 24" OR LARGER PAPER, SHALL INCLUDE THE FOLLOWING:

1. All mechanical, electrical, and plumbing work.
2. Site plan showing location of parking, disabled access, and building entrances.
3. A building design summary specifying the applicable current codes, type of construction, occupancy, sprinkler requirement, fire-rated construction, division wall (if any), etc.
4. Compliance with disabled access requirements e.g. main entrance, path of travel from public sidewalk/parking, restrooms, drinking fountain and telephone if provided, etc.
5. Floor and roof plans, building elevations, building sections, door and window schedules, and details.
6. Structural foundation, floor and roof framing plans, member sizes, and construction details.

**Note:** DAB number and conditions preferably should be provided and attached to the architectural/structural plans at their initial submittal. If they are not provided at that time, additional plan check fees may be assessed later if the Building Department has to recheck plans for design changes triggered by the DAB conditions.