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| BUILDING DEPARTMENT | CITY OF ONTARIOBUILDING DEPARTMENT 303 East B Street Ontario, CA 91764 Ph (909) 395-2023 Fax (909) 395-2180 | INFORMATION BULLETIN 200 Effective: 8/23/2023 Revised: 8/23/2023 |
| **RESIDENTIAL SUBMITTAL REQUIREMENTS** |
| DIGITAL SUBMITTAL:NOTE: Upload all plans, and documents to Citizen Portal Access <https://automation.ontarioca.gov/OnlinePermits/Default.aspx> PLANS DRAWN DIGITALLY ON 18” X 24” OR LARGER PAGE SIZE, MUST BE SCALED & DRAWN ON BASIC DRAFTING PRACITICES, AND SHALL INCLUDE THE FOLLOWING: ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, STRUCTURAL, ENERGY, PHOTOVOLTAIC AND ENERGY STORAGE SYSTEM (WHEN APPLICABLE)1. Architectural Plans with the followings:
* Site plan showing streets, property lines, fire separation set back, structures, etc.
* 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.
1. 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.1. 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.1. 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.1. 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)
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| 1. 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.
2. Energy Calculation with CF-1R and MF-1R copied on the plans.
3. 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.
4. 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.
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