



CITY OF ONTARIO
BUILDING DEPARTMENT
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INFORMATION
BULLETIN
300
Effective: 1 / 1 / 2011
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INDUSTRIAL/COMMERCIAL/MULTI-FAMILY SUBMITTAL REQUIREMENTS

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

- 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 and Fire Departments).
Exception: Mechanical/plumbing/electrical plans may be wet-signed by the designer that prepared them.
- Two sets of structural calculation and soils report (if any) wet-stamped and signed by an engineer.
- Two sets of energy calculations wet-signed by the designer that prepared them.
- Two sets of prefabricated truss plan and calculation if used.
- Two sets of acoustical analysis when required by the Development Advisory Board (DAB).

Note: Separate permit applications and valuations are required for each structure.



TO BE SUBMITTED SEPARATELY FROM ARCHITECTURAL/STRUCTURAL PLANS:

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

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

- 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.
- 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:

- All mechanical, electrical, and plumbing work.
- Site plan showing location of parking, disabled access, and building entrances.
- A building design summary specifying the type of construction, occupancy, sprinkler requirement, fire-rated construction, division wall (if any), etc.
- Compliance with disabled access requirements e.g. main entrance, path of travel from public sidewalk/parking, restrooms, drinking fountain and telephone if provided, etc.
- Floor and roof plans, building elevations, building sections, door and window schedules, and details.
- Structural foundation, floor and roof framing plans, member sizes, and construction details.
- Compliance with *CALGreen* code requirements for newly constructed buildings or structures only.

Note: DAB number and conditions preferably should be provided and attached to the architectural/structural plans at their initial submittal.

