

## RESOURCES

### HOUSING & NEIGHBORHOOD PRESERVATION AGENCY

**Community Improvement Department**  
208 West Emporia Street, Ontario, CA 91762  
(909) 395-2007

[www.OntarioCA.gov/CommunityImprovement](http://www.OntarioCA.gov/CommunityImprovement)

### DEVELOPMENT AGENCY

303 East B Street, Ontario, CA 91764

#### Planning Department

(909) 395-2036

[www.OntarioCA.gov/Planning](http://www.OntarioCA.gov/Planning)

#### Landscape Planning Division

(909) 395-2615

[www.OntarioCA.gov/Planning/Landscape](http://www.OntarioCA.gov/Planning/Landscape)

#### Building Department

(909) 395-2023

[www.OntarioCA.gov/Building](http://www.OntarioCA.gov/Building)

### SAN BERNARDINO COUNTY

222 West Hospitality Lane, San Bernardino, CA 92415

#### Assessor-Recorder-Clerk

T (909) 387-8307

F (909) 382-3215

[www.SBcounty.gov/ARC](http://www.SBcounty.gov/ARC)

### FIRE DEPARTMENT

425 East B Street, Ontario, CA 91764

Administration (909) 395-2002

Fire Prevention (909) 395-2929

[www.OntarioCA.gov/Fire](http://www.OntarioCA.gov/Fire)

### POLICE DEPARTMENT

2500 South Archibald Avenue, Ontario, CA 91761

Front Desk (909) 305-2001

Dispatch (909) 986-6711

[www.OntarioCA.gov/Police](http://www.OntarioCA.gov/Police)



### Housing & Neighborhood Preservation Agency Community Improvement Department

208 West Emporia Street, Ontario, CA 91762

Phone: (909) 395-2007

Fax: (909) 986-0427

[www.OntarioCA.gov/CommunityImprovement](http://www.OntarioCA.gov/CommunityImprovement)

NOTE: The information provided in this brochure is for informational purposes only and is not intended to serve as a comprehensive buying guide for residential property in Ontario. For more information, contact the appropriate City Department or your real estate agent.



## TIPS TO BUYING RESIDENTIAL PROPERTY IN ONTARIO



The City of Ontario's residential neighborhoods are a source of great pride, which the City demonstrates through its ongoing commitment to beautiful neighborhoods and encouragement of home ownership.

We hope this brochure helps you to identify some things to keep in mind prior to making your purchase or while your property is in escrow.

We look forward to welcoming you to our community and to your new home!

## BEFORE BUYING A HOME, TOWNHOME OR CONDO...

### FIND OUT THE ZONING AND HISTORIC STATUS OF THE PROPERTY

Ontario's neighborhoods determine our quality of life and reflect the value we place in our community. Neighborhoods differ in lot sizes, housing types, history, purpose, and environment. Whether rural residential, suburban, historic, or urban, Ontario's neighborhoods should provide a nurturing environment for all residents to enjoy.

To ensure that the property you are interested in is compliant with city ordinances, research the zoning code and historic status of the home. Then compare your findings to what exists on the property you are interested in purchasing. Residential neighborhoods are zoned as follows:

AR-2, Residential-Agricultural  
RE-2, Rural Estate  
RE-4, Residential Estate  
LDR-5, Low Density Residential  
MDR-11, Low-Medium Density Residential  
MDR-18, Medium Density Residential  
MDR-25, Medium-High Density Residential  
HDR-45, High Density Residential

A zoning map is available by contacting the Planning Department at (909) 395-2036 or online at [www.OntarioCA.gov/Planning](http://www.OntarioCA.gov/Planning).

### REVIEW COUNTY ASSESSOR'S BUILDING RECORD

The County Assessor's Building Record will tell you how the property has been assessed for tax purposes. You can compare this record to the permit history from the City of Ontario Building Department to help identify possible non-permitted additions or improvements to the property.

Assessor's records can be obtained by contacting the San Bernardino County Assessor's Office at (909) 387-8307 or online at [www.SBcounty.gov/ARC](http://www.SBcounty.gov/ARC). Pursuant to State law, only the Property Owner is authorized to obtain these records from the Assessor's office.

### REVIEW CC&RS (if applicable)

Covenants, Conditions and Restrictions (CC&Rs) are the rules and contract of your neighborhood that is between the Homeowner's Association (HOA) and the property owner. They govern maintenance and exterior property standards, such as paint colors, additions, patio covers, landscaping, fences, TV antenna/satellite dishes, etc. It is important to understand the CC&Rs before purchasing a residential property within an HOA community. Questions regarding CC&Rs should be directed to your real estate agent or the appropriate Homeowner's Association.

### CHECK FOR HOME IMPROVEMENTS

It is important to protect yourself from unexpected expenses due to non-permitted alterations, improvements, and/or additions, when buying a home. The goal is to find out as much as possible about the home before making the purchase. As the new homeowner, you may be held responsible for obtaining permits and correcting code violations for any non-permitted work.

Some examples of improvements requiring permits include but not limited to the following:

- Room additions
- Patio covers
- Electrical service panel upgrade
- Photovoltaic systems (solar)
- Garage conversion
- Guest house/second unit
- Window changeouts
- Swimming pools
- Reroof
- Kitchen/bath remodel
- Heating ventilation and air conditioning (HVAC) upgrade

City of Ontario permit history can be verified by visiting the Building Department, online via City of Ontario's Citizen Access Portal, at [www.OntarioCA.gov/Building](http://www.OntarioCA.gov/Building), or you can request the documents from the seller.

### CHECK FOR EXISTING CODE VIOLATIONS

The Community Improvement Department enforces various City and State codes. You can find out if there are existing violations or an active case on a property by contacting the Community Improvement Department or by submitting a Public Records Request through the Records Management Department. It is important to know that violations that exist will remain with the property and as the potential new owner, you will become responsible for complying with any existing code violations and unresolved Community Improvement cases. Contact the Community Improvement Department at (909) 395-2007 or the Records Management Department at (909) 395-2009.

### UNDERSTAND YOUR PRELIMINARY TITLE REPORT

A Preliminary Title Report will be provided to you during escrow for the property you are purchasing. This report is important because it documents ownership, vesting and details on any recorded documents that may exist such as liens, encroachments, easements, or Mills Act contracts. It is important to understand your report before closing escrow on the property. Any questions regarding the Preliminary Title report should be directed to your title/escrow company.

### ARE YOU BUYING A HISTORICAL PROPERTY?

Ontario's Historic Preservation Program seeks to preserve and protect the significant architectural, historical, and cultural resources, which reflect Ontario's unique character and heritage. If you are purchasing a historic home or want to know if the home is historic, contact the Planning Department as early as possible to discuss permits or approvals that may be required for projects affecting the exterior of the home and additional incentives that may be available to you.

For more information, contact the Planning Department at (909) 395-2036 or online at [www.OntarioCA.gov/Planning](http://www.OntarioCA.gov/Planning).