



City of Ontario

BUILDING DEPARTMENT

303 EAST "B" STREET, CIVIC CENTER, ONTARIO, CALIFORNIA 91764-4196

TELEPHONE: (909) 395-2023 FAX: (909) 395-2180

NOTICE TO CONTRACTORS

(Permit Issuance and Fee Estimate)

Prior to the issuance of a building/mechanical/electrical/plumbing/grading permit, the following items are required and shall be furnished to our permit technicians:

1. Your permit application number (if applicable), and owner and contractor information including names, complete addresses and phone numbers.
2. Your worker's compensation insurance carrier, policy number and expiration date.
3. Your State Contractors License card or copy of it.
4. A current City of Ontario Business License. For information on business license, call 909-395-2022.
5. If you are obtaining a permit on behalf of a contractor, a letter of authorization to sign for the permit from the contractor is required.

Please have the following information ready before you call our permit technicians at 909-395-2023 for an estimate of the plan check or permit fees:

1. For Buildings/structures: Floor area of the building, type of construction, e.g. Type V-1 hr., occupancy (use), and if the building will be sprinklered and have A/C.
2. For tenant improvements: Occupancy (use), square footage, any new ceiling and new HVAC, and contract price of the proposed construction.
3. For light pole bases and elec.: number of pole bases and lights.
4. For screen and retaining walls: Length and height of walls.
5. For grading: The cut and fill quantity and the acreage of the grading site.
6. For trash enclosures: number of enclosures and size (single or double).
- 7.. For onsite water/sewer/storm drain: pipe sizes and lengths.
8. For mechanical/electrical/plumbing permit plan check and permit fees: The number of different types of fixture/equipment units. See City of Ontario Building Department Permit Application for the type of units and equipments. This permit application form is available at <http://www.ci.ontario.ca.us/index.cfm/28040>.

Note: Depending on the complexity of a project, you may be asked to fax in all the above required information before an accurate plan check/permit fee can be calculated for you.