

# **City of Ontario Building Department**

HOMEOWNER'S GUIDE ON  
NEW HOUSE AND HOME ADDITIONS/ALTERATIONS

### **WHY YOU NEED A BUILDING PERMIT AND INSPECTIONS FOR YOUR PROJECT?**

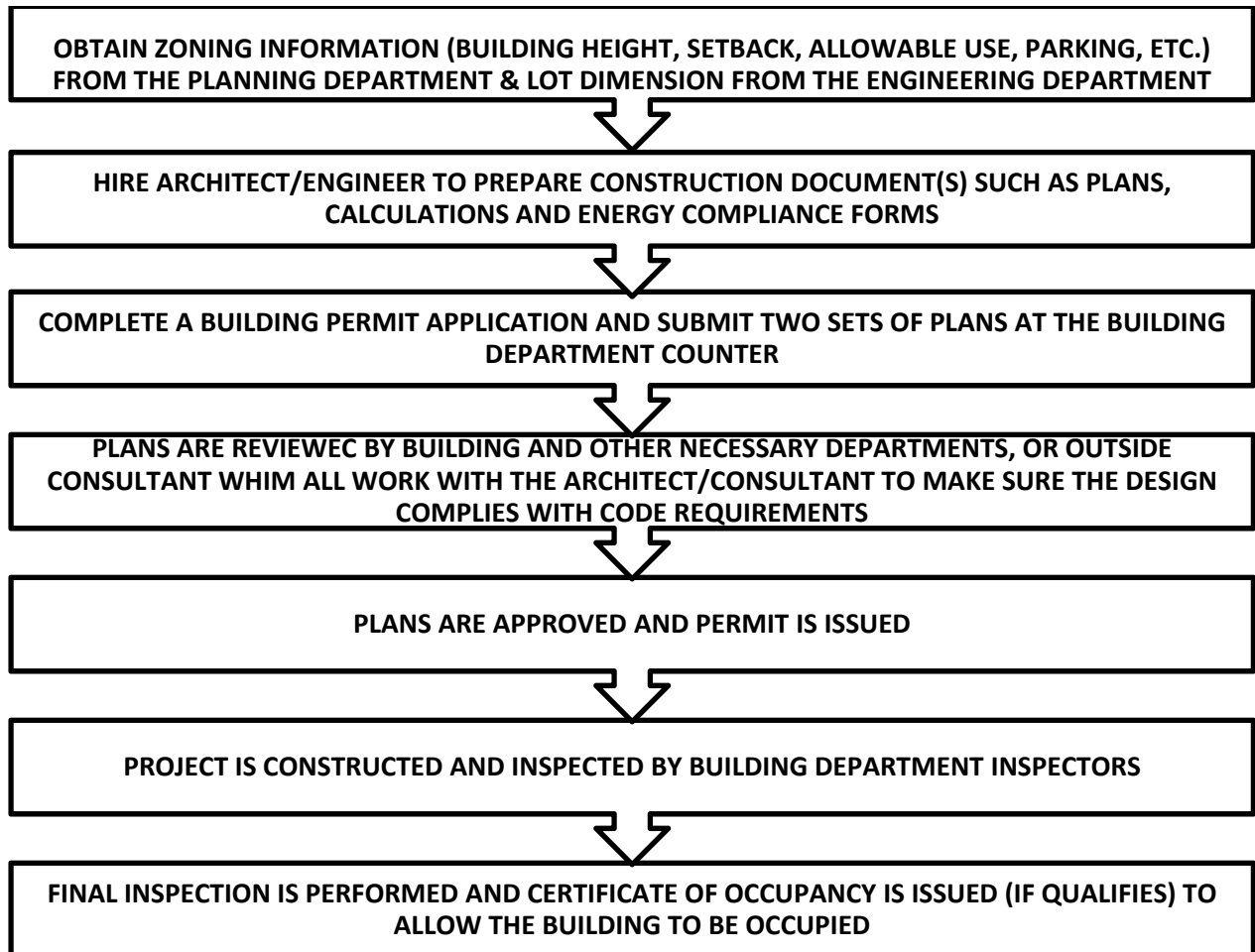
Building permits are required by law. Obtaining a building permits and having inspections by the Building Department ensures compliance with state and municipal code requirements. Code compliance is vital for reasons including lenders may not loan money on a house if additions and/or alterations are not legally permitted. Also homeowner's insurance may be difficult or impossible to obtain if there is any suspicion that part or all of a house was built without permits.

Building without permits increases overall total construction costs especially when trying to legalize your addition/alteration, which results in being assessed an investigation fee in addition to the building permit fee. Many times, certain areas of the already-finished construction has to be exposed in order for the building inspector to verify its compliance with code requirements.

### **A WORD ON CHOOSING YOUR CONTRACTOR**

Contractors in the State of California are required to be licensed by the Contractors State License Board (CSLB). To verify that a contractor has a valid license, contact the CSLB by calling (800) 321-2752 or visiting the website at [www.cslb.ca.gov](http://www.cslb.ca.gov).

## AN OVERVIEW OF THE BUILDING PROCESS



Please note the above process is only a general guide. If your building is located in a specific plan are, is a historic building, or requires discretionary approval from the planning department, (i.e. height variance, etc.) the process may be different.

## **ZONING AND PROPERTY INFORMATION**

When the size and location of your project has been determined verify whether the project is in compliance with Ontario's zoning code requirements. In other words, make sure the proposed project meets the city's height, setback (distance between the building to front, side, and rear property lines), parking, density, and use requirement. This information can be obtained from the planning department in person, on the web at [www.ci.ontario.ca.us/index.sfm/2615](http://www.ci.ontario.ca.us/index.sfm/2615) or by calling (909) 395-2036.

## **PREPARING CONSTRUCTION DOCUMENT(S)**

It is always a good idea to hire an architect or engineer who is trained and experienced in preparing plans to reflect the construction that complies with code requirements. At the same time, the architect and/or engineer will be able to provide structural calculations and design to ensure that the new building or addition/alteration will withstand the vertical, wind, and earthquake loads that will be imposed on your building.

Plans are prepared for two purposes: To allow city departments to review and ensure compliance with code requirements and to convey to the contractor what the building to be built of and how it is to be built. Clear and detailed information presented on plans, will increase the likelihood that the final product meets expectations, and decreases the chance of mis-interpretation being made by the contractor and/or inspector.

As a minimum, on 18" x 24" or larger plans, show the following:

- A plot plan showing the location of the house/addition in relation to its lot. Make sure the distance between the project and all property lines are clearly dimensioned.
- Dimensioned floor plan of the building/addition clearly showing the layout of all rooms/areas; all doors and windows; smoke detectors in all bedrooms, hallway, and stairways; and all electrical fixtures, switches, and receptacles.
- Roof plan showing the slope of the roof and construction materials.
- Building elevations and sections.
- Foundation and framing plans showing the structural member size and location.
- Construction details with references to appropriate plans.
- Energy conservation details and compliance forms.

## **PLAN SUBMITTAL TO AND REVIEW BY BUILDING DEPARTMENT**

Submit two sets of plans to the Building Department (the building department will route one set to the planning department for their review). These two departments will review your plans for code compliance and return plans to you when the review is complete.

At the time of plan submittal you will be asked to pay a plan review fee. See "Estimate Plan Check/Permit Fees" on the City of Ontario website.

Contact the Building Department at (909) 395-2023 to find out the plan review turnaround times (how long plan check review will take). Should corrections be required the plans and/or calculations will be marked. When corrections are issued, the architect or engineer will need to make the required

corrections and resubmit the corrected plans along with the marked up set to the Building Department. You have 180 days from the submittal date of your permit application to obtain your building permit after which the plan check will expire.

Once Building Department staff verifies that all corrections are made, the permit can be issued either to the homeowner or to a licensed contractor. At the time of permit issuance, an approved set of plans and the job card will be issued; also permit fees are due at this time. See “Estimate Plan Check/Permit Fees” on the City of Ontario website.

## CONSTRUCTION

Once the building permit and approved plans have been obtained, construction can begin. Permits will expire if construction has not begun within 180 days from the date of permit issuance or construction has been suspended for over 180 days. In such case, a new permit would have to be obtained. The fee for these new permits is usually ½ of the permit fee required for work not started or completed. A full 100% new permit fee will be assessed if it is over one year from the permit issuance date or the work has been suspended for over one year. You will have to resubmit your plans for review if you have made changes to your approved set of plans. If construction has not begun or has been suspended for over one year, 100% of the permit fee will be assessed and any changes made to the approved set of plans would require resubmittal.

## INSPECTION

Call the Inspection Request Line at (909) 395-2361 to schedule an inspection:

### COMMON INSPECTIONS:

- Foundation excavation: when all footing and slab excavation is complete, all reinforcing steel, forms, and ground work plumbing and electrical have been installed. **(Do not pour concrete until inspector approves the excavation and all reinforcing steel/formwork installed at the jobsite).**
- Frame inspection: When all roof/floor sheathing, framing and fire-blocking and bracing are in place, and all conduits, plumbing pipes, chimneys and vents to be concealed are complete.
- Lath or gypsum board inspection.
- Other inspections as warranted to ensure a project’s compliance with code requirements.
- Final inspection.

### FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY

Call for final inspection when all construction has been completed. All external surfaces must be painted, or otherwise sealed. Weather stripping must be installed on all new windows and doors, and all electrical and plumbing fixtures have been installed. Interior painting, wallpapering, or carpeting need not be complete prior to calling for final inspection.