

Permit Process Timeline (typically) 1145.28

Pre-Conference by phone or email (no hearing required)

Site Plan Prelim review (fill out form and pay fee)

-Submit normal plans for staff review – Fire Dept, Engineer, Zoning (no hearings needed)

-make changes as requested if possible

-Includes Storm water plans (*i.e adding over 10,000 s.f. of impervious area, disturbing more than one acre*)

Site Plan Final review (fill out form and pay fee)

-Full set of plans, architectural, elevation, etc (pdf by email is fine)

-Final Fire Dept review on Sprinkler/Fire Suppression and other codes

No Variances needed: no need for hearing or planning commission review

Variances or Conditional Use Permits: If Planning Commission needs to approve

-fill out form, pay fee and attend the next Planning Commission (2nd Wed of month, 5pm)

SWP Fee and Bond: based on Engineer's review

Road Impact fee: one-time fee for any development inside the City of Ontario

Driveway Permit and fee: if curb cut is needed

Wellhead Survey if proposed business is inside either of the two Wellhead Protection Zones

Water/Sewer Tap fees: paid after site plan approval but prior to Zoning Permit (*same day possible*)

Zoning Permit and fee: paid once Final Site plans are approved by Zoning and/or Planning Commission

-all other applicable fees have been paid (see above)

-approved permit will be emailed to Richland County Building and Codes**

Contractors List and subcontractors lists: (see Income Tax page on website)

Sign Permit and fee

Sign Erector's License fee: certificate of Insurance liability copy too

Demo Permit and Fee: schedule anytime during the process

****Richland County Building & Codes**, Health Dept, Plumbing and other inspections.....start process with them at time Zoning Permit is approved and issued by Ontario. Their review process takes up to 4 weeks.

Planning Commission Submission Requirements

PDF file (emailed) containing site plan and all items included in Chapter 1145.28

3 paper copies of the 11"X17" final Site plan

1 copy of the final site plan 8 ½ " X 11"

A basic floor plan where all Fire Department concerns are located

(PDF to Josh Bradley by Zoning Department)

1 full set of drawings (PDF) that was submitted to the Richland County Building Department

(also send to Josh Bradley by Zoning Department)