

Welcome First-Time Customers

This information is primarily intended for first-time customers looking to develop property, construct a new building or renovate an existing structure, or to establish a new non-residential use. Hopefully, this handout will answer some of your questions and put you at ease regarding the building/development process.

Start with the positive.

City staff is here to help you as best we can. If at any time you are unsure of how a process works, do not hesitate to contact us.

Getting what you want.

Please keep in mind that you may not be able to do EXACTLY what you have intended. While this can be frustrating, we will do our best to get you as close as possible working within the framework of adopted city codes and policies. If you help us understand your needs we will strive to come up with workable solutions.

Why is “use” so important?

Throughout the development/building process you will find yourself working with three different organizations: the City of Ontario Planning Department and Building Department, the City of Ontario Fire Department and the City of Ontario/Jacobs Public Works Department. Each department will determine what “use” is proposed. In all likelihood, we will all refer to the project as a different “use” and this is why:

Planning Department: The planning staff will determine your “land use” based on the City’s Zoning Ordinance. The project will be grouped with other uses that have similar characteristics and impacts on surrounding properties and the larger public in general. The purpose is to determine what type of application is necessary to proceed through the review process.

Building Department: The Building Official will review your building plans and “structure use” based on the Oregon Structural Specialty Code, as adopted by the City. The “structure use” is based on the type of construction, size in square feet, handicap accessibility needs and other safety requirements. The purpose of the review is to determine the minimum building standards that are required. For example, schools and churches will likely have more stringent requirements than smaller construction projects such as a small professional office.



Planning

Planning Department
458 SW 3rd St
Ontario, OR 97914

- ▷ Phone
541-881-3222
- ▷ Email Dan Cummings
dan.cummings@ontariooregon.org

Building

- ▷ Phone
541-881-3224
- ▷ Email Marcy Siriwardene
marcy.siriwardene@ontariooregon.org

Public Works/Jacobs

- ▷ Phone
541-889-8572
- ▷ Email Al Haun
al.haun@jacobs.com

For additional information, visit the City of Ontario website www.ontariooregon.org



Fire Department: The Fire Department reviews building and site plan “uses” for compliance with the International Fire Code. The purpose is for the protection of life and safety of occupants as well as fire fighters. The Fire Department reviews building plans for exiting, smoke detectors and sprinkler systems when required. Site plans are reviewed to assure adequate access for fire equipment and emergency medical equipment and fire hydrant location.

Public Works Department: Public Works is responsible for ensuring and coordinating the construction of off site improvements in the city right of way. These include streets, sidewalks, curbs and gutters, water, sewer and storm water management.

How Do I Start?

It is important to understand what each department will require before you begin. We want you to be successful in this process so we recommend that you call or visit each department and obtain the following information. It is best to **start with the Planning Department**; they will help you get organized for the next steps in the process.

Planning Department

What approval do I need? _____
How much will it cost? _____
How long will it take? _____

Building Department

What permits do I need? _____
Who do I need to hire? _____
How much will it cost? _____
How much time will it take? _____

Fire Department

What are the fire code requirements? _____
Is a turning area required? _____
Are interior sprinklers required? _____

Public Works Department

Water meter costs? _____
Sewer connection and inspection fees? _____
Fire hydrant cost? _____
Sidewalk, curb and gutter? _____
What permits do I need? _____
Storm water requirements? _____

