



**CITY OF ONTARIO
BUILDING DEPARTMENT**
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**INFORMATION
BULLETIN
501**
Effective: 10 / 07 / 2024
Revised: -

STOCKPILE OR MASS GRADING SUBMITTAL REQUIREMENTS

Starting July 1, 2023, all permit applications for the Building Department will be required to be submitted digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>.

For Digital Submittals Instructions see Information Bulletin 109 on Building Department website under Applications/Forms - <https://www.ontarioca.gov/Building/Applications>.

STOCKPILE OR MASS GRADING SUBMITTAL REQUIREMENTS:

1. Grading permit application completed (for first submittal).
2. Stockpile or mass grading plans (prepared, stamped, and signed by a licensed civil engineer).
3. Erosion and Sediment Control Plan for sites with a disturbed area less than one acre.
4. Storm Water Pollution Prevention Plan (SWPPP) for sites with disturbed area of one acre or greater.
5. Soil/geology report dated within the last 12 months (if applicable).
6. Hydrology/hydraulic calculation (if applicable).
7. Conditions of Approval printed on plan.
8. For resubmittal include previous submittal plans, correction list, and plan check correction responses.



STOCKPILE OR MASS GRADING PLAN REVIEW PROCESS:

1. Applicant submits a grading permit application with stockpile or mass grading plan and supporting documents to Building Department digitally through Citizen Portal Access - <https://automation.ontarioca.gov/OnlinePermits/Default.aspx>.
2. Permit Specialist validates the submittal package and assigns an application tracking number once plan check fee paid.
3. The submittal package is then routed for a concurrent plan review to the following Departments:

Departments Reviewing Stockpile & Mass Grading Plan						
	Building	Planning	Engineering	Landscape	Utilities Engineering	IPA/Broadband
Stockpile	✓	✓	✓	✓	✓	
Mass Grading	✓	✓	✓	✓	✓	✓

4. It is important that the applicant/engineer coordinates their submittals such that corrections from each plan review department are incorporated on each set of plans. **Plans will not be allowed to be resubmitted until all reviewing departments have completed their review and address all their corrections.**
5. After the grading plan is reviewed and approved by all departments, the Building Department coordinates the final approval process and permit creation.