



Building Safety Division
City of Bend
(541) 388-5580
building@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

PHASED CONSTRUCTION AGREEMENT

Application Instructions

Pursuant to ORS 455.467, the Building Safety Division provides phased construction permit processing services as requested by a permit applicant (hereinafter named “applicant”), who must be the owner or owner’s authorized agent as set forth in OSSC section 105.1.

Phased construction permit processing is available only for large or complex commercial projects which are planned, designed, or coordinated under the direct control and supervision of a registered design professional, as defined in OSSC section 202.

The attached Phased Construction Application must be completed by the applicant and submitted to the Building Safety Division before phased permit processing services can be provided. The number and types of phases are limited and subject to the approval of the Building Official based on the complexity of the project. A pre-submittal meeting is required prior to submitting plans for approval of phasing.

Once a phased construction application is approved, the applicant may be issued a permit for any part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been submitted complying with applicable requirements of codes, laws and regulations.

Phased construction is permitted by the Building Safety Division subject to the following conditions:

1. Each permitted phase of construction shall proceed at applicant’s own risk with the building operation and without assurance that a permit or certificate of occupancy for the entire building or structure will be granted until all applicable requirements of codes, laws and regulations are met, including but not limited to fire and life safety plan review.
2. Approval of each permitted phase under phased construction shall be granted for specific scope of work, which shall be clearly indicated on the approved construction documents for that phase of construction.
3. The applicant is solely responsible for scheduling and sequencing of work constructed under each phase of the project.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at building@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

4. The applicant shall be responsible for ensuring that the project meets all code requirements and that construction of the project does not proceed beyond the scope of work authorized until and unless the construction documents for subsequent phase(s) of construction have been approved and issued by the Building Safety Division.
5. The construction documents for each phase shall be sufficiently complete and clear as set forth in OSSC 107.3.3 to show in detail how the proposed work is phased and will conform to applicable provisions of the codes, laws and regulations. Where applicable for certain occupancies pursuant to the requirements of ORS 479.155(2), the construction documents shall show information specified in OSSC 107.3.5 for State fire and life safety plan review. A specific plan sheet showing the phased layout is required.
6. Before a certificate of occupancy can be issued for the project or a portion thereof, all work subject to a fire and life safety plan review shall be approved by the Building Safety Division. All final inspections for a specific phase must be approved.
7. Construction documents for each phase shall be stamped and signed by the Oregon registered architect or engineer of record for the design in accordance with applicable requirements of ORS 671.020(5) or ORS 672.020.
8. This form is subject to change by the Building Safety Division without notice, pursuant to OSSC section 104.1.
9. Please see the current City of Bend fee schedule for the applicable phased construction review fees.
10. Failure to comply with this agreement may result in code enforcement proceedings with suspension of inspections, Stop Work Order, and daily penalties.

Project Information

Application Number: _____

Please specify below the primary contact who will be responsible for notifying all parties of status of plan review.

Design Professional of Record: _____

Daytime Phone: _____

E-mail Address: _____

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Phased Construction Submittals

Please specify below how the project is proposed to be phased:

Proposed Construction Phase:	Proposed Submittal Date	Certificate of Occupancy
1. _____	_____	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>

Acknowledgements

Permit applicant, contractor and owner hereby acknowledge that the conditions for phased construction as specified above on the Application Instructions have been carefully read, understood and agreed to.

Responsible Design Professional's Name

Responsible Design Professional's Signature

Date

Responsible Contractor's Name

Responsible Contractor's Signature

Date

Owner/Owner's Agent Name

Owner/Owner's Agent Signature

Date

Building Safety Division Approval

Date



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