



Building Safety Division  
City of Bend  
(541) 388-5580 ext. 2  
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](http://www.bendoregon.gov/permitcenter).

## SITE IMPROVEMENT SUBMITTAL CHECKLIST

This checklist is to be used to permit work on *private property* that does not include a structure. This may be to prepare a site for construction prior to a construction permit being issued, or for modifications to a site where a structure exists but no work to the building is being proposed such as parking lot changes, drainage system changes, etc.

In the case where the application is being made to prepare for construction, a construction permit must be applied for. Any work shown in the public right-of-way shall be referenced to an infrastructure or ROW permit and shall be shaded to clearly indicate that scope of work is not included in current application. Ensure no “build notes” are included for those items shaded.

*Check each box to verify requirements are met.*

### General

- Submitted documents should be under 40 MB in size.
- File extensions must be PDF only.
- Required naming conventions: See [Building Drawing File Naming Instructions](#)
  - Keep filename consistent
  - Avoid the use of non-friendly file names (eg. K9dk38fj3.pdf.)
- IMPORTANT: be sure to properly flatten files or plans before upload. Unflattened plans will be returned for correction. See [How to Flatten AutoCAD File Instructions](#).
- Drawings shall be uploaded as individual files/sheets and supporting documents including engineering packets shall be uploaded as multi-page files

### In Portal:

- All permits pertaining to the scope of work have been applied for including, but not limited to: Mechanical, electrical, plumbing, Fire Suppression, Water Meter
- Project name used to identify this permit is listed under “Business Name”

General Contractor listed in Portal?

- Listed       Out to Bid

Subcontractors listed in Portal?

- Listed       Out to Bid

## Site Plan

- Legible and drawn to scale (such as 1"=20')
- Include North arrow
- Include property line locations and existing easements with dimensions
- Include the location of all utilities (water, power, sewer, gas, vaults, fire line, drainage systems, catch basins, drywells and retention ponds). Indicate if new, existing or proposed modifications.
- Show existing and proposed finished grade based on spot elevations and two foot contours over entire site and extending five feet onto surrounding properties
- Show adjacent street names
- Show perimeter outline of existing and proposed structures with distances to all property lines and between structures. Setbacks shall be identified with written dimensions as well as to scale.
- Indicate height of all structures inclusive of tree locations and trunk diameter
- Show building and garage entrances as well as driveway and access location from street
- Indicate building surface coverage calculations (square footage of lot, footprint and percentage of lot coverage)
- If septic system, show drain field location
- Show site drainage using an arrow to indicate direction of flow. Also indicate square footage of impervious surfaces which will include asphalt, concrete, roofing, etc.
- Parking lot layout with required spaces, including accessible and van accessible spaces
- Indicate all projections that exceed 24" from exterior walls, including overhangs, awnings, etc.
- Location of all easements (utility, driveway, etc.)
- Indicate any water ways and wet lands areas on property
- All items in the engineering packet must be transferred to the plans
- Phased construction- Pre-submittal meeting required, Phased Approval Agreement must be complete and submitted before phased processing can begin \*\*
- Geotechnical report as required by the City of Bend
- Civil drawings- all sheets to include parking, fire service lines, water lines, etc.

## Drainage

If the site requires COSM/Title 16 review, a separate Drainage Permit Application will need to be applied for. If the site does not require COSM/Title 16 review, show how drainage will be retained on site.

## Special Inspections

Any commercial project requiring special inspections by the design professional and/or by State Code, is required to submit a complete [Special Inspection Agreement](#) before permit Issuance.

Are special inspections required by the design professional?  Yes  No

## Demolition

Any commercial project requiring demolition is required to submit an inspection by a certified inspection company stating that no asbestos was determined to be on site, or stating that asbestos has been removed properly.

Is demo work to take place?  Yes  No

## Water Meter

Is there an increase to an existing water meter or a new water meter proposed in this scope of work?

Yes  No

## Special Circumstances – Waste Water

***The following businesses may require Waste Water Review:***

- Auto Body Repair and Paint Shops
- Auto Repair (Mechanical) Engine and Transmission
- Auto Wash
- Breweries
- Blue Printing/Photocopying
- Chemical Manufacturing
- Electroplating/Metal Finishing
- Laundries
- Leather Tanning
- Machine/Sheet Metal Shops
- Millwork
- Pharmaceutical Manufacturing

- Photo Processing
  - Plastic/Synthetic Manufacturing
  - Print Shops
  - Service Stations
- Project requires waste water review

***The following businesses may also require a Water/Oil Separator:***

- Auto Body Repair and Paint Shops
  - Auto Repair (Mechanical) Engine and Transmission
  - Auto Wash
  - Service Stations
- Project requires water/oil separator

**Special Circumstances – Potable Water**

All commercial water services must have a backflow prevention assembly installed for premise isolation and initial or annual testing must be current and on file with the Public Works Department. Existing facilities which do not have a backflow prevention assembly installed, do not have the proper assembly type installed, or do not have a current testing on file will be required to resolve prior to final inspections of any permitted renovations as part of the permit approval conditions. Please see below for a list of uses which require specific assembly installations.

*The following businesses require isolation by an approved air gap or reduced pressure principle type assembly:*

- Beverage Bottling Plants
- Auto Wash
- Chemical Manufacturing
- Commercial Laundries and Dry Cleaners
- Film Processing Plants
- Food Processing Plants
- Laboratories
- Metal Plating Industries
- Mortuaries
- Petroleum Processing or Storage Plants
- Wastewater Lift and Pumping Stations and Treatment Plants
- Medical Facilities including but not limited to: Hospitals, Medical Clinics, Nursing Homes, Veterinary Clinics, Dental Clinics and Blood Plasma Centers

*Premises which have the following conditions require isolation by an approved air gap or reduced pressure principle type assembly:*

- Both reclaimed and potable water are used
  - Irrigation systems which use chemical additions directly into water system
  - Pressured piping is used to convey liquids other than potable water and the piping is installed in proximity to potable water supply
  - An auxiliary water supply is connected to potable water supply
  - Water is being treated by the addition of chemical or other additives
- Project requires approved air gap or reduced pressure principle type assembly

## Subcontractor Scope of Work Forms

- All mechanical, plumbing, and electrical permits will require a scope of work form completed by the sub-contractors before the total permit cost can be calculated and before the permit can be issued. Form Links:

[Commercial Electrical Scope of Work](#)

[Commercial Mechanical Scope of Work](#)

[Commercial Plumbing Scope of Work](#)

## Affordable Housing

Affordable Housing projects that have been approved for expedited permitting, SDC exemptions, or other affordable housing programs require the approval letter(s) be submitted at the time of application. In addition, for expedited permitted requests, a pre-submittal meeting must take place prior to application. The City's Development Services Division will coordinate this meeting.

Is this an affordable housing project?     Yes     No

**\*\* Additional fees may be charged for phased construction and project revisions**



### **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](mailto:building@bendoregon.gov) or 541-388-5580 extension 2. Relay Users Dial 7-1-1.