



Building Safety Division  
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**TOPIC: Light Poles, Flag Poles, and Similar Structures.**  
**CODE: Current Adopted Structural Specialty Code**  
**Current Adopted Energy Efficiency Specialty Code**  
**Current Adopted Electrical Specialty Code**  
**Bend Code Title 9.10**

### **I. Purpose**

The purpose of this document is to establish standards for the installation of Light Poles, Flag Poles, and similar structures (Poles) in the City of Bend in order to provide adequate and uniform Building Safety Code standards. These guidelines may be subject to change at any given time under the authority of the Building Official.

### **II. Guidelines**

1. These provisions apply to the installation of new Poles or the replacement of existing poles.
2. Building permits are required for poles 12'-0" and greater in height\*, or that affect a regulated structure.  
*\*Height is measured from grade*
3. Construction documents must be provided for all light poles requiring a permit.
  - a. Construction documents for poles 16'-0" in height must bear the stamp of a Design Professional registered in the State of Oregon.

### **III. Procedure**

#### **Permit Submittal Requirements:**

1. Complete and submit a Construction Permit Application. Application shall be made to the City of Bend and shall consist of the following:
  - a. Provide a parcel map, show all building(s), structure(s), poles and light fixture(s) and indicate what is new (N) and existing (E), show all property lines. The parcel map must be drawn to scale and fully dimensioned.
  - b. Provide a vicinity map, include the street that the project is on and the cross street, and include a north arrow.
  - c. Provide the location(s) of all parking stalls.
  - d. Provide the location(s) of all pole mounted parking lot lights, along with the fixture type designated.
  - e. Provide a structural detail of base. See Section II above for stamping requirements.
  - f. Provide Manufacturers product cut sheets for the pole and include attachment requirements.

- g. Provide the location(s) of all electrical service equipment, panelboard(s) and applicable lighting controls.
  - h. Provide a point-by-point photometric plan showing the lighting levels through-out the parking area(s). Contact the Planning Division to determine the minimum lighting level required for your particular project.
  - i. Provide an electrical load calculation for the electrical service equipment.
  - j. Provide a complete one line diagram of the electrical service.
  - k. Provide the point of connection of the electrical service to the utility provider.
  - l. Provide a complete panelboard schedule.
  - m. Provide circuit number at each lighting fixture.
  - n. Provide a complete lighting fixture schedule.
  - o. Provide all details for bollard protection where there is not a 2 foot raised concrete base for the light fixtures or within 5 feet of a light fixture with no raised concrete base. Provide details for bollard or other protection for the electrical service equipment, panelboard or lighting controls. Or provide details of how the item(s) listed above will be protected.
  - p. Provide completed energy forms.
2. All applicable permit 'Conditions' shall be signed off by other associated City of Bend Departments/Divisions prior to approval and issuance of this permit.

Installation Requirements:

1. Poles shall be installed plumb, adjusted to provide the proper alignment to the roadway being lighted and be properly grounded when the installation is complete.
2. Each pole foundation shall have an 8' X 5/8" copper clad ground rod, driven outside the area excavated for the pole. Ground rods maybe located in the J-box where required by the utility company. A #6 bare copper lead shall be used between the ground rod and the landing lug.
3. Conduit shall be installed at the depth specified on the plans. Conduit shall be per the utility company requirement. Each conduit shall terminate in each pull box and/or pole foundation. Elbows shall be the same size as the conduit. All conduit which will not have circuit wire or cable pulled into it during construction shall have a #10 AWG copper clad or aluminum clad pull wire installed in it and the ends sealed in a NEC approved manner to keep all moisture and foreign matter out of the conduit.