



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

## ALTERNATIVE APPROVAL PROCESS FOR SINGLE-FAMILY DWELLING CONVERSIONS

**See page 4 for instructions on how to submit this application for review.**

Use this application for single family dwelling unit conversion projects requesting use of an alternate method, modification, or waiver as specified in Oregon House Bill 2001. View the [Notice of Permanent Rule: Alternative Approval Process for Single-Family Dwelling Conversions](#) for more information.

Internal conversions must still meet minimum life safety standards for detection, notification, compartmentalization and emergency evacuation. If this request pertains to any of these life safety standards, alternate method is the only available option. If the request is not fire life safety related, all options are available for request.

**Please attach supporting documents as needed.**

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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### 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.

**Alternate Method (Equivalent Safety)** \*please attach another sheet if more space is needed

1. Pursuant to the Oregon Specialty Codes, the undersigned Applicant hereby requests approval of an alternative to Section \_\_\_\_\_ of the \_\_\_\_\_ Code, which requires that (cite that portion of the Code from which the Applicant is seeking relief);
2. Describe the unique circumstances and challenges due to existing building configurations which restrict compliance to Section \_\_\_\_\_ of the \_\_\_\_\_ Code:
3. The undersigned Applicant proposes the following alternative to Section \_\_\_\_\_ of the \_\_\_\_\_ Code (provide a detailed description of your proposed alternative):
4. For the following reasons, Applicant believes that the proposed alternative to Section \_\_\_\_\_ of the \_\_\_\_\_ Code complies with the intended purpose of the Code, and that the material, method or work offered is *at least* the equivalent of that prescribed in this Code in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

**Modification (Substantially Similar)** \*please attach another sheet if more space is needed

1. Pursuant to the Oregon Specialty Code, the undersigned Applicant requests approval of a modification to Section \_\_\_\_\_ of the \_\_\_\_\_ Code, which requires that (cite that portion of the Code from which the Applicant is seeking relief):



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2. State the reason(s) why strict compliance with Section \_\_\_\_\_ of the \_\_\_\_\_ Code is impractical or presents extreme difficulty:
  
  
  
  
  
  
  
  
  
  
3. The undersigned Applicant proposes the following modification to Section \_\_\_\_\_ of the \_\_\_\_\_ Code (provide a detailed description of your proposed modification):
  
  
  
  
  
  
  
  
  
  
4. For the following reasons, Applicant believes that the proposed modification provides a substantially similar standard of care to Section \_\_\_\_\_ of the \_\_\_\_\_ Code:

**Waiver (Alternate Infeasible)** \*please attach another sheet if more space is needed

1. Pursuant to the Oregon Specialty Code, the undersigned Applicant requests approval of a waiver to Section \_\_\_\_\_ of the \_\_\_\_\_ Code, which requires that (cite that portion of the Code from which the Applicant is seeking relief based on the proposed modification):
  
  
  
  
  
  
  
  
  
  
2. State the reason(s) why strict compliance to Section \_\_\_\_\_ of the \_\_\_\_\_ code is impossible, infeasible, cost prohibitive, or otherwise impractical:

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**Applicant’s agreements to abide by condition:**

The undersigned expressly acknowledges and agrees that acceptance of this application and any subsequent issuance of a permit(s) based upon the proposed alternative method(s) has been made subject to certain conditions which the Building Official deems necessary. The undersigned agrees to comply strictly with all conditions imposed by the Building Official. With respect to all permit(s) issued based upon any alternative to prescriptive code language of the Oregon Specialty Codes, the undersigned’s failure to comply strictly with all conditions imposed by the Building Official in granting any permit(s) pursuant to this application will render any right to proceed with construction, occupancy or use of any property or premises pursuant to said permit void, and may subject the undersigned to revocation of said permit issued in connection with this application.

The undersigned acknowledges that this alternate proposal application, if approved, shall apply only to the project for which the alternate was requested. Future projects requiring consideration for alternate materials, design and/or methods shall be reviewed on a case by case basis.

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature/Title  
(If applicant is not the owner or owner’s architect/engineer)

\_\_\_\_\_  
Date

**Instructions for Submitting for Review:**

Alternate methods are reviewed as a separate permit prior to the submittal of the standard plan submittal for review.

1. Download and complete applicable sections of this document.
2. Open your CityView Portal account: <https://cityview.ci.bend.or.us/Portal/>
3. Click “Apply” under the “Building, Permanent Signs & SDC Estimates” section
4. For the “Application Type” select “Other Building Safety Reviews/Permits”
5. Complete other applicable sections then choose “Next Step: Permit Type”
6. On next screen, check box for “Other Building Reviews/Permits/Meetings”
7. Click “Next Step: Work Items”
8. Complete next steps until you get to Step 7 “Upload Files”
9. Upload completed form into the “Alternate Methods and Materials Proposal” section



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