



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.

TEMPORARY CHANGE OF OCCUPANCY SUBMITTAL CHECKLIST

Temporary changes to occupancy are typically requested for gathering events within buildings which are not designed for gatherings and assemblies. For example, a swap meet in a production facility or bus barn, a concert in a retail store or an auction in a storage building.

A temporary change of occupancy (TCO) Permit may be issued upon the discretion of the Building Official, as allowed in Chapter 1 of the OSSC, upon review of plans and upon payment of related fees. Establishments may be granted approval for a maximum of 3 TCO permits per calendar year.

To apply, submit the information requested on page 2, along with a Certificate of Occupancy Application and pay application fees.

Applications submitted outside of the timeframes indicated on page 2 will be accepted but the division may not be able to issue a permit prior to the event date. The application fee shall be paid upon filing and is nonrefundable.

When determining the number of occupants requested, ensure all staff, caterers, servers, security, etc. are included.

When an event is going to include gathering within and outside of the building, include the outside property in the plan, show tents to be used, show temporary restrooms if applicable, show tables and other obstacles that may hinder evacuation from the building. Indicate proposed occupancy for each location, within and outside of the building.

You can obtain information about Special Event and Noise Permits online at www.bendoregon.gov/specialevents and www.bendoregon.gov/noise. Information regarding OLCC licensing, including links to the OLCC's website, can be obtained at www.bendoregon.gov/liquor.

Checklist on Next Page



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.

1-49 Occupants Requested - Allow Minimum 1 Week for Review

- Provide a scaled drawing of the building detailing the following information:
- Complete floor plan
- Exits – include door swing direction; include detail of door opening mechanism
- (Push bar, latch, door handle)
- Emergency exit lighting
- Restrooms with number of toilets; indicate if unisex or single sex
- Accessibility plan – parking, route, seating and restrooms; include locations of all accessibility signage
- Seating/table layout
- Show location of safe dispersal area
- Show location of Fire Department access
- Indicate if food and/or alcohol will be served

50-299 Occupants Requested – Allow Minimum 2 Weeks for Review

In addition to the requirements for events of 1-49 occupants, provide:

- Fire watch plan
- Emergency exit lighting is required
- Minimum of two exits with panic hardware are required

300-999 Occupants Requested – Allow Minimum 4 Weeks for Review

In addition to the requirements for events 50-299 occupants, provide:

- Security and emergency personnel

1000+ Occupants Requested – Allow Minimum 4 Weeks for Review

In addition to the requirements for events 300-999 occupants, provide:

- An approved crowd manager for each 250 occupants (1:250) and a crowd management plan



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