



Building Safety Division
City of Bend
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710 NW Wall Street, Bend OR 97703

COMMERCIAL PRESCREEN CHECKLIST

GENERAL LIST

- Revise plan orientation, to be in correct orientation for reading left to right.
- Revise file names, to follow prescribed naming conventions; see [Building Drawing File Naming Instructions](#)
- Drawing files; each sheet/page to be uploaded as a separate file.
- Supporting document files, each document to be uploaded as a multi-page file. (i.e. trusses, structural engineering, etc.)
- File extensions must be PDF only. All files shall be flattened, see [How to Flatten Files in AutoCAD](#)
- Provide reserved space for City stamp
- Plans must be legible and drawn to a scale. Scale such as 1 inch = 20 Feet
- Revise plans to ensure orientation of footprint matches floor, foundation and shear wall plan (i.e. garage left).
- Engineered calculations and plans require a current Registered Engineers stamp & signature. Please provide. ORS 672.020. "The signature and stamp of a registrant constitute a certification that the document was prepared by the registrant or under the supervision and control of the registrant.
- All drawings and the title page of all specifications intended for use as construction documents in the practice of architecture must bear the stamp of a registered architect and be signed by the architect. ORS 671.020
- Provide Plans. 107.2.1

FORMS

- Provide a [Commercial Submittal Requirement Checklist](#).
- Provide [SDC Worksheet](#)
- Complete [Statement of Accessibility Compliance](#).
- Provide Completed and signed [Special Inspection Agreement](#) (1704.2.3)
- Provide Completed Electrical ComCheck Forms <https://www.energycodes.gov/comcheck>
- Provide Completed Mechanical ComCheck Forms <https://www.energycodes.gov/comcheck>
- Provide Completed Envelope ComCheck Forms <https://www.energycodes.gov/comcheck>
- Provide completed and signed [Energy Code Compliance Form](#)
- Provide completed [Emergency Responder Radio Coverage \(ERRC\) Checklist](#)
- Provide a Completed [Application for Formal Plan Revisions and Deferred Submittals](#)
- Provide Completed and signed [Deferred Submittal Agreement](#) (107.3.4.1)
- Provide [Site Improvement Submittal Checklist](#)
- Provide [Construction Excise Tax Form](#) (only required for projects with mixed residential and commercial uses)

COMMERCIAL LIST

- Provide Cover Sheet
- Provide floor plan
- Provide suite layout if structure includes suites or if the site includes multiple buildings
- Provide Vicinity Map
- Provide plans designed by a Design Professional (107.1, 671.020(5), ORS 671.030(2)(d))
- Clearly state scope of work proposed
- Provide site plan with distances to property lines and other buildings
- Provide exterior building elevations (1 for each side of building)
- Provide Reflected Ceiling Plan
- Provide Framing Plan and Stair Details
- Provide Storage Rack details
- Provide Medical Gas Plan requirements
- Provide Grease Interceptor plan requirements
- Provide drainage report (required for all commercial projects except interior only renovations)
- Provide Barrier Removal Plan with cost breakdown (ORS 447.241)
- Provide incidental storage information or High Pile Storage Plans as applicable
- Demo- provide Asbestos survey from an accredited inspector
- Demo- provide an Asbestos Abatement Report from a licensed abatement contractor
- This site is reported to contain fill or non-native soils, provide a compaction/geotechnical report for the site
- Affordable Housing - If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted

CODE SUMMARY MINOR (bathroom addition, like for like TI, major TI)

Provide a code summary that includes:

- Occupancy Classification (OSSC Chapter 3)
- Indicate on plans if the building is sprinkled. If the building is sprinkled provide plans for proposed modifications to the system.
- Indicate plans if the building has a fire alarm system. If the building has a fire alarm system provides plans for proposed modifications to the system.
- Accessibility details, as applicable. (1101.1 2022 OSSC, 2017 ANSI)
- Separated or Non-Separated use, accessory occupancies or combination thereof (OSSC 508.1)
- Plans and specifications. Where required by OAR 918-780-0040 (Complex System), plans, engineering calculations, diagrams (including isometric and line drawings), and other data shall be submitted per OPSC 103.2.2.
- State prior and proposed occupancy classification (OSSC 302.1)
- Occupant calculations for the area and structure (OSSC 1004.1)
- Egress plan(s) showing maximum travel distance (OSSC 1006.1)
- Plumbing fixture calculations (OSSC 2902.1, OSSC T2902.1)

CODE SUMMARY MAJOR (new building, change of occupancy TI)
(Includes all items from Minor)

Provide a Code Summary that Includes:

- Exit width calculations (1005 OSSC)
- Seismic design category (1613 OSSC)
- Risk (Occupancy) Category (T1604.5 OSSC)
- Structural Calculations (107.2.7 OSSC)
- Allowable area calculations vs actual building area (503.1 OSSC)
- Allowable height calculations vs actual building height (503.1 OSSC)
- Firewall listings and details on the plan, as applicable. (703.1 OSSC)
- NFPA Hazard Level, if applicable (NFPA 5.1.1)
- Geotechnical report and requirements (1801.1 OSSC)
- Amount of Stories (whole Structure)
- Construction type (602 OSSC)
- Frontage; Perimeter; Width (ft) (T602 OSSC)
- Interior wall and ceiling finish requirements per occupancy. (T803.9 OSSC)