



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

## RESIDENTIAL PRESCREEN CHECKLIST

### GENERAL LIST

- Revise plan orientation, to be in correct orientation for reading left to right.
- Revise file names. Plan files shall be named with a general description of what the plan contains. Example names: 1st Floor Plan, Site Plan, Foundation Plan, Structural Details, etc. If additional information such as customer name, etc. is to be included in the file name it shall be included AFTER the description.
- 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 Architect or 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.
- Provide Plans

### RESIDENTIAL INTERIOR ONLY REMODEL

- Provide existing floor plan.
- Provide floor plan detailing proposed work.
- Provide a detailed list of work being completed.
- Provide a [Residential Energy, Lighting Efficacy, Moisture Content and Whole-House Ventilation Checklist](#).
- Provide manufactures floor framing plan, if using a pre-manufactured system.
- Provide roof framing: When using a pre-manufactured system, a layout and truss package is required from the manufacturer with current Engineers stamp and signature.
- Provide beam calculations.
- Please complete Mechanical/ Plumbing/ Electrical applications via Portal
- Provide a [Residential Submittal Requirement Checklist](#)

## RESIDENTIAL NEW OR ADDITION

- ROW - if a ROW permit was included ensure there is a photograph of the site that shows curbs, cuts and abutting properties
- On site plan, identify property line locations
- On site plan provide location of existing and proposed utilities (water, sewer, power) showing route from property line to structure. (Accurately show locations of lines)
- On site plan, identify all adjacent street names
- On site plan provide outline of existing & proposed structures with distances to property lines and between structures, including cantilevers and eaves.
- On site plan, provide setbacks identified with written dimensions from property line to foundation of structure.
- On site plan, indicate height of all structures.
- On site plan, identify building and garage entrances; driveway and access from street.
- On site plan, provide building surface coverage calculation, including 5% exclusion of decks and covered porches. Example: Lot size 8580 square feet, House foot print 1948, Decks/covered porches 431, Garage 1052, 5% exclusion 429 square feet for decks and covered porches. % lot coverage 34.98%
- On site plan, provide elevation at property corners
- On site plan, provide site drainage using arrow to indicate direction of flow.
- On site plan, provide North arrow and drawn to scale such as 1 inch =20 inch
- Provide a [Residential Energy, Lighting Efficacy, Moisture Content, and Whole-House Ventilation Checklist](#)
- On elevation page, accurately represent building site and grading (1 for each side of building).
- Provide cross sections.
- Provide lateral bracing plan and calculations.
- Provide detailed floor plans with square footage of all spaces. (Garage/house/covered porches and decks) We are calculating square footage of a building, which includes all exterior walls. (A) AREA, BUILDING. The area included within surrounding exterior walls (or exterior walls and fire walls) exclusive of vent shafts and courts. Code: Pursuant to the 2021 Oregon Residential Specialty Code (ORSC), Section R108.3, Permit valuations shall be based upon Oregon Administrative Rule (OAR) 918-050—0100- Statewide fee methodologies for the residential and commercial permits – square footage of a dwelling, addition, or garage shall be determined from the outside of exterior wall to outside of exterior wall for each level. Under this rule Building Area is determined.
- Please provide manufactures floor framing plan, if using a pre-manufactured system.
- Provide roof framing: When using a pre-manufactured system, a layout and truss package is required from the manufacturer with current Engineers stamp and signature.
- Provide beam calculations.
- Verify square footage of home/garage match square footage noted on plans
- Provide a [Residential Submittal Requirement Checklist](#). Please address each item on the checklist.
- Provide [Septic Authorization Form](#)
- Provide a signed [Statement of Storm Water Management Compliance](#)

- Separate Grading, Clearing and Erosion Control Permit required
- Provide [SDC Loan Application](#)
- Provide Geotechnical report

## RESIDENTIAL REVISIONS

- Provide [Revisions and Deferred Submittal Application](#)- Please list all Deferred or Revised plan pages which are being submitted.

## SOLAR SYSTEMS/COMMERCIAL MECHANICAL SYSTEMS/DEMO/ELECTRICAL PERMITS

- Provide [Solar Systems Prescriptive Installation Checklist](#)
- Provide floor plans/ show location where work is being completed.
- Provide [Commercial Mechanical Worksheet](#)
- Provide product cut sheets.
- Provide [Demolition Permit Worksheet](#)
- Provide picture or plan showing location of mechanical unit on exterior of building.
- Provide floor plans
- Provide an Asbestos Survey from an accredited inspector
- Provide an Asbestos Abatement Report from a licensed abatement contractor

## RE-ROOF

- Provide [Re-Roof Worksheet](#)

## MANUFACTURED HOME SUBMITTALS

- Provide plans for egress doors, provide details showing: landing, size, and stairs.
- Provide [Manufactured Home Submittal Checklist](#)
- Provide site plan
- Provide [Septic Authorization Form](#)
- Provide a signed [Statement of Storm Water Management Compliance](#)