



Building Safety Division  
City of Bend  
(541) 388-5580 ext. 3  
building@bendoregon.gov  
710 NW Wall Street, Bend OR 97703

## PRE-APPROVED ADU PROGRAM SUBMITTAL CHECKLIST

### PLAN OPTIONS

Select one of the two façade options below:

- Gable style with roof trusses
  - Note: manufactured roof truss details will need to be provided on-site at time of framing inspection.
- Shed roof style roof with manufactured I-joists as roof rafters
  - Note: layout from I-joists manufacturer will need to be provided at framing inspection.

### Foundation:

- Crawl space with post and beam floor system, or
- Slab on grade

### Heating and Ventilation:

- Furnace (gas or electric)
  - Ventilation:
    - With fresh air damper for whole-house ventilation capable of 30 CFM., or
    - Separate ventilation system capable of 30 CFM
  - Ductwork:
    - Heating ductwork will be in conditioned space, or
    - Heating ductwork will be deeply buried in insulation.

### OR

- Ductless heat pump and whole-house ventilation system capable of 30 CFM.

Note: Every dwelling unit shall be provided with heating facilities capable of maintaining a minimum room temperature of 68°F at a point 3 feet above the floor and 2 feet from exterior walls in all habitable rooms at the design temperature of 5°F. If heat pump cannot meet 5°F design temperature additional heat source must be provided.

- Cadet wall heaters provided as additional heat source

## GENERAL

- Submitted documents should be under 40MB in size
- Accepted file extension: PDF
- Recommended naming conventions (see [Building Drawing File Naming Instructions](#))
  - Keep file name consistent
  - Avoid the use of non-friendly file names (eg. K9dk38fj3.pdf.)
- IMPORTANT: Be sure to properly flatten files or plans before upload. Unflattened plans will be returned for correction. See [How to Flatten AutoCAD File Instructions](#).
- Drawings shall be uploaded as individual files/sheets and supporting documents including engineering packets shall be uploaded as multi-page files.

## DOCUMENTS

- Pre-Approved ADU Program Submittal Checklist (this form)
- Site Plan
- Plumbing fixture load calculations statement (to be provided by licensed plumber)
- Geotechnical report (if needed)
- [Septic Authorization Form](#) (if needed)

## SITE PLAN

- Legible, including North arrow and drawn to scale (such as 1"=20')
- Provide reserved space for City stamp
- Orientation of footprint matches floor, foundation and shear wall plans (i.e. garage left)
- Property line locations, existing easements with dimensions, tree locations and trunk diameter. Street tree species and locations, if required.
- Show location of existing and proposed utilities (water, sewer, power, gas, phone and cable/broadband) with dimensions to property line and surrounding items. Note above grade items, including cabinets, vaults, pedestals and poles
- Show all adjacent street names
- Show outline of existing and proposed structures with distances to property lines and between structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves
- Indicate height of all structures inclusive of roof ridgelines from finished grade
- Show building and garage entrances; driveway and access from street. Indicate driveway material (concrete, etc.). Include catch basins/cross pipes/drywells and any sidewalks adjacent to property
- Indicate and show breakdown of building surface coverage calculations (square footage of lot, building footprint and percentage of lot coverage). Include formula for 10% exclusion of decks and covered porches
- For flag lots or 3 story structures in the RS zone, include floor area ratio (FAR); see development code for details

- If on septic system, show drain field location. Submit completed septic authorization form
- Indicate elevation at property corners
- For slopes greater than 10%, show contours
- For lots with 4 ft. or more of elevation change across the building footprint, show existing and proposed elevations at the building corners
- Show site drainage using arrows to indicate direction of flow; show methods and locations for onsite drainage retention. Show gutters with downspout locations if applicable
- For lots with impervious surface greater than 5,000 sq. ft., projects disturbing more than one acre or projects proposing a UIC (underground injection control), include drainage calculations (square footage of impervious surface x .2)

## HIGH EFFICIENCY LIGHTING

**Section N1107.2.** All permanently installed lighting fixtures shall be high efficiency light sources.

Exception: Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.

*To conform to the 2021 Oregon Residential Specialty Code (ORSC), Section N1107, I am notifying the Building Official that I am aware of the high-efficiency lighting requirement of ORSC Section N1107.2 and have taken steps to meet this code requirement.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MOISTURE CONTENT

**Section R318.2 Moisture Content.** Prior to the installation of interior finishes, the building official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

*To conform to the 2021 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the Building Official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SPECIAL CIRCUMSTANCES

### DEMOLITION

A separate Demolition application must be submitted if you wish to demo prior to approval of project/permit.

### SIDEWALK AND ADA RAMP INSTALLATION REQUIREMENTS

- If an ADA ramp is required, provide a detailed design complying with PROWAG and City Standards
- Sidewalks will be installed and need inspection and have already been reviewed on a PUD
- Sidewalks already exist on this property and have been previously reviewed and inspected

- Sidewalks are required per approved subdivision construction drawings or since they exist within 600 feet of the property
- Sidewalks are **not** required per approved subdivision construction drawings, nor exist within 600 feet of the property

#### DRIVEWAY APPROACH/CURB CUTS/SIDEWALK CUTS

- Public street access approach install, ROW permit required
- Public alley access, alteration to alley, ROW permit required
- Private street or private alley access, no ROW permit required
- Public alley access, no alteration to the alley, no ROW permit required
- Using existing approach, not cutting the curb, no ROW permit required
- Rolled curb, curb tight, not cutting the curb, no ROW permit required

#### GRADING, EXCAVATION AND STORMWATER MANAGEMENT QUESTIONNAIRE

If any of the following apply to the site property, a Grading, Clearing and Erosion Control permit is required. A separate permit application must be submitted.

Please indicate if the conditions below exist on the site:

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Excavation or fill exceeding 2 feet – excavation foundations are exempt                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Excavation or fill within 2 feet of property boundary   |
| <input type="checkbox"/> | <input type="checkbox"/> | Excavation, fill or vegetation removal within riparian corridors                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Alteration or creation of slopes greater than 20%   |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree removal of trees greater than 8 inches diameter at breast on parcels greater than 1 acre |
| <input type="checkbox"/> | <input type="checkbox"/> | Contains impervious surface greater than 5,000 square feet                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Project disturbs more than one acre   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project proposes a UIC (underground injection control)  |

#### OTHER

- SDC Loan applies; [SDC Loan Application](#) is attached  
*Applications for SDC Financing require a minimum of 7-10 business days to process. It is recommended that those applications be submitted at a time of plan submission.*
- Site contains greater than 12" of compacted fill material or less than 90% of the maximum dry density at optimum moisture content. Geotechnical report is provided

*Permits for temporary power are sold separately. Submit a separate Electrical Permit Application when ready to purchase your temporary power permit.*



#### 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](mailto:building@bendoregon.gov); (541) 388-5580 extension 3, Relay Users Dial 7-1-1.