



Building Safety Division, City of Bend
(541) 388-5580 ext. 2
building@bendoregon.gov
710 NW Wall Street, Bend OR 97703

RESIDENTIAL SUBMITTAL CHECKLIST

GENERAL

- Submitted documents should be under 40MB in size
- File extensions must be PDF only
- 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.
- 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.

SITE PLAN

- Interior Remodel - Site plans are not required for projects consisting of only internal remodels.
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- 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 0.2)
- Show building finished floor elevation(s)
- Show proposed retaining walls. Indicate type of wall with top of wall and bottom of wall elevations

PLANS

- Plans must be legible, drawn to scale (such as 1/4"=1') and shall include the following:
- Provide reserved space for City stamp
- Foundation plan showing all structural elements including hold down locations
- Elevations accurately representing building site and grading (1 for each side of the building showing existing and finished grades) with dimensions from finished grade to peak of highest point on roof. For sloped lots, provide dimension at each corner and mid-point for all four elevations
- Typical cross sections for the living space and garage space
- Lateral bracing design per 602.10 or engineered design
- Any engineering provided must contain a current Registered Architect or Engineer signed stamp and design criteria. All items from the engineering packet must be included on all appropriate plan sheets
- Detailed floor plans with square footage; include location of heat source and water heater as well as type (gas or electric). Indicate emergency egress windows with required dimensions and sill heights for bedrooms and basements
- Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type and spacing of all floor joists, as well as the size and type for all supporting beam and cross-referenced design calculations). All floor framing sheets, details and beams must match
- Roof framing (if using Roof Trusses, provide engineered details of all trusses to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details
- Beam calculations with all beam sizes and identified and cross-referenced on the plans

FORMS/OTHER

- [Residential Energy, WHV, Moisture Content and Lighting Form](#)
- [Statement of Stormwater Management Compliance Form](#)
- Provide [Residential Water Meter and Supply Sizing Worksheet](#) if any of the following conditions apply and the property is within the City's water district:
 - Adding a new dwelling unit to a lot with an existing dwelling unit
 - Request to upsize a water meter under a construction permit

WATER METER

- City of Bend Water District
Meter size requested:
 - ¾" Water Meter
 - 1" Water Meter
- Other Water District _____

DEMOLITION

In accordance with Oregon Department of Environmental Quality (DEQ) regulations, certain categories of buildings must be inspected for the presence of Asbestos Containing Material (ACM) prior to any demolition/renovation activities. This applies to ***all residential buildings with four or fewer dwelling units constructed prior to January 1, 2004. Asbestos survey is required prior to issuance of a remodel and/or addition permit undergoing demolition,*** if the asbestos survey identifies asbestos as being present an asbestos abatement report will also be required. For more information, please contact Erik Shafer with the Oregon DEQ Bend office at (503)688-0493 or visit their webpage: <http://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>

Was the structure built prior to January 1, 2004?

- Yes –
 - Will the structure, or a portion of the structure, be demolished with this permit?
 - Yes No
 - Will any existing materials be removed (i.e. flooring, gypsum, “popcorn” ceiling texture)?
 - Yes No
- No – Project is exempt from asbestos requirements.

SIDEWALK AND ADA RAMP INSTALLATION REQUIREMENTS

- Interior Remodel – not required for projects consisting of only interior remodels.
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- If an ADA curb ramp is required, submit for a separate ROW permit (required). All ramps must be designed by an engineer and reviewed by PDED for 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, land use condition or are within 600 feet of existing sidewalk
 - Sidewalks are **not** required per approved subdivision construction drawings, nor exist within 600 feet of the property

DRIVEWAY APPROACH/CURB CUTS/SIDEWALK CUTS

- Interior Remodel – not required for projects consisting of only interior remodels.
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- 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

- Interior Remodel – not required for projects consisting of only interior remodels.
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If any of the following apply to the site property, a Grading, Clearing and Erosion Control permit is required.

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 drywell / UIC (underground injection control) |
| <input type="checkbox"/> | <input type="checkbox"/> | Retaining wall exceeding 6 feet; within 2 feet of the property line; and/or has vehicular or building surcharge |

OTHER

- SDCs 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 or 541-388-5580 extension 2. Relay Users Dial 7-1-1.