



Building Safety Division
City of Bend
(541) 388-5580 ext. 2
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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](#)
- File extensions must be PDF only. All files shall be flattened to remove layers PDF., see [How to Flatten Files in AutoCAD](#)
- Provide a space in the upper right-hand section of the plans for City approval stamp that is in identical location on all pages of the plan set. Reserved space shall be 1.75"x1.75" in size for larger than 11x17 pages and 1.25"x1.25" in size for 11x17 pages. 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

MULTI-PAGE FILES

- Provide a coversheet that includes a page directory as the first page in the file
- Files shall be bookmarked

SITE IMPROVEMENT APPLICATIONS

Required forms:

- Provide a [Site Improvement Submittal Checklist](#)
<https://www.bendoregon.gov/home/showpublisheddocument/44015/638587072063970000>
- Provide [SDC Worksheet](#)
- Provide SDC Deferral Application:
<https://www.bendoregon.gov/home/showpublisheddocument/61960/638720090469130000>
- Affordable Housing - If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted
- Complete [Drone Authorization Form](#)

Required Plans and Documents:

- Provide Cover Sheet
- 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 Drainage Report
- Provide Geotechnical Report
- Civil Utility Plan
- Provide proposed water meter size and location on Site plan/utility plan
- Civil Grading Plan
- Civil Drainage Plan
- Civil Site Details
- Provide accessibility Details

TENANT IMPROVEMENTS:

Required forms:

- Provide a [Commercial Submittal Requirement Checklist](#).
- Provide [SDC Worksheet](#)
- Provide Completed and signed [Special Inspection Agreement](#) (1704.2.3)
- Provide [Completed Access Control Worksheet](#) (Only required if access control is being added or modified).
- 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](#)
- Affordable Housing - If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted

Required Plans:

- Demo- provide Asbestos survey from an accredited inspector
- Provide plans designed by a Design Professional if TI is located in a building that is 4,000 SQ.FT. or larger (107.1, 671.020(5), ORS 671.030(2)(d))
- Provide City of Bend Cover Sheet
- Provide site plan
- Provide suite layout if structure includes suites or if the site includes multiple buildings
- Provide Exterior Building Elevations (1 for each side of building) if TI includes modifications to exterior building
- Provide Floor Plan identifying use of each space
- Accessibility details, as applicable. (1101.1 2022 OSSC, 2017 ANSI)
- Egress plan(s) showing maximum travel distance (OSSC 1006.1)
- Plumbing fixture calculations (OSSC 2902.1, OSSC T2902.1)
- Provide Medical Gas Plan requirements

- Provide Grease Interceptor plan requirements
- Provide Barrier Removal Plan with cost breakdown (ORS 447.241)

New Construction and Additions:

Required forms:

- Provide a [Commercial Submittal Requirement Checklist](#).
- Provide [Phased Construction Agreement](#)
- Provide [SDC Worksheet](#)
- Complete [Statement of Accessibility Compliance](#).
- Provide [Completed Access Control Worksheet](#) (Only required if access control is being proposed).
- 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 Completed and signed [Deferred Submittal Agreement](#) (107.3.4.1)
- Provide [Construction Excise Tax Form](#) (only required for projects with mixed residential and commercial uses)
- Affordable Housing - If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted

Required Plans:

- Provide suite layout if structure includes suites or if the site includes multiple buildings
- Provide Phasing plan
- Demo- provide Asbestos survey from an accredited inspector
- Demo- provide an Asbestos Abatement Report from a licensed abatement contractor
- Provide plans designed by a Design Professional if the building is greater than 4,000 SQ.FT. (107.1, 671.020(5), ORS 671.030(2)(d))
- Provide Geotechnical Report
- Provide completed City of Bend Cover Sheet
- Provide Vicinity Map
- Provide site plan with distances to property lines and other buildings
- Provide Drainage Report (only if no SIMP)
- Civil Utility Plan (only if no SIMP)
- Provide proposed water meter size and location on Site plan/utility plan (only if no SIMP)
- Civil Grading Plan (only if no SIMP)
- Civil Drainage Plan (only if no SIMP)
- Civil Site Details (only if no SIMP)
- Provide Exterior Building Elevations (1 for each side of building)
- Provide floor plan identifying use of each space
- Provide Accessibility details, as applicable. (1101.1 2022 OSSC, 2017 ANSI)
- Provide Egress plan(s) showing maximum travel distance (OSSC 1006.1)
- Plumbing fixture calculations (OSSC 2902.1, OSSC T2902.1)

- Provide Reflected Ceiling Plan
- Provide Medical Gas Plan requirements
- Provide Grease Interceptor plan requirements