



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

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

COMMERCIAL SUBMITTAL CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS

Use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in delays in plan review for your project and your application for plan review may be denied until all requirements are submitted. Indicate Yes or Not Applicable.

Any building resulting in the footprint of 4,000 square feet or greater OR with a ceiling height of 20' or more is to be designed by an Oregon Registered Design Professional and to include an Engineers or Architects seal and signature.

CITY OF BEND DESIGN CRITERIA

To view codes online: <https://www.oregon.gov/bcd/codes-stand/pages/adopted-codes.aspx>

- Snow loads (OSSC section 1608) <http://snowload.seao.org/lookup.html> with Table 7.2 per 1608.1 General. Design snow loads shall be determined in accordance with Chapter 7 of ASCE 7(-16), as modified by Section 1608.2.
- Wind loads (OSSC section 1609): Basic wind speed –
- Risk Category (Cat.) I – 93 mph, Cat. II – 99 mph, Cat. III – 106 mph, Cat. IV – 110 mph.
- Earthquake loads (OSSC section 1613): Site Class D
- Seismic Design Category D, Seismic Design Category C is permitted for detached one- and two-family dwellings
- Frost Protection (OSSC sections 1809.5 & 1904.1), Frost Depth: 18 inches, Frost Exposure: Severe
- Soil Bearing Capacity: Assumed 1500 psf max without engineered soil bearing analysis

GENERAL SUBMITTAL REQUIREMENTS FOR ALL PROJECTS

- Submitted documents should be under 40 MB in size.
- File extensions must be PDF only.
- Required naming conventions: See [Building Drawing File Naming Instructions](#)
 - Keep filename consistent (File names shall be maintained through the life of the permit)
 - Avoid the use of non-friendly file names (e.g. K9dk38fj3.pdf.)
- Drawings shall be multipage files, separate files for each discipline (e.g. Architectural, Structural, Plumbing, etc.). Each file shall include a page directory/sheet index as the first page in the file. Each file set shall be bookmarked.

- Each page of each file shall have dedicated space reserved for the City’s approval stamp located in the upper right-hand corner as close to the title block as possible, structural calculation packages only require reserve space on the cover page. Reserve space shall be 1.75”x1.75” in size for larger than 11x17 pages and 1.25”x1.25” in size for 11x17 pages and smaller.
- IMPORTANT:** be sure to properly flatten files or plans before uploading. Unflattened plans will be returned for correction. See [How to Flatten AutoCAD File Instructions](#).
- Digital signatures are allowed but shall be embedded in the document so that markups can be allowed.
- Please review [Submission criteria for multipage files](#) for more information on resubmittals and revisions.

FORMS AND DOCUMENTS REQUIRED FOR SUBMITTAL

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | Completed Commercial Submittal Requirements Checklist (this form). |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Electrical, Mechanical and Envelope COMcheck Forms as applicable. Forms found at https://www.energycodes.gov/comcheck |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Energy Code Compliance form |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Emergency Responder Radio Coverage (ERRC) Checklist for all new construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Special Inspection Agreement; Any commercial project requiring special inspections by the design professional and/or by the State code is required to submit a complete Special Inspection and Testing Agreement before permit issuance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Deferred Submittal Agreement if choosing to defer items required for review. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed Phased Construction Agreement if choosing to phase construction or occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Suite layout if structure includes suites or if the site includes multiple buildings. Floor plan must include all tenant spaces, including tenant use/occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed System Development Charges Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | SDC Deferral applies and SDC Deferral Program Application is attached. Application to defer the payment of the SDCs until Final Building Inspection should occur at the time of the Permit Application and plans submission. Select Apply for SDC Deferral Permit Type and upload the SDC Deferral Application with the permit submission. |
| <input type="checkbox"/> | <input type="checkbox"/> | Affordable Housing: If an approval through Economic Development for affordable housing has occurred, the approval letter is required to be submitted at the time of application; Affordable Housing projects that have been approved for expedited permitting, SDC Exemptions, or other affordable housing programs require the approval letter(s) to be submitted at the time of application. In addition, for expedited permitted requests, a pre-submittal meeting must take place prior to application. The City’s Development Services Division will |

coordinate this meeting.

- [Commercial/Industrial Valuation Worksheet](#)– (only required for projects with mixed residential and commercial uses).
- Asbestos survey and/or abatement report: Any commercial project containing demolition is required to submit an inspection by a certified inspection company stating that no asbestos was determined to be on site or stating that asbestos has been removed properly. If project requires full demolition of a structure a separate demolition permit is required. Asbestos survey requirements can be found on State of Oregon DEQ website.
<https://www.oregon.gov/deq/FilterDocs/asb-SurveyFS.pdf>
- Completed [Access Controlled Egress Systems Checklist](#) if the project includes new installation of or renovation to an existing access control system.

PLANS REQUIRED FOR SUBMITTAL

ARCHITECTURAL AND CIVIL PLANS

- Completed [Commercial Cover Sheet](#) – City of Bend standard commercial cover sheet is required for all commercial projects.
- **Site plan that includes the following information:**
 - Property lines, adjacent street names, easement locations and types, north arrow, drawing scale and lot area in square feet.
 - All existing and proposed structures on site with distances from property lines and other structures (Clearly show that items installed as part of the permit do not extend beyond the boundary of the site).
 - Parking lot layout with required parking spaces, including accessible and van accessible spaces. Show all accessible routes into the structure, throughout the site, to all structures, mailboxes, EV charging stations any facilities onsite and accessible route to the right of way. Indicate building surface coverage calculations – lot and footprint square footage and percentage of lot coverage.
 - Show bike parking locations.
 - Show trash enclosure locations.
 - Location, dimensions and area (in square feet) of all existing and proposed paving. Landscaping proposed and existing as required by land use review or Zoning Code for project, and erosion control plan (if any ground disturbance).
 - Indicate any water ways and wetlands areas on property.
 - Indicate all projections exceeding 24” from exterior walls including overhangs, awnings, etc.
 - Any work shown in the public right-of-way shall be referenced to an Infrastructure or ROW permit and shall be shaded back to clearly indicate that scope of work is not included in current application. Ensure no “build notes” are included for those items shaded back.
 - All site related improvements including grading and erosion control (If project includes a separate Site Improvement Permit (SIMP) grading and drainage plans are not required to be submitted with the building permit).
 - Utilities including gas lines, sewer lines, water lines, power lines, power poles, streetlights and water meters. (If project includes a separate Site Improvement Permit (SIMP) grading and drainage plans are not required to be submitted with the building permit).
 - Show existing and proposed finished grade based on spot elevations and two-foot contours

over entire site and extending five feet onto surrounding properties (If project includes a separate Site Improvement Permit (SIMP) grading and drainage plans are not required to be submitted with the building permit).

- Landscaping and irrigation plans that also include landscaping and irrigation for work in the ROW. (If project includes a separate Site Improvement Permit (SIMP) grading and drainage plans are not required to be submitted with the building permit).
- Drainage report in compliance with Central Oregon Stormwater Manual (COSM).
- **Floor Plan and Code Analysis that includes the following information:**
 - Identify location of all new/existing walls, doors, windows, etc.
 - Identify location of all new/existing walls, doors, windows, etc.
 - Identify fire alarm panel and remote annunciator(s) location.
 - Identify location of Fire sprinkler riser and sprinkler riser room.
 - Include occupant load calculation for every floor, room and/or space (including basements if applicable).
 - Identify all new, existing and eliminated exits.
 - Show maximum travel distance and all fire life safety requirements on egress plans.
 - Show accessible requirements, existing and proposed.
 - Note uses of adjacent tenant spaces.
 - Provide door and door hardware schedules.
 - Indicate all rated walls, doors, windows and penetrations.
 - Provide details and assembly numbers for any fire resistive assemblies.
 - Show location of appliances that can generate grease vapors.
 - Show and identify equipment.
- **Provide exterior building elevations for each side of the building**
- **Provide reflected ceiling plan that includes the following information:**
 - Indicate location of all emergency lighting
 - Identify Exit signage locations
 - Provide lighting fixture schedule
 - Provide ceiling construction details.
- **Provide Accessibility plans and details:**
 - Provide enlarged floor plans of all restroom and showering facilities.
 - Provide parking space requirements, width, striping, signage, wheel stops, etc. for accessible standard to comply with ORS 447.233. NO PARKING striping required in access aisle in addition to NO PARKING signage
 - Provide details indicating accessibility requirements for required accessible elements of the building and site.

STRUCTURAL PLANS AND DOCUMENTS

- Structural Calculations
- Foundation Plan that includes the following information:
 - Identify size and locations of all footings and foundation components
 - Provide foundation details
- **Floor framing Plan for each floor/mezzanine level that includes the following information:**
 - Specify size, spacing, and span and wood species or metal gage for all framing members
 - Indicate all shear walls and lateral design requirements
 - Indicate all wall, beam and floor connections
 - Provide framing details
 - Provide stair framing details that show stair section, rise, run, landings,

headroom, handrail and guardrail dimensions and connections.

- **Roof framing Plan that includes the following information:**
 - Specify size, spacing, and span and wood species or metal gage for all framing members
 - Indicate all wall, beam and roof connections
 - Provide framing details
- **Storage racking that exceeds 5'-9" in height**
 - Structural calculations for seismic bracing
 - Plan showing racking layout and commodities being stored
 - Details of racking attachments to floor and other structural members.
- **Solar-Ready Construction (Required as of 04/01/2023, 2022 OSSC 3111.4)**
 - Solar-ready zone unless exemptions are met per Section 3111.4.2
 - The location and size of the solar-ready zone.
 - The future interconnections pathway and termination in accordance with Section 3111.4.8
 - The location requirements, including but not limited to, future fire fighter access and escape pathways as required by Section 3111.3.4
 - The structural design loads for roof dead load and roof live load in accordance with Section 3111.4.7
 - Other data necessary to identify conformance.

ELECTRICAL PLANS AND DOCUMENTS

For non-complex structures: Plumbing and/or Electrical plan review is only required for a “complex structure” per OAR 918-780-0040 and 918-311-0040. If non-complex, they will not be reviewed unless requested below and will be subject to field review at the time of inspection. Electrical and plumbing plans and information are still required to be submitted.

- **Electrical review requested? (*Plan review fees apply)**
 - Panel schedule
 - Single line diagram
 - Load calculations
 - Conduit and conductor sizes including grounding (GEC, EGC)
 - Electrical energy compliance forms.
 - Location of all fire rated assemblies
 - [Commercial Electrical scope of work worksheet](#)

PLUMBING PLANS AND DOCUMENTS

For non-complex structures: Plumbing and/or Electrical plan review is only required for a “complex structure” per OAR 918-780-0040 and 918-311-0040. If non-complex, they will not be reviewed unless requested below and will be subject to field review at the time of inspection. Electrical and plumbing plans and information are still required to be submitted.

- Plumbing review requested? (*Plan review fees apply)**
- Is there an increase to an existing water meter or a new water meter proposed in this scope of work? Yes No
- Plumbing plans that include fixture flow calculations and locations of all fire rated assemblies.

All Restaurant and Food/Beverage Service Establishments (including small deli types) Require Grease Interceptors.

- Specific use for each fixture
- How each fixture will be plumbed and vented
- The type of food to be served
- Cleaning procedure for kitchen cooking appliances and floors
- Provide proposed size of interceptor
- Provide drainage fixture units for all fixtures.
- Provide drainage fixture units for all grease producing fixtures that will be going through the interceptor.
- Capacity (in gallons) of fixtures draining into interceptor

Food-Related Activities

Any food- or beverage-related commercial activity will require licensing and inspection by either the Deschutes County Environmental Health Division or the Oregon Department of Agriculture's Food Safety Division. Plan review by one of these two agencies will also be required.

- Food Service (i.e. restaurant, deli, café, coffee shop, brew pub, catering operation, mobile food vendor, etc.). *Businesses of this type would contact Deschutes County Environmental Health Division at 541-322- 7400.*
- Food or beverage processing, manufacturing, sales, warehousing/distribution (i.e. grocery store, convenience store, home-based food businesses, beverage production and/or sales; includes wine, non-alcoholic beverages, bottled water, brewery, etc.), food products warehouses, bakery, meat market, food processing (includes the manufacture and/or handling of any food product). *Businesses of this type would contact Oregon Department of Agriculture Food Safety Division at 541-923-0754.*
- Medical Gas Plans: Show location of all piping, valves, vacuum pumps and compressors. Show size and type of all piping and fittings. Show location and type of all alarms and outlets. Show location and volume of all supply gas. Provide specifications of vacuum pumps and compressors and ventilation requirements for storage areas.
- [Commercial Plumbing scope of work worksheet](#)

Waste Water Pretreatment

Have you confirmed the industry which is being permitted is in compliance with local, state and federal regulations for discharge of wastewater? It is the responsibility of the applicant to complete that confirmation.

For more information or guidance in this matter, contact the City of Bend Industrial Pretreatment Program Division at 541-317-3000 or visit their website at

<https://www.bendoregon.gov/government/departments/utilities/industrial-pretreatment>. For a list of industries required to comply with pretreatment requirements visit <https://www.epa.gov/eg/industrial-effluent-guidelines>

MECHANICAL PLANS AND DOCUMENTS

- Ventilation calculations
- Mechanical layout plan
- Location of all fire rated assemblies and smoke/fire dampers
- Mechanical Energy compliance forms
- Commercial Mechanical scope of work worksheet (add link)

FIRE SPRINKLER PLANS AND DOCUMENTS

- Fire sprinkler plans that show the following information:
 - Site plan showing fire line location, size and FDC location
 - Fire sprinkler plan showing sprinkler layout
 - Location of all rated assemblies
 - Riser detail
- Flow report – Flow reports must be dated within 12 months of submittal
- Hydraulic calculations
- Product cut sheet for devices and equipment

FIRE ALARM PLANS AND DOCUMENTS

- Fire alarm plans that show the following information:
 - Fire alarm plan showing device layout (including carbon monoxide detectors) and fire alarm control panel, sequence of operations matrix and riser diagram.
 - Battery calculations.
 - Voltage drop calculations.
 - Product cut sheets for devices and equipment.

DRONE AUTHORIZATION

I, _____ (owner/agent) authorize the City of Bend to operate an unmanned aircraft system over the property listed on this application. I understand licensed operators will abide by all state and federal laws and regulations. I understand that the information collected is solely for the purpose of building inspection verification of compliance with applicable building codes and ordinances. This authorization expires upon approval of the final inspection.

Digital signature:

PUBLIC POOLS AND SPAS

Any entity proposing the placement of a pool or spa for public use will require plan review, licensing and inspection by the Deschutes County Environmental Health Division. If a public pool or spa is proposed contact John Mason, Public Health Specialist at 541-388-6598, johnm@deschutes.org or visit their website at www.deschutes.org/health/page/public-pools.



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, 541-388-5580; Relay Users Dial 7-1-1