



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](http://www.bendoregon.gov/permitcenter).

## COMMERCIAL SUBMITTAL CHECKLIST

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

### General

- ☐ Submitted documents should be under 40 MB in size.
- ☐ File extensions must be PDF only.
- ☐ File security shall allow for markups/approval stamp. Digital seals must be unlocked.
- ☐ Required naming conventions: See [Building Drawing File Naming Instructions](#)
  - o Keep filename consistent
  - o 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 upload. Unflattened plans will be returned for correction. See [How to Flatten AutoCAD File Instructions](#).
- ☐ Please review [Submission criteria for multipage files](#) for more information on resubmittals and revisions.

### Forms, Documents and Plans Required at Submittal

Yes    N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <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 <a href="https://www.energycodes.gov/comcheck">https://www.energycodes.gov/comcheck</a> |
| <input type="checkbox"/> |                          | Completed and signed <a href="#">Energy Code Compliance form</a>  |
| <input type="checkbox"/> |                          | Completed <a href="#">Emergency Responder Radio Coverage (ERRC) Checklist</a> for all new construction  |

- ☐ ☐ Completed and signed Special Inspection Agreement; see Specific Requirements- Special Conditions item 2 of this form
- ☐ ☐ Completed and signed Deferred Submittal Agreement if choosing to defer items required for review
- ☐ ☐ Completed and signed Phased Construction Agreement if choosing to phase construction or occupancy

Yes N/A

Suite layout if structure includes suites or if the site includes multiple buildings. See Specific Requirements- Special Conditions item 11 of this form  
Vicinity map

- ☐ Completed System Development Charges Worksheet
- ☐ Asbestos survey and/or abatement report if any renovation OR demolition will occur.
- ☐ 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; see Specific Requirements- Special Conditions item 12 of this form
- ☐ ☐ Commercial/Industrial Valuation Worksheet – (only required for projects with mixed residential and commercial uses)
- ☐ ☐ Completed Access Controlled Egress Systems Checklist if the project includes new installation of or renovation to an existing access control system

## Structural Design Criteria

To view Oregon 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

## Site Plans *(Required for all projects including remodels)*

Yes N/A

- ☐ ☐ Property lines, adjacent street names, easement locations and types, north arrow, drawing scale and lot area in square feet
- ☐ ☐ All site related improvements including grading and erosion control (if ground disturbance is proposed)
- ☐ ☐ 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)
- ☐ ☐ Utilities including gas lines, sewer lines, water lines, power lines, power poles, street

- lights and water meters
- ☐ ☐ 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
- Yes N/A
- ☐ ☐ Show existing and proposed finished grade based on spot elevations and two-foot contours over entire site and extending five feet onto surrounding properties
- ☐ ☐ 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
- ☐ ☐ 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, 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

## Architectural/Construction Drawings – Minimum Requirements

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 Engineer's or Architect's seal and signature. **All change in occupancy permits are to be designed by an Oregon Registered Design Professional and to include Engineer's or Architect's seal and signature.**

### Cover Sheet:

- ☐ Completed [Commercial Cover Sheet](#) – City of Bend standard commercial cover sheet is required for **all** commercial projects.

### Floor Plan:

- Yes N/A
- ☐ Specify use of each room and/or area
- ☐ Include occupant load calculation for every floor, room and/or space
- ☐ Identify all new, existing and eliminated exits
- ☐ Show maximum travel distance and all fire life safety requirements on egress plans
- ☐ Show locations of all permanent rooms, walls and shafts
- ☐ Note uses of adjacent tenant spaces
- ☐ Provide door and door hardware schedules

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify location of all new walls, doors, windows, etc.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide details and assembly numbers for any fire resistive assemblies                |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate all rated walls, doors, windows and penetrations                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a legend that distinguishes existing walls, walls to be removed and new walls |

**Floor Plan continued**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Show location of appliances that can generate grease vapors                  |
| <input type="checkbox"/> | Identify fire alarm panel and remote annunciator(s)                          |
| <input type="checkbox"/> | Include basement areas (whether they are to be used for this project or not) |
| <input type="checkbox"/> | Show fire sprinkler riser rooms  |
| <input type="checkbox"/> | Identify location of specialty suppression systems                           |
| <input type="checkbox"/> | Show accessible requirements, existing and proposed                          |

**Solar-Ready Construction (Required as of 04/01/2023, 2022 OSSC 3111.4):**

Yes    N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Solar-ready zone not required per Section 3111.4.2  |
| <input type="checkbox"/> | <input type="checkbox"/> | The location and size of the solar-ready zone.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The future interconnections pathway and termination in accordance with Section 3111.4.8.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The location requirements, including but not limited to, future fire fighter access and escape pathways as required by Section 3111.3.4 |
| <input type="checkbox"/> | <input type="checkbox"/> | The structural design loads for roof dead load and roof live load in accordance with Section 3111.4.7                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other data necessary to identify conformance.   |

**Exterior building elevations:**

Yes    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide exterior building elevations (1 for each side of building) |
|--------------------------|--------------------------|--|

**Reflected Ceiling Plan:**

Yes    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide ceiling construction details                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of all emergency lighting and exit signage |
| <input type="checkbox"/> | <input type="checkbox"/> | Include lighting fixture schedule                        |

**Framing Plan and Stair Details:**

Yes    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Specify size, spacing, span and wood species or metal gage for all stud walls                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate all wall, beam and floor connections  |
| <input type="checkbox"/> | <input type="checkbox"/> | Include stair section showing rise, run, landings, headroom, handrail and guardrail dimensions |

**Trade Permit Submittal Requirements (to be included with submittal):**

*All mechanical, plumbing, and electrical permits will require a scope of work form completed by the sub-contractors before the total permit cost can be calculated and before the permit can be issued.*

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing plans
<input type="checkbox"/>	<input type="checkbox"/>	<u>Plumbing Scope of Work Worksheet</u> (to be provided when Plumbing Permit is required)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical plans
<input type="checkbox"/>	<input type="checkbox"/>	<u>Electrical Scope of Work Worksheet</u> (to be provided when Electrical Permit is required)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plans
<input type="checkbox"/>	<input type="checkbox"/>	<u>Mechanical Scope of Work Worksheet</u> (to be provided when Mechanical Permit is required)

### Storage Racks (if applicable):

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations required for seismic bracing of racks 6 feet or greater in height
<input type="checkbox"/>	<input type="checkbox"/>	Show the positive connection to floor and/or walls for racks 6 feet or less in height
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Plans
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Product Cut Sheets
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Plans
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Cut Sheets
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Hydraulic Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<u>Fire Sprinkler Affidavit</u> (can only be used if project meets Fire Sprinkler Affidavit qualifications; see form)

### 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:

### Specific Requirements – Special Conditions

#### 1. Egress lighting

If there is a requirement to complete an egress lighting inspection, we offer this service after hours for those customers interested in not having to 'black-out' the facility for inspections. This

inspection may be paid for as part of your total permit costs, at your discretion or paid for at the time of the actual inspection.

Yes  
☐

No  
☐

I am requesting that the inspection be charged at current after-hours fees to be paid at the time of permit issuance.

Any requests for refunds will be subject to the current City of Bend refund policy.

## 2. Special Inspections

Any commercial project requiring special inspections by the design professional and/or by State code, is required to submit a complete Special Inspection and Testing Agreement before permit issuance.

Yes  
☐  
☐

No  
☐  
☐

Are special inspections required by the Design Professional?

All required signatures and individual Special Inspector names shall be provided.

## 3. 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.

Yes  
☐

No  
☐

Will there be use of procedures that render a patient incapable of unassisted self-preservation? (Example may include the use of general anesthesia which could result in a patient becoming incapable of recognizing a fire emergency or of immediately leaving the building without assistance)

## 4. Demolition

Any commercial project containing renovation OR 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.

Is demo work to take place? ☐ Yes ☐ No

## 5. Water Meter

Is there an increase to an existing water meter or a new water meter proposed in this scope of work? ☐ Yes ☐ No

## 6. SDC Worksheet

☐ SDC Worksheet must be provided regardless of scope of project.

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

Yes  
☐

N/A  
☐

Project requires grease interceptor

*Plans for grease interceptors must include the following items:*

☐ Floor plan showing all plumbing fixtures to ¼ scale

- ☐ 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 that will be going through the interceptor
- ☐ Capacity (in gallons) of fixtures draining into interceptor

## 8. 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.

Yes

☐

No

☐

Will there be any food- or beverage-related activities?  
If yes, check which type applies below

- ☐ 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.*

## 9. Potable Water

All commercial water services must have a backflow prevention assembly installed for premise isolation and initial or annual testing must be current and on file with the Public Works Department. Existing facilities which do not have a backflow prevention assembly installed, do not have the proper assembly type installed or do not have current testing on file will be required to resolve prior to final inspections of any permitted renovations as part of the permit approval conditions. Please see below for a list of uses which require specific assembly installations:

***The following businesses with the listed conditions require isolation by an approved Air Gap or Reduced Pressure Principal type assembly:***

Agricultural use, beverage bottling plants, auto wash, chemical manufacturing, commercial laundries and dry cleaners, film processing plants, food processing plants, laboratories, metal plating industries, blood plasma centers, mortuaries, petroleum processing or storage plants, wastewater lift and pumping stations and treatment plants, medical facilities including but not limited to hospitals, medical clinics, nursing homes and veterinary clinics;

***The following premises with any of the following conditions:***

Both reclaimed and potable water are used, irrigation systems which use chemical additions directly into water system, pressured piping is used to convey liquids other than potable water and the piping is installed in proximity to potable water supply, an auxiliary

water supply is connected to potable water supply, water is being treated by the addition of chemical or other additives

☐ Project requires approved air gap or reduced pressure principle type assembly

#### 10. Waste Water Pretreatment

Have you confirmed the industry which is being permitted is in compliance with local, state and federal regulations for discharge of waste water? 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>

#### 11. 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](mailto:johnm@deschutes.org) or visit their website at [www.deschutes.org/health/page/public-pools](http://www.deschutes.org/health/page/public-pools).

#### 12. Address

A valid physical address is required on application. If the building includes suites or if there are multiple buildings on the site, the following information will be required with the Construction Permit Application. Provide an 8 ½" x 11" floor plan including suite number layout with any existing suite numbers in use and/or, if more than one building on lot, provide 8 ½" by 11" site plan including any existing building identifiers. Floor plan must include all tenant spaces, including tenant business names. Please contact the City of Bend Address Coordinator at 541-388-5528 with any questions.

Yes  
☐

No  
☐

Building has suites

Site has multiple buildings

#### 13. Affordable Housing

Affordable Housing projects that have been approved for expedited permitting, SDC exemptions, or other affordable housing programs require the approval letter(s) 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.

Yes  
☐

No  
☐

Is this an affordable housing project

#### 14. Drainage

Effective February 2015, drainage reports are required to be submitted with ALL commercial projects with the exception of interior only renovations. Drainage report shall be in compliance with the Central Oregon Stormwater Manual.

☐ Drainage report provided



- ☐ Interior only renovation, exempt from drainage report requirement

### **15. ROW Street Trees Landscape and Irrigation**

Effective November 2024, landscape and irrigation requirements for ROW landscaping and street trees are in place. A landscape and irrigation plan for the ROW should be submitted, meeting standards listed in BDC3.2.4 and Part II Standards and Specs Chp.12. Street tree class and location should be depicted; trees must be chosen from the City of Bend approved street tree list.

**\*\*Additional fees may be charged for phased construction, deferred submittals, and project revisions.**



#### **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; Relay Users Dial 7-1-1.