



Building Safety Division  
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710 NW Wall Street, Bend OR 97703

## MASTER/REISSUE PROGRAM

### I. BACKGROUND

The purpose of this document is to set guidelines to allow for exact duplicates of approved one- and two-family dwelling plans to be reissued for a permit, and typically reduce the time needed for issuing a building permit by limiting the plan review required to non-structural site-related issues, such as setbacks and lot coverage.

### II. SCOPE

Projects utilizing the Master/Reissue program are limited to those that will be constructed “exactly” as shown on the approved “Master” application plans and located on a site that DOES NOT exceed 2’ slope across the site at the footing or require modifications to the design criteria or building construction. Attached residential structures such as townhomes are not eligible to be mastered unless the master includes the identical number of units and attachments, please inquire to the Building Safety Division for clarification on this prior to applying. All masters must be submitted as such, previously approved construction permits cannot be used as masters.

Master applications are not reviewed by any divisions other than Building Safety and therefore will not be reviewed for architectural features required of the Bend Development Code.

### III. GUIDELINES

#### Master Application:

1. Submit a complete set of plans and applicable truss details, floor system layout, beam calculations, engineering, etc. Plan sets may be multipage files if the options are extracted from the set and submitted as individual pages. Please reach out to [building@bendoregon.gov](mailto:building@bendoregon.gov) to discuss options prior to application.
  - a. Engineering must be approved for master set or a cover letter must be submitted with each reissue/duplicate review with engineering seal and signature specific to the new site.
2. The plans submitted shall indicate the permissible grades at the building perimeter (maximum and minimum), such as on the elevations or with a “typical” site plan.
3. The plans are reviewed for building code compliance.

4. The “Master” set is retained by City of Bend Building Safety Division for future reissue (duplicate) plans submittal as requested by the applicant.
5. All Master plans will expire 3 years after the date of issue or upon adoption by the City of a newer State code for one- and two-family dwellings, whichever comes first.

### **Options:**

1. Options may be included in the master, please contact the Building Safety Division at [building@bendoregon.gov](mailto:building@bendoregon.gov) to discuss the specific option.

### **Reissue Plans:**

1. To apply for a permit using reissue plans:
  - a. Submit an application for building construction referencing the intent to use the Master Application in the Description of Work section, include the permit number assigned to the Master Application;
    - i. The application type to select is New Construction
    - ii. For the work item for the building permit select Master/Reissue Plan Program Review of New Single-Family Dwelling. By using this work item the building plan review fees will be assessed at ½ the normal rate.
  - b. Follow the Residential Submittal Checklist for the site plans to be included in the submittal;
  - c. Submit cover letter for any engineering that was specific to “Master”;
2. Do not upload any of the plan documents, just those items that are specific to the site (site plan, engineering cover letter, stormwater compliance agreement, residential submittal checklist, geotech reports, etc.). Approved plans from the “Master” will be moved to the newly submitted reissue application by City staff, site plan will be reviewed and permit issued.
3. Turn-around time for issuing a permit under the Master/Reissue Program will vary according to workload – average time will be ten working days.

### **Revisions:**

1. Revisions do not align with the Master/Reissue program’s intent, please contact [building@bendoregon.gov](mailto:building@bendoregon.gov) to identify the best path forward. If reissue plans submitted for a building permit are altered from the “Master” plan on file with the City or are to be constructed on a site requiring alteration; that permit application will be disqualified and removed from the Master/Reissue Program. The following steps will be taken for such disqualified projects.
  - a. Application will be reviewed in the standard (non-reissue) turnaround time for one- and two-family dwelling permits, and;
  - b. Additional fees will be assessed for the additional review time, and;
  - c. Inspections will NOT commence until the plan changes are approved by the Building Safety Division, and other Divisions as applicable.

**To Apply For Master:**

1. Application type: Other Building Safety Reviews/Permits
2. Description: Provide a unique name for the master project
3. Permit type: Building Permit
4. Work Item: Master Plan Review Only
5. Location: This field must be filled out but is not truly needed for the master; use the address of the applicant or if the address is not in Bend use the blue hyperlinked "Can't find address?" to enter an address outside of Bend
6. Contacts: Use the blue hyperlinked "Add Business From Address Book" and add the firm submitting the master (typically the contractor that will build the unit)
7. Upload the appropriate documents
8. Complete the Review and Submit step
9. Review fees will be assessed after the review is complete and are required to be paid prior to "issuance" of the master