



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).

## PHASED CONSTRUCTION AGREEMENT

### Application Instructions

Pursuant to ORS 455.467, the Building Safety Division provides phased construction permit processing services as requested by a permit applicant (hereinafter named "applicant"), who must be the owner or owner's authorized agent as set forth in OSSC section 105.1.

*Phased construction permit processing is available only for large or complex commercial projects which are planned, designed, or coordinated under the direct control and supervision of a registered design professional, as defined in OSSC section 202.*

The attached Phased Construction Application must be completed by the applicant and submitted to the Building Safety Division before phased permit processing services can be provided. The number and types of phases are limited and subject to the approval of the Building Official based on the complexity of the project. A pre-submittal meeting is required prior to submitting plans for approval of phasing.

Once a phased construction application is approved, the applicant may be issued a permit for any part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been submitted complying with applicable requirements of codes, laws and regulations.

Phased construction is permitted by the Building Safety Division subject to the following conditions:

1. Each permitted phase of construction shall proceed at applicant's own risk with the building operation and without assurance that a permit or certificate of occupancy for the entire building or structure will be granted until all applicable requirements of codes, laws and regulations are met, including but not limited to fire and life safety plan review.
2. Approval of each permitted phase under phased construction shall be granted for specific scope of work, which shall be clearly indicated on the approved construction documents for that phase of construction.
3. The applicant is solely responsible for scheduling and sequencing of work constructed under each phase of the project.



#### Accommodation Information for People with Disabilities

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4. The applicant shall be responsible for ensuring that the project meets all code requirements, and that construction of the project does not proceed beyond the scope of work authorized until and unless the construction documents for subsequent phase(s) of construction have been approved and issued by the Building Safety Division.
5. The construction documents for each phase shall be sufficiently complete and clear as set forth in OSSC 107.3.3 to show in detail how the proposed work is phased and will conform to applicable provisions of the codes, laws and regulations. Where applicable for certain occupancies pursuant to the requirements of ORS 479.155(2), the construction documents shall show information specified in OSSC 107.3.5 for State fire and life safety plan review. A specific plan sheet showing the phased layout is required.
6. Before a certificate of occupancy can be issued for the project or a portion thereof, all work subject to a fire and life safety plan review shall be approved by the Building Safety Division. All final inspections for a specific phase must be approved.
7. Construction documents for each phase shall be stamped and signed by the Oregon registered architect or engineer of record for the design in accordance with applicable requirements of ORS 671.020(5) or ORS 672.020.
8. This form is subject to change by the Building Safety Division without notice, pursuant to OSSC section 104.1.
9. Please see the current City of Bend fee schedule for the applicable phased construction review fees.
10. Failure to comply with this agreement may result in code enforcement proceedings with suspension of inspections, Stop Work Order, and daily penalties.
11. Each phase will need to be reviewed and approved by all city departments prior to issuance of a phase.

In buildings that are proposed to be multi-tenant buildings, tenant Improvements will be separate permits and will not be considered as a phase. Shell/TI projects shall follow the Concurrent Commercial Shell and Tenant Improvement permits guidelines. (add link)

### **Limitations for Phased Projects:**

1. Projects requesting a foundation only phase shall be allowed on a case-by-case basis. The request for a foundation only phase shall be approved by the building official prior to submittal of the foundation only phase. Coordinate with the assigned permit technician prior to submittal.
2. If proposed phasing includes a foundation only phase deferred submittals are not allowed. All work occurring under slabs shall be included in the foundation only application.

### **Limitations for Phased Occupancy:**

1. SIMP permit shall have approved final inspections from all departments prior to occupancy of the first phase.
2. Final inspections from all departments prior to occupancy of the first phase.
3. Fire Department shall review proposed safe guards during construction of other phases prior to occupancy of the first phase.



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## Phasing plan requirements:

The guidelines below list the minimum information necessary for review of each phase permit package. Since every project is unique, some of the information may not apply to your project, or you may be asked to provide additional information that is not listed here.

Drawings showing work to be constructed under the partial permit are to be marked "For Construction." Drawings showing work that is to be completed under a different package are to be marked "For Reference Only."

### Foundation Phased Permit:

1. Site plan
2. 100% complete construction drawings for the scope of work being completed under the foundation permit, including any under-slab utilities.
3. 100% structural calculations for the work under the foundation permit
4. All supporting documentation for the work to be done under the phased permit including specifications, soils report, special inspection, storm, sanitary and water calculations, and structural observation program that has not already been submitted
5. Structural shell drawings marked "For Reference Only"
6. Building shell drawings marked "For Reference Only"
7. Fire Safety/Building Code Summary

### Structural Shell Phased Permit:

8. Site plan. If site work was done under previous phased permits, please mark site plans "For Reference Only." Please reference building permit number for prior work
9. 100% complete construction drawings for the work under the structural shell phased permit
10. 100% complete structural calculations
11. All supporting documentation for the work to be done under the phased permit including specifications, soils report, special inspections and structural observation program
12. Fire Safety/Building Code Summary

### Tenant improvement:

13. Tenant improvements are not considered a phase and shall be applied for as a separate permit. See commercial submittal checklist for plan and documentation submittal requirements.

## Project Information

Application Number: \_\_\_\_\_

*Please specify below the primary contact who will be responsible for notifying all parties of status of plan review.*

Design Professional of Record: \_\_\_\_\_



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Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Phased Construction Submittals***Please specify below how the project is proposed to be phased (Maximum of 6 phases):*

Proposed Construction Phase:	Proposed Valuation of phase	Proposed Submittal Date	Certificate of Occupancy
1. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
2. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
3. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
4. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
5. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
6. _____ <u>Description of work for this phase</u>		_____ _____	<input type="checkbox"/>
<u>TOTAL VALUATION OF PROJECT</u>			

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## Acknowledgements

Permit applicant, contractor and owner hereby acknowledge that the conditions for phased construction as specified above on the Application Instructions have been carefully read, understood and agreed to.

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Responsible Design Professional's Name

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Responsible Design Professional's Signature

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Date

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Responsible Contractor's Name

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Responsible Contractor's Signature

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Date

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Owner/Owner's Agent Name

---

Owner/Owner's Agent Signature

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Date

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Building Safety Division Approval

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Date



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