



Building Safety Division
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PRE-APPROVED ADU PLAN PROGRAM

I. BACKGROUND

The purpose of this document is to provide guidance for utilizing the Pre-Approved Accessory Dwelling Unit (ADU) Plans Program. The program allows applicants to use an ADU plan set that has already been through building plan review and meets building code, reducing 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 Pre-Approved ADU Program are limited to those that will be constructed “exactly” as shown on the approved plan set provided by the City.

III. GUIDELINES

Options:

The ‘options’ provided at this time have an identical floor plan; the ‘option’ is between a shed roof and gable roof façade. You will identify the roof style selection on the submittal checklist.

Revisions:

Revisions to the pre-approved plans are prohibited.

To Apply:

1. Open your CityView Portal account: <https://cityview.ci.bend.or.us/Portal/>
2. Click “Apply” under the “Building, Permanent Signs & SDC Estimates” section
3. Application Type: New Construction/Installation
4. Description of work: please identify the plan as part of the pre-approved ADU program
5. Building Use: Accessory Dwelling Unit
6. Permit Type: Building Permit
7. Work Item: Master/Reissue Plan Program Review of New Accessory Dwelling Unit
8. Complete next steps until you get to Step 7 “Upload Files”
9. Upload Pre-approved ADU Program Checklist and any other documents/forms such as those listed on checklist.
 - a. Note: Do not upload the City’s approved plan set, City staff will upload from master file according to which roof option was selected via the checklist

10. Review and submit the application
11. After submittal, you will be notified minimum fees need to be paid. Go to “My Items” in Portal. Full review fees are assessed after the review is complete and are required to be paid prior to issuance of the building permit