



Building Safety Division  
City of Bend  
(541) 388-5528  
building@bendoregon.gov  
710 NW Wall Street, Bend OR 97703

## **Submission Criteria for Multipage Files**

### **General submission criteria for the multipage files:**

- Typically, the Architectural sheets would be a separate file from the Civil sheets.
- Provide a coversheet that includes a page directory as the first page in the file.
- Provide a space in the upper right-hand section of the plans for City approval stamp that is in identical location on all pages of the plan set. Reserved space shall be 1.75"x1.75" in size for larger than 11x17 pages and 1.25"x1.25" in size for 11x17 pages.
- Files shall be bookmarked with sheet number and name/description.

### **Pertaining to resubmittals/correction response and/or revisions:**

- Upload a full new multipage file versioned over original.
- Cloud all changes and provide a written narrative of the changes. Where there are many clouds on a single sheet, clouds shall be set to transparent opacity.
- Do not change the new file formatting from original such as scale, line color and size – these assists with an efficient re-review using overlay and compare tools.
- Do not delete or add pages, if pages must be added they shall be added at end of the file.



#### **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 or (541) 388-5528 option 2 then option 1; Relay Users Dial 7-1-1, and (541) 388-5519.