

PRE-APPROVED PLAN PROGRAM SUBMITTAL CHECKLIST

General

- Submitted documents should be under 40MB in size
- Accepted file extension: PDF
- Recommended naming conventions (see Building Drawing File Naming Instructions). *Avoid the use of non-friendly file names (example: K9dk38fj3.pdf.)*
- 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.
- Plan files shall be no smaller than 11x17"; shall be legible and drawn to scale

Documents

- Pre-Approved Plan Program Submittal Checklist (this form)
- Free Pre-Approved Plan Program – End User Agreement
- Site Plan
- Residential Water Meter and Supply Sizing Worksheet
- Geotechnical report (if needed)
- Septic Authorization Form (if needed)
- Statement of Stormwater Management Compliance Form
- ROW Landscape and Irrigation pre-approved template, if chosen
- Small Project Erosion Control Template
- Provide a completed Residential Stormwater Drainage Plan Template if any of the following conditions exist:
 - The project is creating or replacing 5,000 square feet of impervious surface (An *Individual Stormwater Maintenance Agreement* will be required).
 - The project is located within a development that is subject to a *General Stormwater*



Maintenance Agreement per an approved land division application (for land division applications submitted on or after 11/01/2025).

- Exemptions: The project provides a certified engineered design with formal drainage submittal as required per Bend Municipal Code Title 16 or the lot has ***pre-approved stormwater disposal*** into a regional or public system during infrastructure permitting.

Provide a completed Residential Wildfire Hazard Mitigation Checklist. As stated on the checklist, the items selected also need to be identified on the Elevation page(s).

Site Plan

- Legible, including North arrow and drawn to scale (such as 1"=20')
- Provide reserved space for City stamp
- Orientation of footprint matches floor, foundation and shear wall plans (i.e. garage left)
- Property line locations, existing easements with dimensions, tree locations and trunk diameter. Street tree species and locations, if required.
- ROW Right of Way planter dimensions (Length and Width) and Street tree class and locations, if required
- Show location of existing and proposed utilities (water, sewer, power, gas, phone and cable/broadband) with dimensions to property line and surrounding items. Note above grade items, including cabinets, vaults, pedestals and poles
- Show all adjacent street names
- Show outline of existing and proposed structures with distances to property lines and between structures; setbacks shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves
- Indicate height of all structures inclusive of roof ridgelines from finished grade
- Show building and garage entrances; driveway and access from street. Indicate driveway material (concrete, etc.). Include catch basins/cross pipes/drywells and any sidewalks adjacent to property
- Indicate and show breakdown of building surface coverage calculations (square footage of lot, building footprint and percentage of lot coverage). Include formula for 10% exclusion of decks and covered porches
- For flag lots or 3 story structures in the RS zone, include floor area ratio (FAR); see development code for details
- If on septic system, show drain field location. Submit completed septic authorization form
- Indicate elevation at property corners
- For slopes greater than 10%, show contours



- For lots with 4 ft. or more of elevation change across the building footprint, show existing and proposed elevations at the building corners
- Site drainage using arrows to indicate direction of flow and contours for final elevation; show location and type of structural stormwater facilities chosen for onsite drainage retention. Show all forms of drainage conveyance (gutters, downspouts, overland flow, area drains, hard pipe, cleanouts, etc.)
- For projects creating or replacing 5,000 sq. ft. or more of impervious surface, projects disturbing more than one acre or projects proposing a UIC (underground injection control), include drainage calculations (square footage of impervious surface x 0.21) and construction details (rock/soil size and type, depth, width, height, cross section drawing) on the site plan
- Proposed retaining walls. Indicate type of wall with top of wall and bottom of wall elevations

High Efficiency Lighting

Section N1107.2. All permanently installed lighting fixtures shall be high efficiency light sources.

Exception: Two permanently installed lighting fixtures are not required to be high-efficiency light sources when controlled by a dimmer or automatic control.

To conform to the 2021 Oregon Residential Specialty Code (ORSC), Section N1107, I am notifying the Building Official that I am aware of the high-efficiency lighting requirement of ORSC Section N1107.2 and have taken steps to meet this code requirement.

Printed Name

Date

Signature

Date



Moisture Content

Section R318.2 Moisture Content. Prior to the installation of interior finishes, the building official shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

To conform to the 2021 Oregon Residential Specialty Code (ORSC), Section R318.2, I am notifying the Building Official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement.

_____ Name of applicant	_____ Date
_____ Signature	_____ Date

Special Circumstances

Demolition

A separate Demolition application must be submitted if you wish to demo prior to approval of a project/permit.

Sidewalk and ADA Ramp Installation Requirements

- If an ADA curb ramp is required, submit for a separate ROW permit (required). All ramps must be designed by an engineer and reviewed by PDED for PROWAG and City Standards
- Sidewalks will be installed and need inspection and have already been reviewed on a PUD
- Sidewalks already exist on this property and have been previously reviewed and inspected
- Sidewalks are required per approved subdivision construction drawings, land use condition or are within 600 feet of existing sidewalk
- Sidewalks are **not** required per approved subdivision construction drawings, nor exist within 600 feet of the property

Driveway Approach/Curb Cuts/Sidewalk Cuts

- Public street access approach install, ROW permit required
- Public alley access, alteration to alley, ROW permit required
- Private street or private alley access, no ROW permit required
- Public alley access, no alteration to the alley, no ROW permit required



- Using existing approach, not cutting the curb, no ROW permit required
- Rolled curb, curb tight, not cutting the curb, no ROW permit required

Grading, Excavation and Stormwater Management Questionnaire

If any of the following apply to the site property, a Grading, Clearing and Erosion Control permit is required. A separate permit application must be submitted.

Grading/Excavation

Excavation of fill exceeding 2'– excavation foundations are exempt unless exceeding 3'

- Yes
- No

Excavation or fill within 2 feet of property boundary

- Yes
- No

Excavation, fill or vegetation removal in the Waterway Overlay Zone (BDC 2.7.6, BMC 16.10.020 a.v.)

- Yes
- No

Alteration or creation of slopes greater than 20%

- Yes
- No

Tree removal of trees greater than 8 inches diameter at breast on parcels greater than 1 acre

- Yes
- No

Retaining wall exceeding 6'; within ' of the property line; and/or has vehicular or building surcharge

- Yes
- No

Stormwater Management

Project creates or replaces 5,000 sq. ft. or more of impervious surface in total

- Yes
- No



Project disturbs more than 1 acre

- Yes
- No

Project proposes a drywell / UIC (underground injection control)

- Yes
- No

Is a drainage connection available for stormwater disposal into a regional or public system (for example: weepholes, laterals, etc.)?

- Yes
- No

Other

- SDC Deferral applies
 - SDC Deferral Program Application is attached. Application to defer the payment of the SDCs until Final Building Inspection should occur at the time of Permit Application and plans submission
 - Select Apply for SDC Deferral Permit Type and upload the SDC Deferral Application with your permit submission
- SDC Loan applies; SDC Loan Application is attached. *Applications for SDC Financing require a minimum of 7-10 business days to process. It is recommended that those applications be submitted at a time of plan submission.*
- Site contains greater than 12" of compacted fill material or less than 90% of the maximum dry density at optimum moisture content. Geotechnical report is provide.

Permits for temporary power are sold separately. Submit a separate Electrical Permit Application when ready to purchase your temporary power permit.

Plan Options for "The Joel"

Select one of the two façade options below:

- Gable style with roof trusses
 - Note: manufactured roof truss details will need to be provided on-site at time of framing inspection.
- Shed roof style roof with manufactured I-joists as roof rafters
 - Note: layout from I-joists manufacturer will need to be provided at framing inspection.

Foundation

- Crawl space with post and beam floor system, or



- Slab on grade

Heating and Ventilation

- Furnace (gas or electric)

Ventilation:

- With fresh air damper for whole-house ventilation capable of 30 CFM., or
- Separate ventilation system capable of 30 CFM

Duct work:

- Heating ductwork will be in conditioned space, or
- Heating ductwork will be deeply buried in insulation.

OR

Ductless heat pump and whole-house ventilation system capable of 30 CFM. *Note: Every dwelling unit shall be provided with heating facilities capable of maintaining a minimum room temperature of 68°F at a point 3 feet above the floor and 2 feet from exterior walls in all habitable rooms at the design temperature of 5°F. If heat pump cannot meet 5°F design temperature additional heat source must be provided.*

- Cadet wall heaters provided as additional heat source

Plan Options for “Mt. Bachelor”

Select one option below:

- Heat pump head in the garage
- No heat pump head in the garage

Plan Options for “Deschutes Bungalow”

Select one option below:

- Single vanity in the bathroom
- Double vanity in the bathroom

Plan Options for “Cascade Cottage”

Select one of each of the options below:

- Patio wall opening
- Kitchen nook with window
- Single vanity in the bathroom



- Include optional window in living area
- Bedroom nook with window
- No patio wall opening
- Second closet, no window
- Double vanity in bathroom

Plan Options for “The Modern Mill House”

Select one of each of the options below:

- French door in bedroom
- Patio roof and wall extension
- LVP flooring with cadet heater in bathroom
- Double casement window in bedroom
- No patio roof or wall extension
- Tile flooring with radiant unfloor heat



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.