

PRE-APPROVED PLAN PROGRAM

Background

The Pre-Approved Plan Program seeks to accelerate the permit approval process and reduce pre-construction costs. The program was created as a dwelling-unit plan incentive to help reach the City of Bend's unit production goals in response to our community's housing needs. This program lets property owners use a building plan that has already been reviewed and approved from a structural standpoint. Additionally, there is no charge to use the City's pre-approved plans, providing significant savings in the typical up-front design cost to the owner.

Purpose

The purpose of this document is to provide guidance for utilizing the Pre-Approved Plan Program. The program allows applicants to use a 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 just non-structural site-related issues, such as setbacks and lot coverage.

SCOPE

Projects utilizing the Pre-Approved Plan Program are limited to those that will be constructed "exactly" as shown on the approved plan set provided by the City. The City's pre-approved plans have only been licensed for permitting use within the City's jurisdiction. Applicants who want to use these licensed plans must include the City's "User Agreement" with their permit application documents.

The City of Bend has reviewed the plans for minimum Oregon Residential Specialty Code (the "code") compliance and the plans meet the minimum Code compliance. However, applicable site-specific review and permitting fees still apply and use of the plans does not exempt applicants from other required documentation in support of the plans and use of the plans for a specific site.

GUIDELINES

Options:

Most of the plans come with a mirrored option which allows the applicant to choose the orientation that is appropriate for construction on their specific property. Each plan set may also include a specific plan sheet for minor, non-structural options that the applicant may



choose at the time of application. Select specific plans may also include additional minor structural options such as roof design or covered porch designs specific to the design.

Only the pre-approved options are allowed, and the applicant must choose them prior to permitting. The applicant will identify their option selections on the submittal checklist, pertaining to their specific design choice.

Revisions:

Revisions to the pre-approved plans are prohibited. Unless otherwise deemed necessary by the Building Official for unprecedented and/or considered applicable to site conditions by the Building Official, pre-approved plans may not be revised. If such a revision is required, the applicant is responsible for all associated design cost and applicable fees.

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 City of Bend's pre-approved plan program and include the name of the chosen plan.
5. Building Use: Single Family Dwelling or Accessory Dwelling Unit
6. Permit Type: Building Permit
7. Work Item: Master/Reissue Plan Program Review of XXX
8. Complete next steps until you get to Step 7 "Upload Files"
9. Upload Pre-approved Plan Program Checklist, Agreement 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 options were 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



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.