



Building Safety Division, City of Bend
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710 NW Wall Street, Bend OR 97703

RESIDENTIAL SUBMITTAL CHECKLIST

GENERAL

- ☐ Submitted documents should be under 40MB in size
- ☐ File extensions must be PDF only
- ☐ Plan files shall be named with a general description of what the plan contains. Example names: 1st Floor Plan, Site Plan, Foundation Plan, Structural Details, etc. Do not include project name, address, etc. If necessary, information such as lot number can be placed after the general description but the file name should not end with a number. If including the lot number, end the file name with an abbreviation of the subdivision name.
Example: 1st Floor Plan Lot 89 DW.
- ☐ Plan files shall be no smaller than 11x17", shall be legible and drawn to scale (such as 1"=20')
- ☐ Drawings may be multipage files. Each file shall include a page directory/sheet index as the first page in the file. Each file set shall be bookmarked.
- ☐ Each page of each file shall have dedicated space reserved for the City's approval stamp located in the upper right-hand corner as close to the title block as possible, structural calculation packages only require reserve space on the cover page. 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 and smaller.
- ☐ 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](#).
- ☐ Please review [Submission criteria for multipage files](#) for more information on resubmittals and revisions.

SITE PLAN

- ☐ Interior Remodel - Site plans are not required for projects consisting of only internal remodels.

Plan shall include the following:

- ☐ North arrow
- ☐ Ensure 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
- ☐ Location of existing and proposed utilities (water, sewer, power, gas, phone and cable/broadband), from property line to the structure(s). Note above grade items, including cabinets, vaults, pedestals and poles
- ☐ All adjacent street names
- ☐ 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

- ☐ 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
- ☐ 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

PLANS

Plans shall include the following:

- ☐ Provide reserved space for City stamp
- ☐ Foundation plan showing all structural elements including hold down locations
- ☐ ROW Right of Way landscape and irrigation plan adhering, to BDC 3.2.4, or a completed pre-approved ROW landscape [template](#). Full list of requirements found [here](#).
- ☐ Elevations accurately representing building site and grading (1 for each side of the building showing existing and finished grades) with dimensions from finished grade to peak of highest point on roof. For sloped lots, provide dimension at each corner and mid-point for all four elevations
- ☐ Typical cross sections for the living space and garage space
- ☐ Lateral bracing design per 602.10 or engineered design
- ☐ Any engineering provided must contain a current Registered Architect or Engineer signed stamp and design criteria. All items from the engineering packet must be included on all appropriate plan sheets

- ☐ Detailed floor plans with square footage; include location of heat source and water heater as well as type (gas or electric). Indicate emergency egress windows with required dimensions and sill heights for bedrooms and basements
- ☐ Floor framing (if using an engineered system, a layout will be required from the manufacturer, including the size, type and spacing of all floor joists, as well as the size and type for all supporting beam and cross-referenced design calculations). All floor framing sheets, details and beams must match
- ☐ Roof framing (if using Roof Trusses, provide engineered details of all trusses to be used including a layout indicating the placement of each truss). Include engineered drag trusses and truss bracing details
- ☐ Beam calculations with all beam sizes and identified and cross-referenced on the plans

FORMS/OTHER

- ☐ [Residential Energy, WHV, Moisture Content and Lighting Form](#)
- ☐ [Statement of Stormwater Management Compliance Form](#)
- ☐ [ROW Landscape and Irrigation pre-approved template, if chosen](#)
- ☐ Provide [Residential Water Meter and Supply Sizing Worksheet](#) if any of the following conditions apply and the property is within the City's water district:
 - Adding a new dwelling unit to a lot with an existing dwelling unit
 - Request to upsize a water meter under a construction permit
 - Adding any plumbing fixtures
- ☐ [Small Project Erosion Control Template](#)
- ☐ Beginning 1/1/2026: 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.
- ☐ Beginning 5/15/2026: For new construction permit applications, 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).
- ☐ Affordable Housing projects that have been approved for Affordable Housing expedited permitting or SDC exemptions are required to submit the approval letter(s) at the time of application.

WATER METER

- ☐ City of Bend Water District

Meter size requested:

- ☐ ¾" Water Meter
- ☐ 1" Water Meter
- ☐ Other Water District _____

GREY WATER

- ☐ Grey water system proposed, plumbing plans shall be provided as well as DEQ approval letter identifying permit type that is approved.
 - ☐ Reuse system
 - ☐ Disposal system

DEMOLITION

In accordance with Oregon Department of Environmental Quality (DEQ) regulations, certain categories of buildings must be inspected for the presence of Asbestos Containing Material (ACM) prior to any demolition/renovation activities. This applies to **all residential buildings with four or fewer dwelling units constructed prior to January 1, 2004. Asbestos survey is required prior to issuance of a remodel and/or addition permit undergoing demolition**, if the asbestos survey identifies asbestos as being present an asbestos abatement report will also be required. For more information, please contact Erik Shafer with the Oregon DEQ Bend office at (503) 688-0493 or visit their webpage: <http://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>

Was the structure built prior to January 1, 2004?

- ☐ Yes –
 - Will the structure, or a portion of the structure, be demolished with this permit?
 - ☐ Yes ☐ No
 - Will any existing materials be removed (i.e. flooring, gypsum, “popcorn” ceiling texture)?
 - ☐ Yes ☐ No
- ☐ No – Project is exempt from asbestos requirements.

SIDEWALK AND ADA RAMP INSTALLATION REQUIREMENTS

- ☐ Interior Remodel – not required for projects consisting of only interior remodels.
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- ☐ 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

- ☐ Interior Remodel – not required for projects consisting of only interior remodels.

- ☐ Public street access approach install, ROW permit required
- ☐ Public alley access, alteration to alley, ROW permit required
- ☐ Private street or Private alley with public access easement – ROW permit required
- ☐ Private street or Private alley with no public access easement – 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

- ☐ Interior Remodel Only – not required for projects consisting of only interior remodels.

If any of the following apply to the site property, a Grading, Clearing and Erosion Control permit and stormwater management review is required.

Please indicate if the conditions below exist on the site:

Grading/Excavation

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Excavation of fill exceeding 2'– excavation foundations are exempt unless exceeding 3' |
| ☐ | ☐ | Excavation or fill within 2 feet of property boundary |
| ☐ | ☐ | Excavation, fill or vegetation removal in the Waterway Overlay Zone (BDC 2.7.6, BMC 16.10.020 a.v.) |
| ☐ | ☐ | Alteration or creation of slopes greater than 20% |
| ☐ | ☐ | Tree removal of trees greater than 8 inches diameter at breast on parcels greater than 1 acre |
| ☐ | ☐ | Retaining wall exceeding 6'; within 2' of the property line; and/or has vehicular or building surcharge |

Stormwater Management

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Project creates or replaces 5,000 sq. ft. or more of impervious surface in total |
| ☐ | ☐ | Project disturbs more than 1 acre |
| ☐ | ☐ | Project proposes a drywell / UIC (underground injection control) |
| ☐ | ☐ | Is a drainage connection available for stormwater disposal into a regional or public system (for example: weepholes, laterals, etc.)? |

OTHER/SDC

- ☐ 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
- ☐ SDCs 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 the 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 provided

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



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 541-388-5580 extension 2. Relay Users Dial 7-1-1