

How do I get an inspection?

Any work done under a permit must be inspected by a certified inspector.

When the permit is issued, detailed information will be provided explaining the inspection process. Inspection requests must be made 24 hours in advance.

Be prepared to furnish *detailed* directions to the job site.

Unless all of the work is outside and accessible, an adult needs to be at the site to provide access for the inspector.

Things to do

Be an informed consumer when buying a product or contracting a service:

1. Call the Building Codes Division or the Construction Contractors Board to verify active license and/or registration.
2. Call the Better Business Bureau.
3. Talk to other consumers.
4. Compare prices.
5. Ask for references and contact them.
6. Be sure you have a written contract and read it carefully before signing.

Local Phone Numbers

Building	(541) 388-5528
Building Inspection Line.....	(541) 388-5545
Planning (Land use, Zoning).....	(541) 388-5580
Public Works.....	(541) 317-3000
Engineering	(541) 388-5570
Grading	(541) 388-5570
Police Non-Emergency.....	(541) 322-2960
Emergency.....	911
Fire.....	(541) 322-6300
Historical & Cultural Resources.....	(541) 388-7927
Code Enforcement	
Attractive Nuisances	(541) 312-4908
Building Code Violations	(541) 312-4908
Construction Noise	(541) 312-4908
Grading/Dust Enforcement	(541) 388-5558
Lighting Complaints	(541) 312-4908
Trash Rubbish and/or Debris	(541) 312-4908
Zoning Complaints	(541) 312-4908
Water/Sewer Billing.....	(541) 388-5515

State of Oregon Offices

Tri-County Service Center	(503) 872-6731
Salem Building Codes.....	(800) 442-7457 or (503) 378-4133
Construction Contractors Board....	(503) 378-4621
Better Business Bureau	(503) 226-3981
Attorney General's Consumer Hotline:	
Portland	(503) 229-5576
Salem.....	(503) 387-4320
Toll-free	(877) 877-9392



Do I need a structural permit?

One- and two-family dwellings



**For more information,
visit our web site
www.ci.bend.or.us**

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City of Bend
Community Development Department
Building Division
710 NW Wall St.
P.O. Box 431
Bend, OR 97709
(541) 388-5528

Safety first

For your safety, your family’s safety, and the safety of future occupants — and to avoid expensive mistakes — **do not do any structural work that is beyond your skill level.**

When do I need a building (structural) permit?

A permit **is required** to construct, enlarge, alter, move or demolish any one- or two-family dwelling or related structure. For example:

- add a room
- build, demolish, or move a carport, garage, or shed of more than 200 square feet and/or greater than 10’ in height
- finish an attic, garage, or basement to make additional living space
- cut a new window or door opening, or widen existing openings
- move, remove, or add walls
- build a stairway
- build a retaining wall more than four feet high or supporting a surcharge
- build a deck more than 30 inches above grade
- put up a fence more than six feet high
- replace or repair as much as two layers of roofing, if there is no replacement of sheathing (30% of roof or greater)

If you are not sure you need a permit, call the building division responsible for your area.

What can I do without a permit?

You **do not need** a permit to do the following minor repairs and maintenance on a one- or two-family dwelling:

- paint buildings that are not historic landmarks
- blow insulation into existing homes
- put up storm windows
- install window awnings not more than 54 inches deep (and not in a design zone) that are supported by an exterior wall and do not project beyond the property line
- replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl
- put up shelving and cabinets
- install gutters and downspouts (a plumbing permit may still be required for stormwater disposal)
- replace or repair siding on a wall that is three feet or more from a property line
- replace or repair as much as two layers of roofing, if there is no replacement of sheathing (up to 30%)
- replace doors or windows if the existing openings aren’t widened
- build a fence up to 6 feet high
- pave a walkway
- build a patio or deck that is not more than 30 inches above grade

Being exempt from a permit does not mean that you can do work that would violate any law or ordinance. Code standards must be met, even when a permit is not required.

Where do I get a permit?

Permits are issued at your local building division, 710 NW Wall Street, Bend, Oregon. Any work outside of Bend’s city limits would be permitted through Deschutes County’s Community Development Department.

What information will I need to get a permit?

1. The address and legal description of the property.
2. A description of the work proposed.
3. The owner’s name, address, and phone number.
4. If a contractor is doing the work, the contractor’s name, address, phone number, and state license number.
5. Three sets of plans that clearly show all work on the building and where the building sits on the property. Typical plans include a site plan, floor plans, and cross sections showing construction details. Checklists are available at the building division and at www.ci.bend.or.us.

Who must review my project?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the One-and Two-Family Dwelling Specialty Code. If additional information or changes are necessary, you will be contacted by phone, email or mail and asked to furnish the information.

Who gets the permit?

As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board or you can get the permit and do the work yourself. An immediate family member, a friend, neighbor, tenant, or other relative can legally work on your one- or two-family dwelling **only if the work is not for compensation.**

How long does it take to get a permit?

A plan review generally takes up to two weeks for one- and two-family dwellings. Three weeks is standard for permit issuance. Time frames can change, depending on the complexity of the project and the completeness of the information you submit with your application.

When you submit your plans, you will be asked to pay the plan review fee, the structural permit fee will be paid at the time the permit is issued.

When your plans have been reviewed, stamped “**approved**” and signed, one set will be returned to you with your permit.

When can work start?

When your permit has been issued and one set of your **approved** plans returned, work can begin. The permit and plans must be on the job site and available to the inspector.

To change your plans from what was originally approved, you may be required to provide two additional sets of plans reflecting the changes. Contact the building division to inquire about submitting requested changes. **Do not mark the approved set.**