

# Business Registration and Specialty Licenses

## Audience

- Businesses new to the City of Bend

## Purpose

- Register a new business or apply for a specialty license

## Required

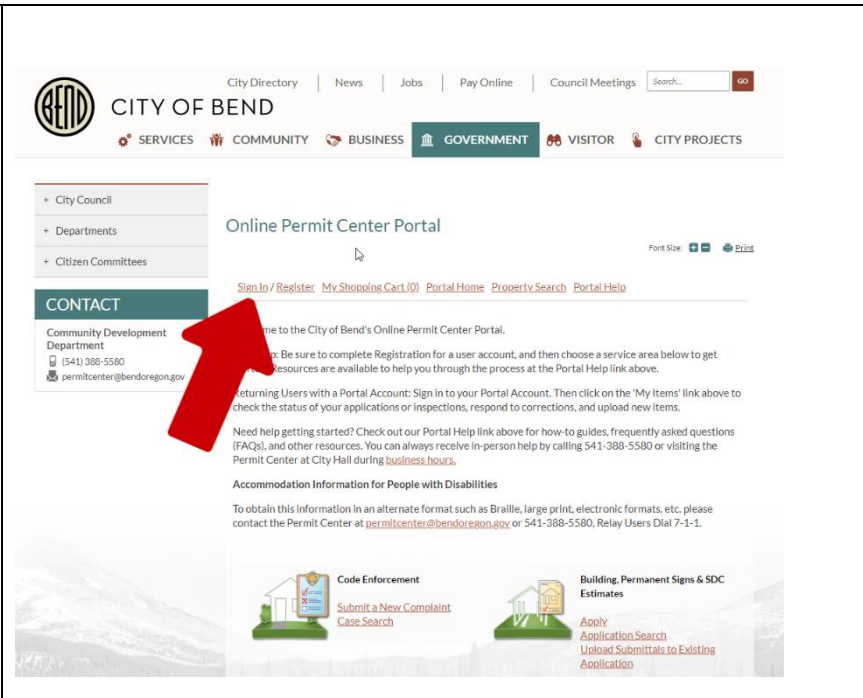
- Online Permit Center Portal account

## Background

In this walk through we will go over the steps involved in applying for a new business registration or specialty operating license.

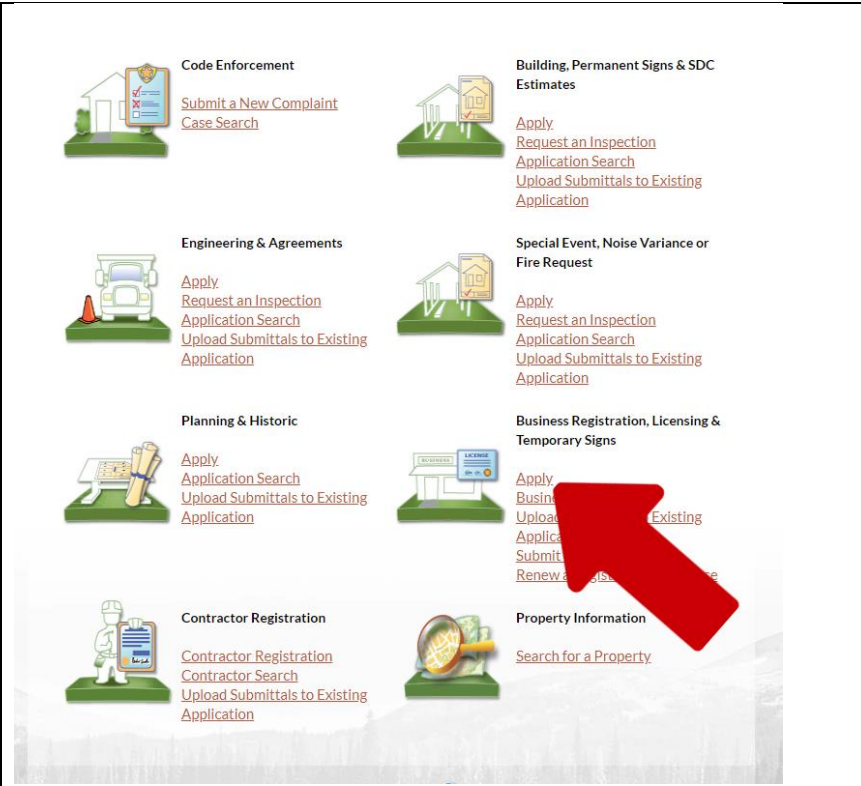
## Steps

First, sign in.



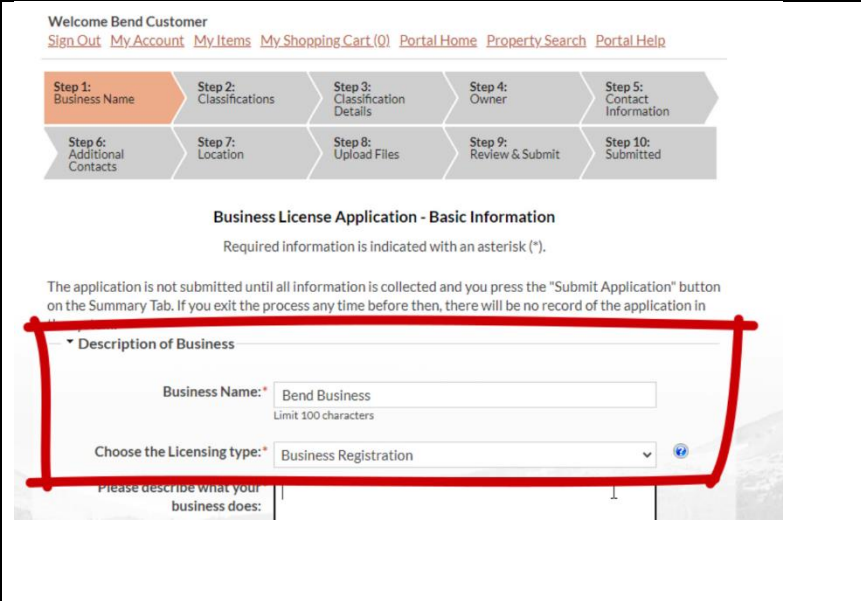
The screenshot shows the City of Bend Online Permit Center Portal. At the top, there is a navigation bar with links for City Directory, News, Jobs, Pay Online, Council Meetings, and a search box. Below this is a secondary navigation bar with icons for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. On the left side, there is a sidebar menu with expandable sections for City Council, Departments, and Citizen Committees, followed by a CONTACT section for the Community Development Department. The main content area is titled "Online Permit Center Portal" and includes links for Sign In / Register, My Shopping Cart (0), Portal Home, Property Search, and Portal Help. A red arrow points to the "Sign In / Register" link. Below the links, there is a welcome message and instructions for new users to register and for returning users to sign in. There is also a section for "Accommodation Information for People with Disabilities" and a footer with links for Code Enforcement and Building, Permanent Signs & SDC Estimates.

From the portal homepage, navigate to the Business Registration, Licensing & Temporary Signs service area and click Apply.



Fill in your business name and specify the license type.

Any business that physically conducts business inside the city, regardless of whether or not it has a physical structure in Bend, must self-register for a business registration.



Depending on what a business does, it may also need to apply for an operating license by choosing Specialty License and Programs. Examples of Specialty Licenses and Programs include:

- Short Term Rentals
- Marijuana operations
- Vehicle for Hire
- Sidewalk Vendors
- others.

For businesses that need to apply for both a business registration and a specialty license, we recommend starting with the business registration, and then following up with your specialty operating license.

## Specialty Licenses

Short Term Rental Operating License

Lodging Intermediary or Operator for Room Tax Remittance

Marijuana Business Operations (Processor, Producer, Retail, Testing, Wholesale)

Vehicle for Hire

Portable Sign, Temporary Banner and Land Development Signs

Outdoor Café

Sidewalk Vendor

Liquor License Endorsement

Master Electrical Program

Private Security

Secondhand Dealer

Social Gaming

In this example, we will register a business.

Provide a brief description of your business, then complete the Business Details section.

Choose the Licensing type: Business Registration

Please describe what your business does:   
Limit: 4000 characters

**Business Details**

Doing Business As:

Business Start Date:

Non Profit Business?:

Oregon Business Identification Number (BIN), if applicable:

Is this a home-based business?:

Accepting customers at your home based business?:

No. of Full-Time Employees:

No. of Part-Time Employees:

Would you like to be included in the City's regular report on Business Registrations?:

Doing business in Bend with no physical address?:

Does your business intend to vend in Downtown Bend?:

Are you a marijuana business?:

Does your building have a security alarm?:

All fields require an entry – for fields with no applicable response, fill in NA.

Hazardous Materials On Site?:

Please list and describe the chemicals used on site:

In the Additional Business Owners field, separate contact info fields by a comma and separate multiple contacts with parenthesis.

Use the same format for the Emergency Contact.

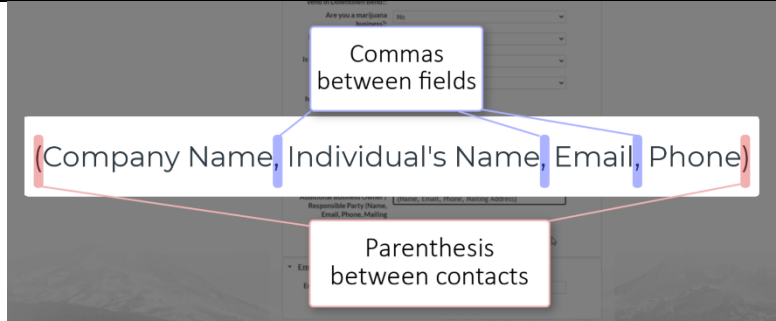
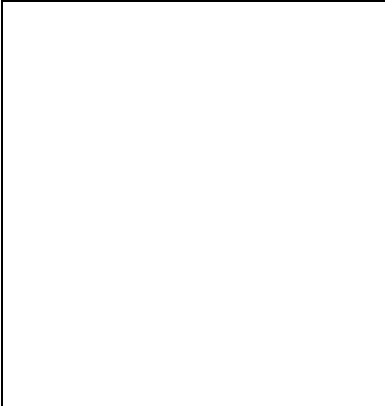
Click Next Step.

**Additional Business Owners**

Additional Business Owner / Responsible Party (Name, Email, Phone, Mailing Address, City, State, Zip).  
May enter multiple contacts.:

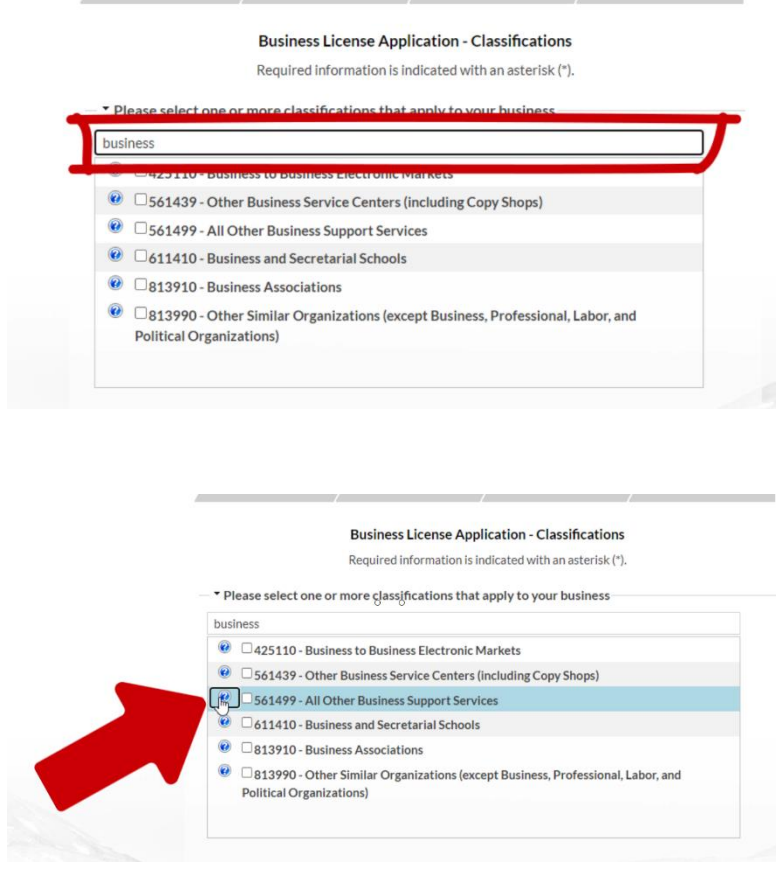
**Emergency Contact**

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):



The Classifications page refers to NAICS codes. Type keywords in the search bar to find a NAICS code or click the blue question mark next to any classification for a link to the NAICS Association website to find your code.

Click Next Step.



Depending on your classification, you may need to fill in additional details.

Shopping Cart (1) Portal Home Property Search Portal Help

Step 3: Classification Details Step 4: Owner Step 5: Contact Information

Step 8: Upload Files Step 9: Review & Submit Step 10: Submitted

Business License Application - Classification Details

Business Name

Address

City

State

Zip

Phone

Not all registrations have this step

On the Owner step, always choose Use My Name and Address.

Verify the Business Owner.

If you are registering a business for someone else, you will be able to enter the appropriate contact information on the Contact Information step later.

Click Next Step.

Welcome Bend Customer

Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search Portal Help

Step 1: Business Name Step 2: Classifications Step 3: Owner Step 4: Contact Information

Step 5: Additional Contacts Step 6: Location Step 7: Review & Submit Step 8: Submitted

Business License Application - Business Owner

Required information is indicated with an asterisk (\*).

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Use my name and address

Bend Customer  
710 NW WALL ST, Ste 201  
c/o M. Smith  
Bend OR 97703  
Primary: (123) 456-7890

Search the address book

Search for a person: \_\_\_\_\_

Fill in the primary contact information. This is where all correspondence with the business will be sent.

Click Copy from Business Owner to import that contact information and mailing address, or if the business has a different set of contact information, that can be manually filled in below.

Include any suite numbers/PO Box in the Street Address field, and any C/O information in the lines below.

We recommend selecting email as the Preferred Contact Method as it allows communication updates to be automated. This will make sure you get notified of any changes to your projects as soon as possible.

Click Next Step.

## Online Permit Center Portal

Font Size: [Print](#)

Welcome Bend Customer

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)



### Business Registration Application - Contact Information

Required information is indicated with an asterisk (\*).

Please enter the mailing address and contact information for your business. Correspondence with your business will be sent here.

[Copy from the Business Owner](#)

-or-

Mailing Address and Contact Numbers

Preferred Contact Method:\*

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:\*

Mailing Address and Contact Numbers

Preferred Contact Method:\*

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:\*



If you would like to add another business as a contact for your application, click Add Business From Address Book.

Click Next Step.

Type	Contact
Business Owner / Responsible Party	Bend Customer, Address: 710 NW WALL ST, Ste 201, Bend, OR, 97703, Phone: (123) 456-7890

[Add Business From Address Book](#)

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Take a moment to review the special instructions at the top of the page.

Welcome Bend Customer  
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name   Step 2: Classifications   Step 3: Owner   Step 4: Contact Information  
Step 5: Additional Contacts   **Step 6: Location**   Step 7: Review & Submit   Step 8: Submitted

### Business License Application - Location of Business

Enter the address for your business's physical location in the City of Bend.

Business Registration: If you do not have a physical location within City limits, go back to Step 1 of this application and respond Yes to "Doing Business in Bend with no physical address?"

All other applications: Enter the location for the subject property in the City of Bend by using the Search or Map tools below. To select more than one location, click 'Add Another Location'.

Note: If the location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

[Find location in Map](#)

To set your business location, click in the Search for Address field, begin typing and select from the list, or click Find location in Map.

If you cannot locate the address, click Can't Find Address and enter it manually.

Click Next Step.

[Find location in Map](#)

Use my location:

Search for address:   
726 NW WALL ST, Bend, OR 97703  
from the list.

[Find Locations Near Me](#)

[Can't find address?](#)



[Find location in Map](#)

Use my location:

Search for address:

Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Find Locations Near Me](#)

[Can't find address?](#)


Take a moment to review your registration and then complete the acknowledgment and captcha at the bottom of the page.

Click Submit Application.

**I acknowledge I have authority to submit this application, and affirm all the information provided is current and accurate. I agree to comply with all applicable City standards, regulations, and requirements, and understand that the granting of any a permit, license, or other approval does not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally, I understand that a permit, license, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirement, or any inaccuracies or omissions related to this application or other submitted materials.**

I Agree:

Type the characters you see in the image below to continue.



[Previous Step: Location](#) | [Submit Application](#) | [Cancel Application](#)

The confirmation page displays any fees associated with your registration. Fees must be paid before your registration is complete.

**Business License Application - Submitted**

Application Number: **LCBR202000314**

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

**There are fees totaling \$50.00 owing on this application.**

Click [My Shopping Cart](#) to pay your fees.

You will pay your fees using My Shopping Cart.

**Business License Application - Submitted**  
Application Number: LCBR202000314

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

Fees totaling \$50.00 owing on this application.

Click [My Shopping Cart](#) to pay your fees.

Click Make Payment to move to the secure payment portal to complete your application.

**My Shopping Cart**

LCBR202000314

Please select the fees you wish to pay now by checking the "Pay" checkbox on [Remove Fees from My Cart](#) the fees below.

[Select All Fees](#) [Deselect All Fees](#)

Fee Type	Amount	Amount Paid	Pay?
Business Registration - For-Profit Business	\$50.00	\$0.00	<input checked="" type="checkbox"/>
<b>Totals:</b>	\$50.00	\$0.00	
<b>Total Selected:</b>	\$50.00		

Total Amount Owning: \$50.00

Total Selected Amount: \$50.00

[Make Payment](#)

**Course:** Portal Help – Business Registrations and Specialty Operating Licenses

**Coverage:** This course and documentation is based on CityView, version 2020.4.4.

**Authors and Publisher**

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**Ordering / Contact Information**

City of Bend, [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov)

LR: 9/15/2020

**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 Permit Center at [permitcenter@bendoregon.gov](mailto:permitcenter@bendoregon.gov) or (541) 388-5580; Relay Users Dial 7-1-1.