

Overview

The City of Bend Online Permit Center Portal makes locating and viewing property information and managing projects easy.

While you don't need an account to search for property information or to file a code complaint, to take full advantage of the site, sign up for a free account and have 24/7 access to site activities, allowing you to:

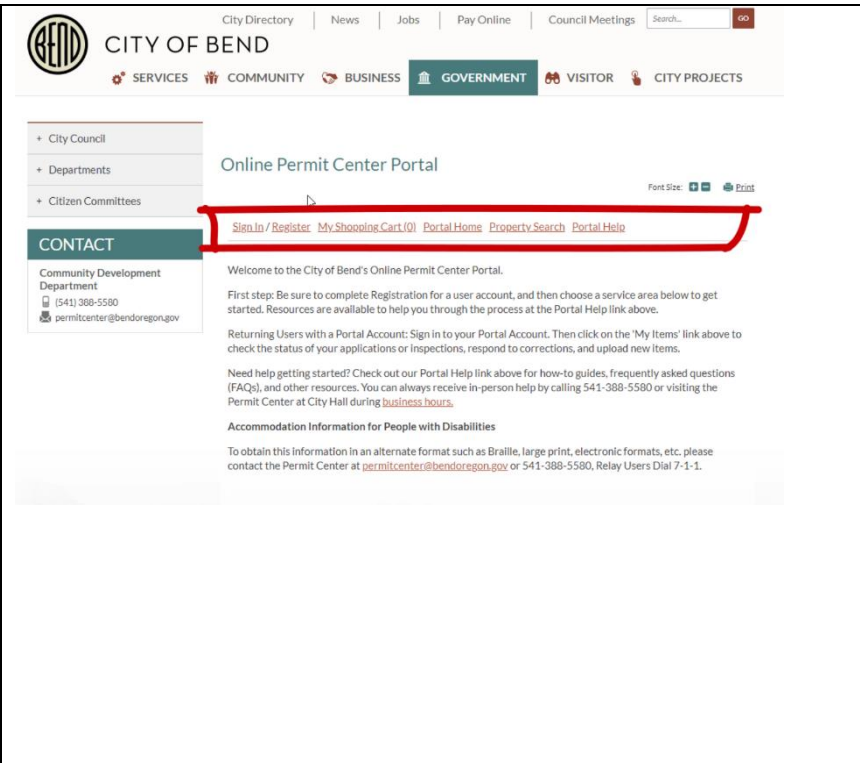
- View code complaint status
- Apply for building or engineering permits, business licenses, and submit land use applications
- Schedule inspections and receive real-time inspection results
- Track project status
- Pay all fees online
- and more!

Let's take a quick look at how the site works:

Steps

The top navigation includes important links:

- Register and Sign In links
- My Items – which tracks all applications, complaints or any other City items pertaining to your account
- Portal Help link – which contains portal help videos, how-to documents and other resources
- Portal Home link.



The screenshot displays 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 bar. Below this is the City of Bend logo and a secondary navigation menu with icons for SERVICES, COMMUNITY, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. A left sidebar contains expandable sections for City Council, Departments, and Citizen Committees, along with a CONTACT section for the Community Development Department. The main content area is titled 'Online Permit Center Portal' and features a red-bordered navigation bar with the following links: [Sign In / Register](#), [My Shopping Cart \(0\)](#), [Portal Home](#), [Property Search](#), and [Portal Help](#). Below the navigation bar, the page content includes a welcome message, instructions for first-time users, and information for returning users.

The service areas below contain process specific links. For example, if you are looking for anything engineering related, you can find those links under the Engineering and Agreements service area.

To obtain this information in a larger format, click on the printer icon or the printer preview icon to contact the Permit Center at permitcenter@bendoregon.gov or 541-388-5580, Relay Users Dial 7-1-1.

The screenshot shows a grid of service areas, each with an icon and a list of links:

- Code Enforcement**: [Submit a New Complaint](#), [Case Search](#)
- Building, Permanent Signs & SDC Estimates**: [Apply](#), [Request an Inspection](#), [Application Search](#), [Upload Submittals to Existing Application](#)
- Engineering & Agreements**: [Apply](#), [Request an Inspection](#), [Application Search](#), [Upload Submittals to Existing Application](#)
- Special Event, Noise Variance or Fire Request**: [Apply](#), [Request an Inspection](#), [Application Search](#), [Upload Submittals to Existing Application](#)
- Planning & Historic**: [Apply](#), [Application Search](#), [Upload Submittals to Existing Application](#)
- Business Registration, Licensing & Temporary Signs**: [Apply](#), [Business Search](#), [Upload Submittals to Existing Application](#), [Submit Excise Tax](#), [Renew a Registration or License](#)
- Contractor Registration**: [Contractor Registration](#), [Contractor Search](#), [Upload Submittals to Existing Application](#)
- Property Information**: [Search for a Property](#)

Powered by CityView

While the site handles many different application types, the application process remains the same.

The top of every application page outlines the required steps.

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

The screenshot shows a 9-step application process flow diagram:

- Step 1: Application Type
- Step 2: Permit Type
- Step 3: Work Items
- Step 4: Description of Work
- Step 5: Location
- Step 6: Contacts
- Step 7: Upload Files
- Step 8: Review & Submit
- Step 9: Submitted

Permit Application - Description and type
 Required information is indicated with an asterisk (*).

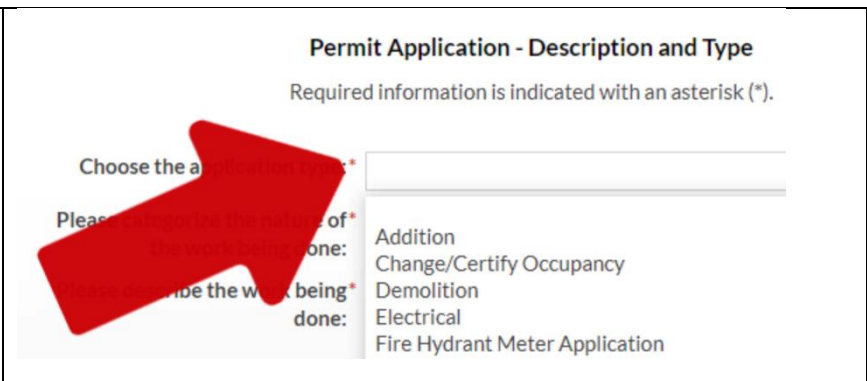
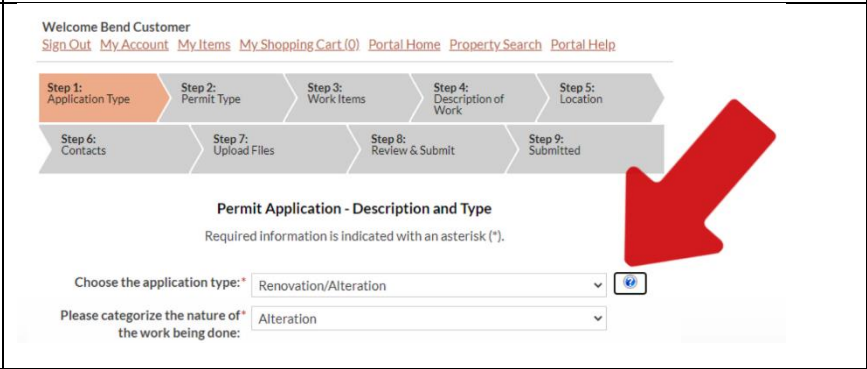
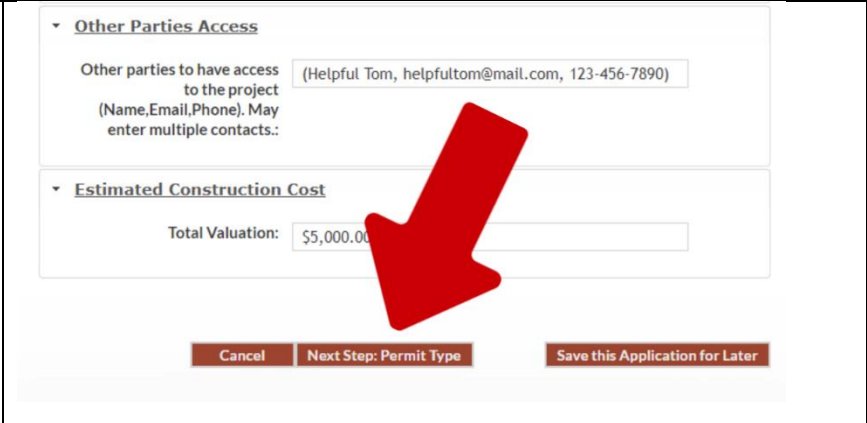
Choose the application type: ⓘ

Please categorize the nature of the work being done:

Please describe the work being done:

Limit 4000 characters

[Cancel](#) [Next Step: Permit Type](#) [Save this Application for Later](#)

<p>Required information is marked with a red asterisk.</p>	 <p>Permit Application - Description and Type Required information is indicated with an asterisk (*).</p> <p>Choose the application type:*</p> <p>Please categorize the nature of the work being done:*</p> <ul style="list-style-type: none"> Addition Change/Certify Occupancy Demolition Electrical Fire Hydrant Meter Application
<p>Blue question marks next to select fields give more information about the current selection.</p>	 <p>Welcome Bend Customer Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search Portal Help</p> <p>Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted</p> <p>Permit Application - Description and Type Required information is indicated with an asterisk (*).</p> <p>Choose the application type:* Renovation/Alteration ⓘ</p> <p>Please categorize the nature of the work being done:* Alteration</p>
<p>From the bottom of the page, navigate to the Next Step in the process.</p>	 <p>Other Parties Access</p> <p>Other parties to have access to the project (Name,Email,Phone). May enter multiple contacts.:</p> <p>(Helpful Tom, helpfultom@mail.com, 123-456-7890)</p> <p>Estimated Construction Cost</p> <p>Total Valuation: \$5,000.00</p> <p>Cancel Next Step: Permit Type Save this Application for Later</p>

If a step requires special instruction, that information will show under the step heading.

Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located at the bottom of this page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf, dwg, jpg, jpeg, png, tif, tifs, xls, xlsx, wav, mp4, mov
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (eg. k9dk38fj3.pdf)
 - See drawing file naming instructions for **Building** and **Engineering** applications.
- All plans shall be drawn to scale.
- Plan requirements:
 - Plans should be legible, include a north arrow, and be oriented to read left to right.
 - The footprint orientation should match the floor, foundation and shear wall plans.
 - Square footages indicated on each sheet shall match each other (ie square footage on floor plan matches square footage indicated on site plan for footprint).
 - Plans for other than new construction shall identify items as existing or proposed, so it is clear what exists and what is proposed to be permitted.
 - Drawings shall be uploaded as individual files/sheets and supporting documents including engineering packets shall be uploaded as multi-page files.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

You are required to upload all relevant submittal items when submitting your application to the City. If you need assistance, please contact the Permit Center at for permitcenter@bendoregon.gov or 541-388-5580.

Note: If your session is idle for more than 20 minutes, your session could time out and work will not be saved.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Current Submittal
Submittal #1 Permit Application Submittal (09/17/2020) [Print Requirement Items](#)

The final step for all applications is Review and Submit. It includes a recap of your application, shows any applicable fees, and requires your verification before submission.

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.

Do you agree?:*

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

REAVM Refresh

Previous Step: Upload Files Submit Application Save this Application for Later Cancel Application

If you have any questions, check out our help page or get in touch.

Course: Portal Help – Overview: The City of Bend’s New Online Permit Center Portal

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

Authors and Publisher

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Date: September 2020

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Ordering / Contact Information

City of Bend, 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 or (541) 388-5580; Relay Users Dial 7-1-1.