

Renew a Business Registration or Specialty Operating License

Audience

- Active businesses in the City of Bend

Purpose

- Renew an active business registration or specialty license **before** it expires.

Required

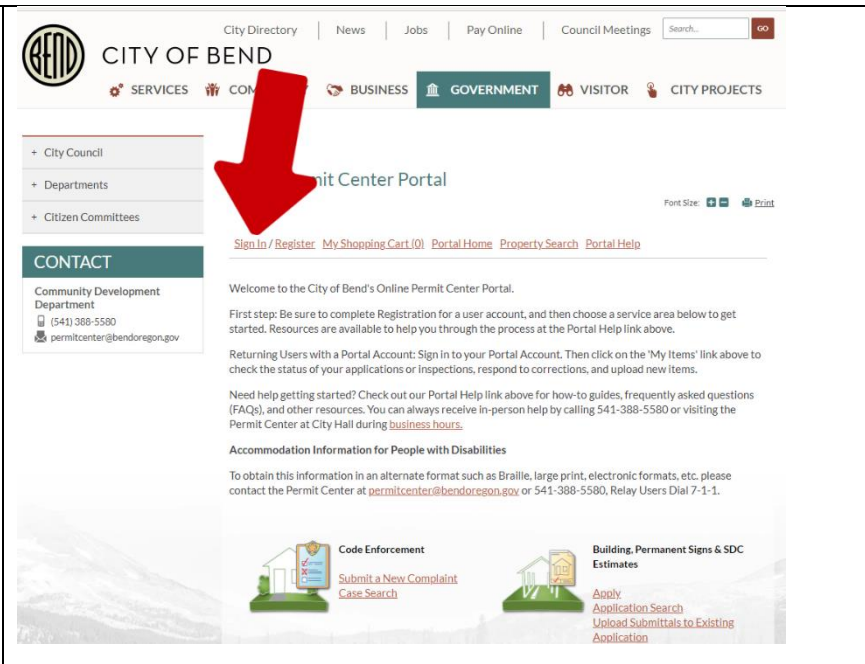
- Active business registration / specialty license.

Background

If you already have an active business registration or specialty license, there is a simple process to renew it every year.

If a registration or license has expired and a new one is needed, or you are a new business operating in Bend, check out the Business Registration and Specialty Licenses video or walk through.

Steps

<p>First, sign in.</p>	 <p>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 bar. Below this is a main navigation menu with icons for SERVICES, COM, BUSINESS, GOVERNMENT, VISITOR, and CITY PROJECTS. A red arrow points to the 'Permit Center Portal' link in the 'BUSINESS' section. On the left side, there is a sidebar with a 'CONTACT' section for the Community Development Department, including the phone number (541) 388-5580 and the email permitcenter@bendoregon.gov. The main content area contains a welcome message and instructions for first-time users and returning users. At the bottom, there are links for Code Enforcement (Submit a New Complaint, Case Search) and Building, Permanent Signs & SDC Estimates (Apply, Application Search, Upload Submittals to Existing Application).</p>
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Click My Items.

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](#)



Expand the Business Registration, Licensing & Temporary Signs service area. Find the active record that is ready to renew. For this walk through, we will renew a Business Registration.

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

My Business Registration, Licensing & Temporary Sign Applications

Show Active

Reference Number	Name	Address	Status	Date Created
LCSL202000322	Short Term Rental	575 NE 15TH ST, Bend, OR 97701	Active	09/21/2020

[Renew this License](#)

LCBR202000314	Bend Business	726 NW WALL ST, Bend, OR 97703	Active	09/17/2020
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[Renew this License](#)

[Apply](#)



Click Renew this License.

You must be the Business Owner or Responsible Party to renew a business registration or license.

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

My Business Registration, Licensing & Temporary Sign Applications

Show Active

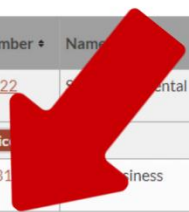
Reference Number	Name	Address	Status	Date Created
LCSL202000322	Short Term Rental	575 NE 15TH ST, Bend, OR 97701	Active	09/21/2020

[Renew this License](#)

LCBR202000314	Bend Business	726 NW WALL ST, Bend, OR 97703	Active	09/17/2020
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[Renew this License](#)

[Apply](#)



Information from your active registration will be available for review and you will be guided through any necessary steps. You will want to review this information and update as needed.

Pay special attention to make sure all contact information is up to date.

License Details

Application Number: LCBR202000314
License Type: Business Registration
Business Name: Bend Business

Description: Description of what my business does

Preferred Contact Method: Email

Mailing Address: 710 NW WALL ST, Ste 201

Address Extra Line 1: c/o M. Smith

Address Extra Line 2:

City/State/Zip: Bend OREGON 97703

Email Address: bendcustomer@gmail.com

Contact Number(s):
Type: Primary Contact Number: (123) 456-7890 Ext. [X]
[] [] [X]

(*Please note: at least one contact number is required)

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.

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

License Details

Application Number: LCBR202000314
License Type: Business Registration
Business Name: Bend Business

Description: Description of what my business does
Limit 4000 characters

Preferred Contact Method: Email

Mailing Address: 710 NW WALL ST, Ste 201

Address Extra Line 1: c/o M. Smith

Address Extra Line 2:

City/State/Zip: Bend OREGON 97703

Email Address: bendcustomer@gmail.com

Contact Number(s):
Type: Primary Contact Number: (123) 456-7890 Ext. [X]
[] [] [X]

(*Please note: at least one contact number is required)

Any blank required fields will need to be completed.

Fill in NA for blank fields with no applicable response

Click Next Step.

Next Step: Upload Files

If you are renewing a specialty license you may be prompted to upload updated submittal items.

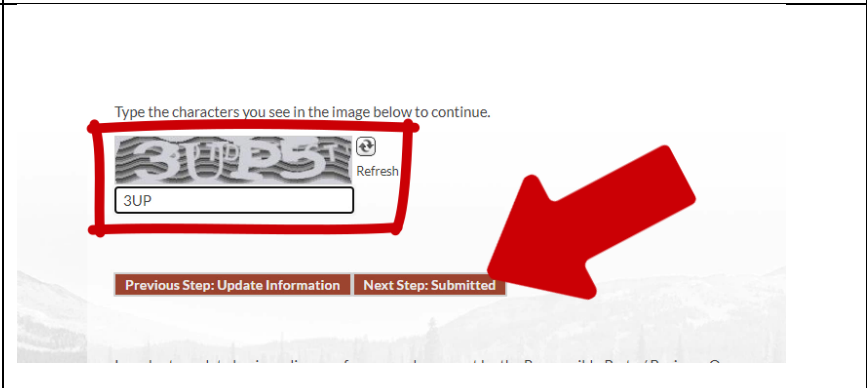
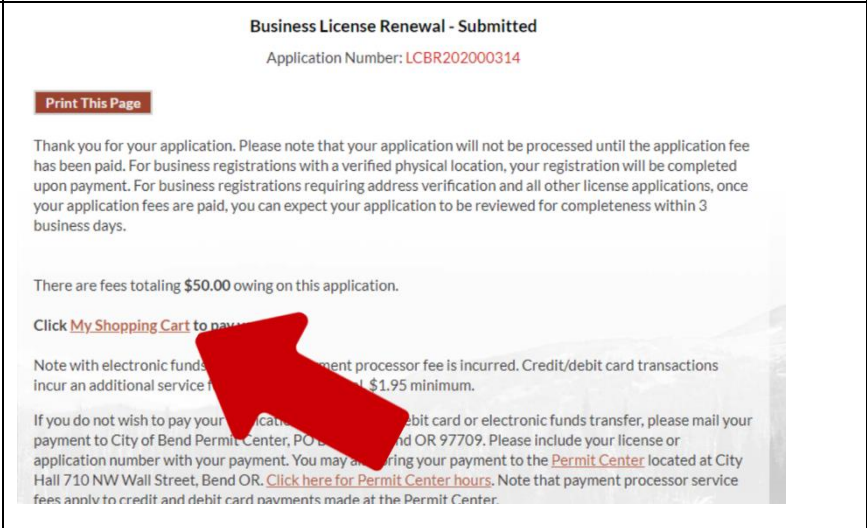
Online Permit Center Portal

Business License Renewal - Upload Documents

Not all renewals have this step

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf, dwg, jpg, jpeg, png, tif, xls, xlsx, wav, mp4, mov
- Recommended naming conventions:
 - The filename should match the submittal item title it is uploaded to (Acknowledgement Form).
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
- All plans shall be drawn to scale.

On the Review and Submit step, review your

<p>application to make sure all information is correct.</p>	
<p>When ready to submit your application, complete the CAPTCHA and click submit.</p>	
<p>Any fees must be paid before the City will act on your application.</p> <p>You will pay your fees using My Shopping Cart.</p>	

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

Welcome Bend Customer
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

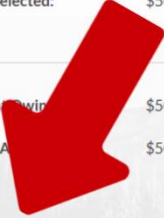
LCBR202000314

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 - Renewal Fee	\$50.00	\$0.00	<input checked="" type="checkbox"/>
Totals:	\$50.00	\$0.00	
Total Selected:	\$50.00		
Total Amount Owed:	\$50.00		
Total Selected Amount:	\$50.00		

[Make Payment](#)



Course: Portal Help – Renew a Business Registration or Specialty Operating License

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

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.