Upload Submittals and Respond to Corrections

Audience

- Applicants
- Owners
- Contractors

Purpose

- Understand steps necessary to upload support documents for an application

Required

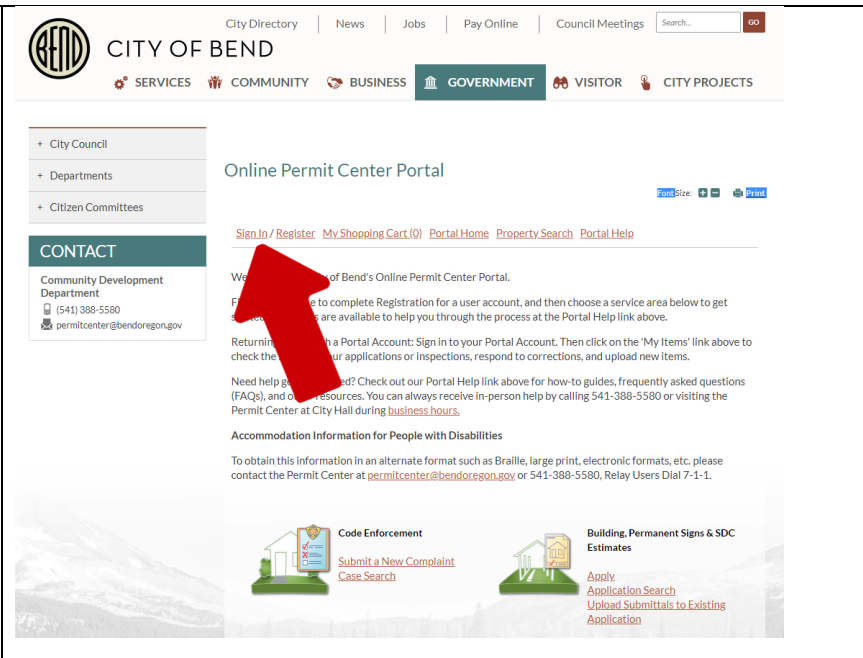- Open application that requires document upload

Background

You will need an account to:

- Submit applications
- Request inspections
- Make payments on an application or permit

If you need to upload any submittal items after the initial application submission - perhaps in reply to a Notice of Incomplete Application or a Notice of Required Revision - you can upload documents on the Application Status page.

Steps

First, sign-in.	

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 Welcome to the City of Bend's Online Permit Center Portal. First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.
From the My Items page, find your application in the service area in which it was submitted. For example, if you are looking for a Building application, click on the My Building, Permanent Sign and SDC Estimates Applications service area.	**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 ▸ My Code Enforcement Complaints ▸ My Contractor Registration Applications ▸ My Building Permit, Permanent Sign & SDC Estimate Applications ▸ My Special Event, Noise Variance or Fire Request Applications ▸ My Engineering & Agreement Applications
While you can click Upload Submittals to go directly to the necessary page, we recommend that you review the Application Status page first.	▾ My Building Permit, Permanent Sign & SDC Estimate Applications Show Active ▾ <table><tr><th>Reference Number ⬍</th><th>Address ⬍</th><th>Type ⬍</th><th>Status ⬍</th><th>Date Created ▾</th></tr><tr><td>PRAD202003012</td><td>710 NW WALL ST, Bend, OR 97703</td><td>Addition</td><td>Pending</td><td>09/18/2020</td></tr><tr><td colspan="5">**Description:** Add sunroom on SE corner of house</td></tr><tr><td colspan="5">**Add A Revision** **Add Fees to My Cart** **Upload Submittals**</td></tr><tr><td>PRRE202003009</td><td>726 NW WALL ST, Bend, OR 97703</td><td>Renovation/Alteration</td><td>Returned for Correction</td><td>09/17/2020</td></tr><tr><td colspan="5">**Description:** Expanding the deck</td></tr><tr><td colspan="5">**Upload Submittals**</td></tr><tr><td>PRRE202002950</td><td>726 NW WALL ST, Bend, OR 97703</td><td>Renovation/Alteration</td><td>Permit(s) Issued</td><td>09/14/2020</td></tr><tr><td colspan="5">**Description:** Interior remodel</td></tr><tr><td colspan="5">**Add A Revision** **Request Inspection**</td></tr></table> Apply

To do this, click on your application's project number. Scroll down to check the status of your application.	
If you received a Notice of Incomplete Application or Notice of Required Revisions and are responding to it, you can see a copy of the correspondence in the Documents and Images section at the bottom of the page.	

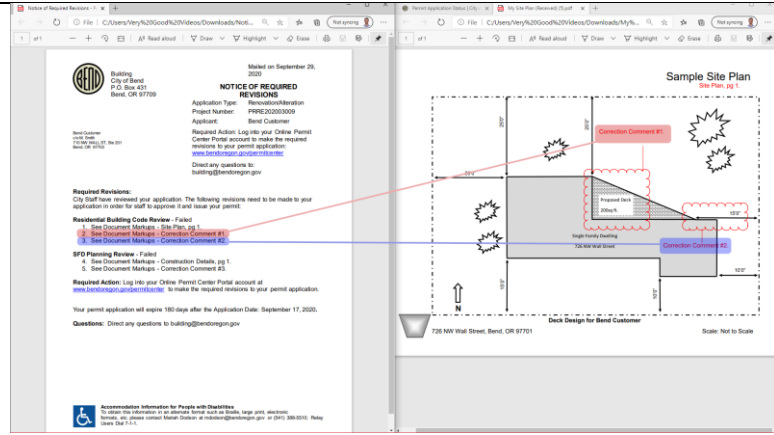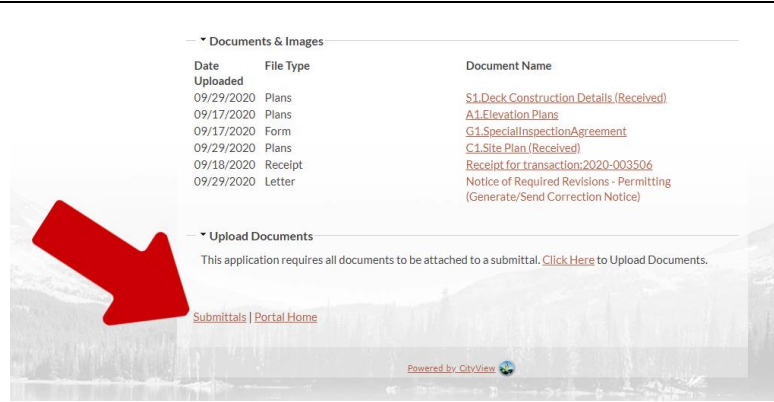|	

The letter will include a numbered list of corrections with the document or plan set each pertains to.	**Building**
	City of Bend
	P.O. Box 431
	Bend, OR 97709
	
	Mailed on September 29, 2020
	
	NOTICE OF REQUIRED REVISIONS
	
	Application Type: Renovation/Alteration
	Project Number: PRRE202003009
	Applicant: Bend Customer
	
	Bend Customer
	c/o M. Smith
	710 NW WALL ST, Ste 201
	Bend, OR 97703
	
	Required Action: Log into your Online Permit Center Portal account to make the required revisions to your permit application: www.bendoregon.gov/permitcenter
	
	Direct any questions to: building@bendoregon.gov
	
	Required Revisions:
	City Staff have reviewed your application. The following revisions need to be made to your application in order for staff to approve it and issue your permit:
	
	Residential Building Code Review - Failed
	  1. See Document Markups - Site Plan, pg 1.
	  2. See Document Markups - Correction Comment #1.
	  3. See Document Markups - Correction Comment #2.
	
	SFD Planning Review - Failed
	  4. See Document Markups - Construction Details, pg 1.
	  5. See Document Markups - Correction Comment #3.
	
	Required Action: Log into your Online Permit Center Portal account at www.bendoregon.gov/permitcenter to make the required revisions to your permit application.
	
	Your permit application will expire 180 days after the Application Date: September 17, 2020.
	
	Questions: Direct any questions to building@bendoregon.gov

Any plan sets that have comments or markups from City staff reviews will be marked with a (Received) tag.	**▾ Documents & Images** | Date Uploaded	File Type	Document Name
---	---	---
09/29/2020	Plans	S1.Deck Construction Details (Received)
09/17/2020	Form	C4.Special Inspection Agreement
09/29/2020	Plans	C1.Site Plan (Received)
	Receipt	2020-003506
09/29/2020	Letter	Notice of Required Revisions - Permitting (Generate/Send Correction Notice)	

It is best to view the letter and the marked-up documents together to get a full picture of what edits to make.	
Once you have made your adjustments and are ready to upload documents, click the Submittals link.	
Review the Guidelines provided at the top of the page which list instructions for file types and naming conventions.

Blue question marks provide additional information about each upload and a link to the needed form if applicable. | |

Click to download form
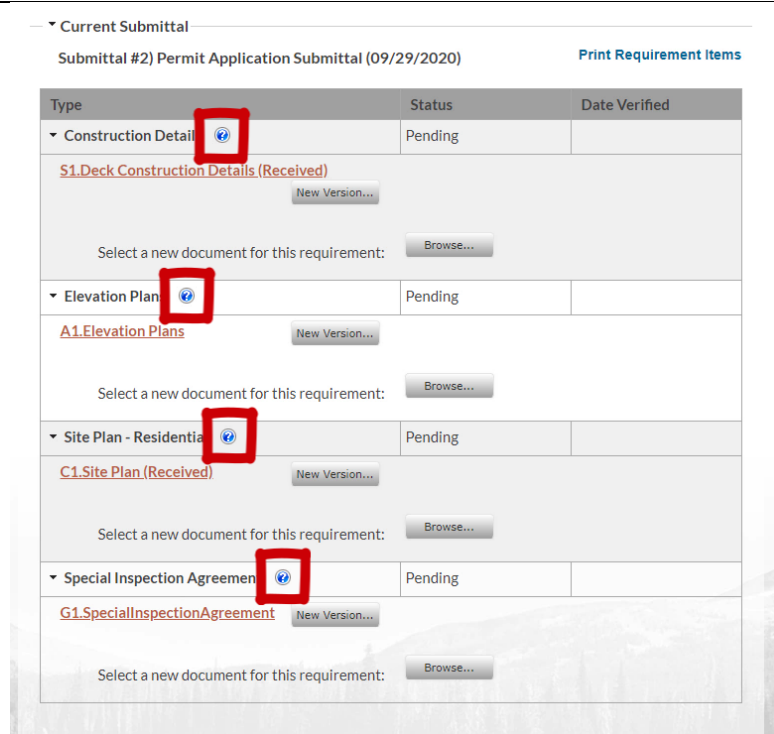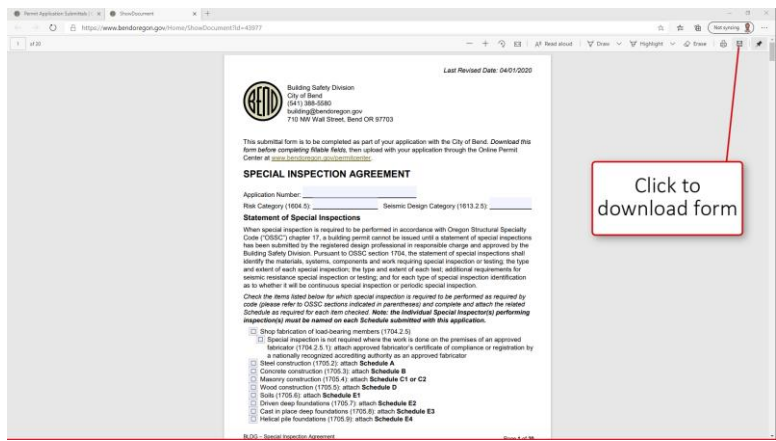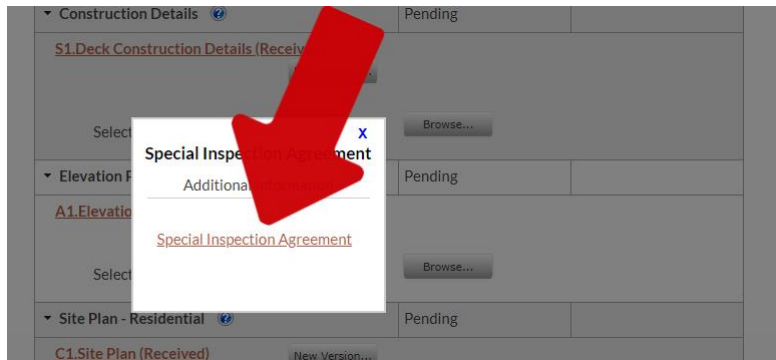
If this is the first time you are uploading the submittal item, click Browse, select your document and click open to add it to the upload queue.

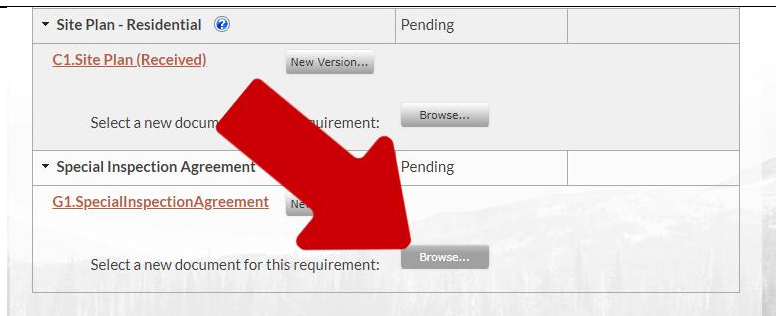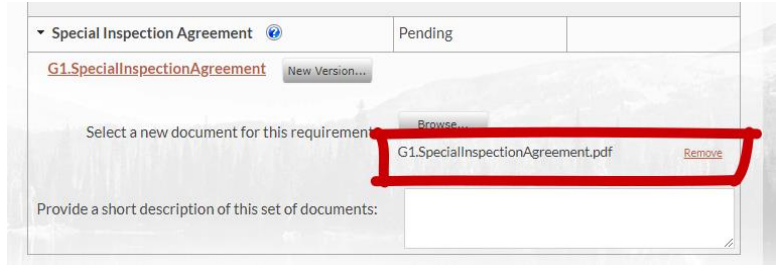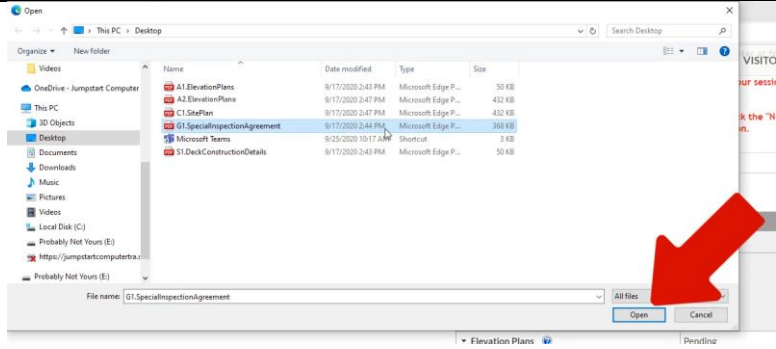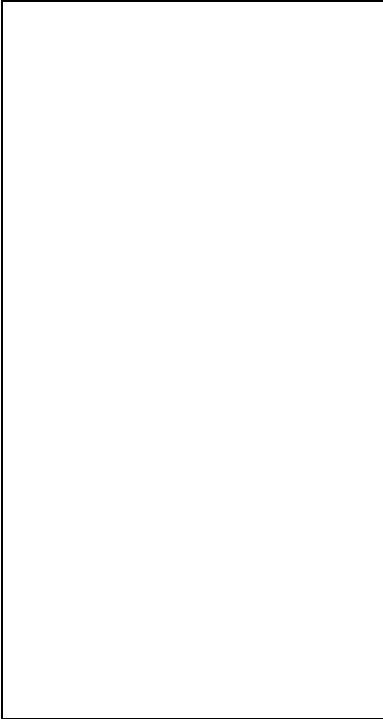|	
	  ▾ Special Inspection Agreement ⓘ Pending **G1.SpecialInspectionAgreement** [New Version...] Select a new document for this requirement: [Browse...] G1.SpecialInspectionAgreement.pdf Remove Provide a short description of this set of documents:
If you are uploading a new version of a document previously uploaded, it is very important that you click New Version to select your document in order for the documents to version properly.	
Again, select your document and click open to add it to the upload queue.	
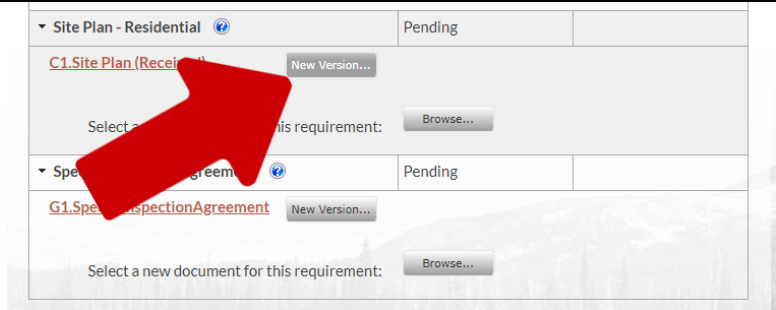
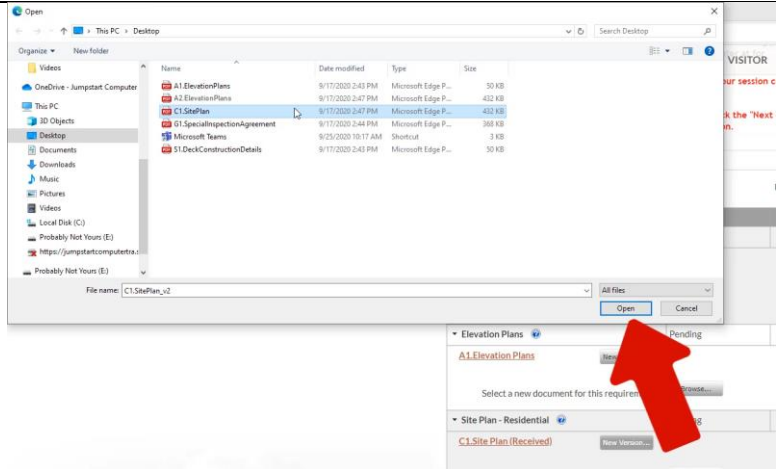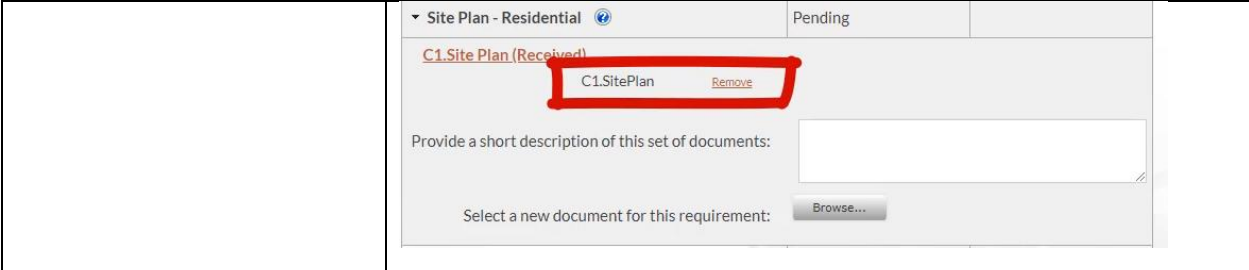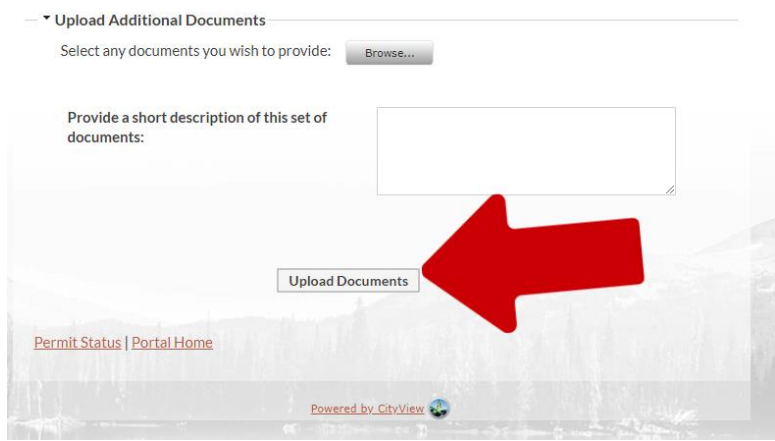|	
	Site Plan - Residential ❓ Pending **C1.Site Plan (Received)** C1.SitePlan Remove Provide a short description of this set of documents: Select a new document for this requirement: Browse...
Once you have added all documents, scroll to the bottom of the page and click Upload Documents.	▾ Upload Additional Documents Select any documents you wish to provide: Browse... **Provide a short description of this set of documents:** Upload Documents Permit Status | Portal Home Powered by CityView
The uploads complete message confirms that your uploads were successful.	**Uploads Complete** All documents were uploaded successfully. Ok
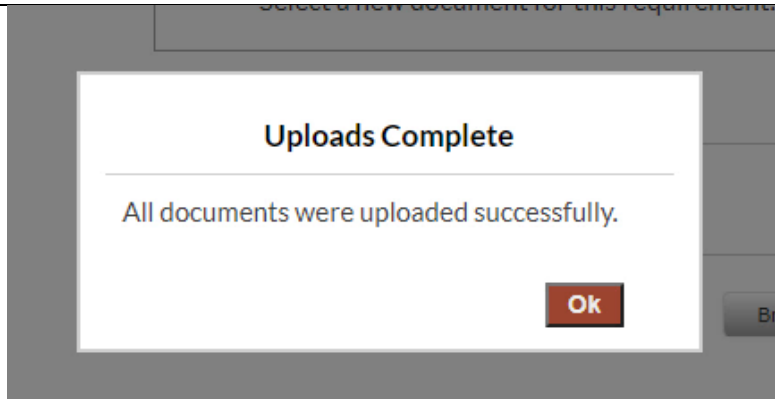
Course: Portal Help – Upload Submittals and Respond to Revisions

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

Authors and Publisher
Community Development Department, City of Bend, Oregon

Date: September 2020

Examples
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Ordering / Contact Information
City of Bend, permitcenter@bendoregon.gov

LR: 9/15/2020

Accommodation Information for People with Disabilities
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